



**the dtic**

Department:  
Trade, Industry and Competition  
REPUBLIC OF SOUTH AFRICA

## **EXPORT MARKETING AND INVESTMENT ASSISTANCE**

### **National Pavilions & Local Pavilions**

### **Application form for Manufacturing Entities**

**All correspondence to EMIA should be sent electronically**

**Effective 01 December 2022**

Warning:

Under no circumstances should any application form and/or the claim form be altered. Amended application/claim forms will not be considered for evaluation.

<b>Section A - Document Checklist</b>	
<b>Kindly ensure that all the required documentation is attached to the application in the following order. Emerging Exporters: please refer to the criteria and documents mentioned at the bottom of this page.</b>	<b>Refer to National Pavilion Guidelines</b>
(a) Electronic Full colour product brochure	
(b) Electronic Product photos / (at least 300 dpi). These images are in addition to the product brochure. The cost of preparing these images is for the exhibitor's account).	
(c) A copy of the company's Export Registration certificate from Customs & Excise. <b>Note: Not applicable to domestic pavilions held in South Africa.</b>	
(d) A copy of the Tax Clearance Compliance Status Pin, which must be obtained from SARS. The Tax Clearance Compliance Status Pin should be valid at the time of approval of the application (+/- 4 months prior to the exhibition). Applicants are therefore advised to request Tax Clearance Compliance Status Pin from SARS which are valid for a year. For applicants whose Tax Clearance Compliance Status Pin has expired at the time of the approval process at EMIA, will be requested to lodge a new valid Tax Clearance Compliance Status Pin before approval of their application can be given.	
(e) A copy of the Certificate of Incorporation and copies of all name changes effected. In the case of a sole proprietor a copy of a South African identity document.	
(f) A copy of a valid passport of the proposed traveller. <b>Note: Not applicable to domestic pavilions held in South Africa.</b>	
(g) If you are a Commission Agent, please submit copies of agency agreements and brochures from <b>three</b> manufacturing entities, which you represent.	
(h) If you are an Export Trading House please supply details and brochures of at least <b>three</b> manufacturing entities represented and a letter of permission to represent these entities.	
(i) If you are a Outsource manufacturer, please submit an outsource agreements letter and a brochures of your entity.	
(j) Latest audited financial statements, signed by the Directors and the report of the Auditors on the Auditor's letterhead.	
(k) Electronic Company logo (company logo in high definition (at least 300 dpi).	
(l) B-BBEE Certificate ( <b>Level 01 to 08</b> ) or sworn affidavit ( an affidavit is for entities having less than R10 Million Turnover). This is in compliance with B-BBEE Act.	
(m) <b>Emerging Exporter Criteria:</b> An emerging exporter is an HDI entity such as a CC, Partnership, Sole Proprietor or Cooperative that: <input type="checkbox"/> Is at least 51% owned by black persons, women or disabled persons of South African nationality; <input type="checkbox"/> Is involved in no exports; <input type="checkbox"/> Has traded locally for more than 12 months; <input type="checkbox"/> Has an EMIA qualifying product or service; <input type="checkbox"/> Has an annual turnover of less than R5 million.  <b>DOCUMENTS TO BE SUBMITTED</b> <ul style="list-style-type: none"> <li>• Submission of an appropriate EMIA application form within the permissible timelines;</li> <li>• A copy of the Tax Clearance Compliance Status Pin;</li> <li>• Proof of products i.e. Electronic product brochure / pamphlet;</li> <li>• A copy of valid passport (only required when travelling internationally);</li> <li>• An exporter Registration Certificate (only required when product samples are transported internationally to allow for custom clearance requirements);</li> <li>• Proof of turnover i.e. Accounting Officer letter or Audited financial statements;</li> <li>• Proof of HDI identity or company registration reflecting shareholding percentages.</li> <li>• B-BBEE Certificate (<b>Level 01 to 08</b>) or sworn affidavit ( an affidavit is for entities having less than R10 Million Turnover). This is in compliance with B-BBEE Act.</li> </ul>	
<b>Important Information</b>	
<b>Travel Arrangements</b>	
<p><b>the dtic</b> has appointed Preferred Service Providers, to the EMIA Scheme, for the provision of Travel services. These services include the management of air travel for SMME's and PDIs for the "National Pavilions &amp; Mini National Pavilions" component of the EMIA Scheme. <b>the dtic</b> / EMIA therefore makes the arrangements and bears the costs. Any extra costs incurred, over and above those benefits as approved by <b>the dtic</b> / EMIA, will be for the applicants account.</p>	
<p>Preferred Service Supplier DISCLAIMER: Whilst every effort has been made to ensure that the Preferred Service Providers in the National Pavilions Guidelines and application forms are competent and efficient, <b>the dtic</b> is discharged and exempted from all liability which might arise from all acts pertaining to the transport of samples and air travel arrangements.</p>	

## National Pavilions: Application form for Manufacturing Entities

### Important Notice to EMIA Customers

This application form goes hand-in-hand with the Guidelines booklet. The conclusion of a successful application is only possible if it is done with cross-reference to the requirements as laid out in the Guidelines booklet.

