

<b>Application checklist (All compulsory documentation (C) must accompany your application)</b>			
<b>Document name</b>	<b>Description</b>	<b>Compulsory (C) Supportive (S)</b>	
		<b>Pre-Incubation Phase</b>	<b>Incubation Phase</b>
<b>COR</b>	Full Certificate of Registration Document of Company inclusive of Memorandum of Association and Constitution where applicable	(C)	(C)
<b>TCC</b>	Tax Clearance Certificate	(S)	(C)
<b>Bank Account</b>	6 Months Bank Statements of ALL Bank Accounts in Companies Name or Banking Confirmation Letter of ALL Bank Accounts recently opened	(S)	(C)
<b>Agreements</b>	Partnership/Co-Operation/Sales/Service Level Agreements/Tenders/Memorandum of Agreements/Funding Agreements	(S)	(C)
<b>Director ID's</b>	Original Certified Copy/ies of ALL director/s as they appear on COR	(C)	(C)
<b>Proof of Physical Address</b>	Proof of Address confirming the residential address, in the form of affidavits, lease agreements or any of the major utility and retail accounts accepted	(C)	(C)
<b>Proof of Qualifications</b>	Original Certified Copy/ies of ALL director/s qualifications	(C)	(C)
<b>CV</b>	Updated and Detailed CV of the last three positions/companies worked for and skills acquired	(S)	(C)
<b>POA</b>	Where more than 1 director exists as per COR, a special resolution for limited power of attorney is required, original certified copy/ies required	(C)	(C)
<b>Asset Listing</b>	A detailed list of all Machinery & Equipment, Computer Software and Equipment, Office Equipment, Furniture & Fittings, Motor Vehicles, Tools and Raw Materials	(S)	(C)
<b>POE</b>	Portfolio of Evidence regarding designs or products made in terms of Metals Beneficiation Industry– can be in the form of Assessment Results or Client Testimonials or service contracts or invoices or Letter of References	(C)	(C)
<b>Business Plan/Business Proposals</b>	Final/Draft Business Plan or Business Proposals	(S)	(C)
<b>Marketing Plan</b>	Marketing Plan/Sales Plan	(S)	(C)
<b>Human Resources</b>	Current/Past Employee Contracts – where you employed people	(S)	(C)
<b>Credit History</b>	