**Please ensure that this application form is duly signed and initialed on each page.**

### Section B - Particulars of Applicant

Entity Name							
Entity trade name (As on the Customs & Excise Registration Certificate)							
Entity type (Please Cross X Applicable)	(Pty) Ltd	Close Corp.	Sole Prop.	Partnership	Limited	Division	Other: Specify
Name of holding company							
Name of the show							
Show dates							
Location: City							
Name under which you will exhibit					Postal Address		
How many times have you participated in this Pavilion previously?					P.O. Box		
Have you already appointed an agent in the country where this National Pavilion is taking place?		YES	NO		City		
Exhibition Space required:					Postal Code		
Are you a member of Export Council/Industry Association		YES	NO		if YES indicated name of Export Council/Industry Association		
<b>Physical Address/es</b>		<b>Physical Address</b>			<b>Factory Address (where applicable)</b>		
Address					Address		
City					City		
Province					Province		
Postal Code					Postal Code		
Contact Person		Title			Name and Surname		
CEO/MD/Owner		Title			Name and Surname		
Proposed Traveller (Designation)		Title			Name and Surname		
Telephone number					Facsimile		
Alternative Numbers					E-mail		
Cellular					Web site address		
How did you find out about the event		Newspaper/Magazine/Radio	EMIA Workshop/Exhibition	the dtic website	Word of mouth	Other: Specify	
Disclose information on related parties where the one party can exercise significant / insignificant / substantial / insubstantial influence over party in making financial and operating decisions or can exercise control or joint control over other party. Please refer to "Related Parties" on page 5 of the National Pavilion Guidelines, effective 1 December 2022.							
Name of related party				Short description on the relationship			

Section C - Type of Activity of Applicant					
Number of employees		Turnover last financial year			
Total Assets		Total Liabilities			
Please indicate the percentage (%) of ownership in your entity					
Black Owned Entity	%	Black Woman Owned Entity		%	
White Woman Owned Entity	%	Disabled Entity		%	
Indicate whether the business is a:	Manufacturer - Exporter	YES	NO		
	Outsource Manufacturer	YES	NO	Submit the outsource agreement letter. Please consult the National Pavilion Guidelines, 1 April 2020	
	Export Trading House	YES	NO	* Submit letters of confirmation of representation. ** Submit copies of agency agreement/s. Please consult the guidelines	
	Commission Agent*	YES	NO		
	Emerging Exporter	YES	NO	Please refer to the latest National Pavilion Guidelines and Section F of this form.	
Section D - Product Capacity of Applicant					
State the number of products which can be manufactured per month and which are available for export					
Description	Hs-Code	Quantity	Unit Price	Rand Value	Local Content (%)
Details of products exported over the past two years:					
Description	Hs-Code	Quantity	Unit Price	Rand Value	Country
Product(s) intended for display: (Note: Only products listed below may be exhibited)					
HS-Code	Description of Product				Local Content (%)

Section E - Previous Financial Assistance			
Please indicate previous financial assistance received under any of the EMIA offerings during the last 3 years? (This includes both the Individual and Group offerings)			
Event	Country	Date	EMIA Programme Offering (i.e IE,NP, GM, ITI)
Section F - Declaration (To be completed by all applicants)			
AUTHORISED OFFICIAL OF THE ENTITY			
I,			
In my capacity as			
of			
<p>am aware of the fact that the information which I have submitted will have a material bearing on the adjudication of the application and if it, therefore, subsequently transpires that any information in the application and addenda was incorrect, or that certain information was omitted, The Department of Trade, Industry and Competition shall be entitled to withdraw or amend its approval and without prejudice to its rights, recover any amounts already paid or to withhold further payments due. I further undertake to furnish follow-up reports on the successes achieved by the visit no later than six months after my return. <b>(Failure to submit the follow up reports will result in your company/organisation being barred from further assistance under the EMIA scheme for a period of 2 years from the date of the exclusion letter).</b></p>			
<p><i>This application (with any addenda), if successful, will form part of your contract with the Department of Trade, Industry and Competition. Please Note: Cessions of the incentives granted are not allowed unless consented to in writing by <b>the dtic</b>. Any cessions of these EMIA incentives or part thereof invalidate the contract from the date such cession is effected. <b>the dtic</b> reserves the right to cede or transfer its rights to any other Government Agency.</i></p>			
<p><b>Indemnity:</b> The organiser / participants indemnify and shall hold harmless <b>the dtic</b> against any claims, damages, expenses and costs (including those asserted by third parties) directly or indirectly related to this National Pavilion and the Export Marketing and Investment Assistance provided to the National Pavilion participants by <b>the dtic</b>, in delict, for breach of statutory duty or otherwise.</p>			
<p><b>Application Form Disclaimer – Protection of Personal Information Act</b></p>			
<p>By submitting this application form you hereby acknowledge and provide consent that all information provided to the Department of Trade, Industry and Competition (the dtic), whether personal or otherwise, may be used and processed by the Department for purposes which it is required to do so. This includes the distribution of the information to third parties or across borders and may also include placing such information in the public domain.</p>			
<p>If you or your employer do not consent to the processing and/or distribution of your information, do not proceed with the execution of this application form. Please note, however, that there might be consequences if you do not provide consent for the dtic to process your information. For example, the Department may not be able to facilitate trade between you and foreign entities.</p>			
Signed (Authorised Official of Entity)		Designation	
Name in Print			
Date			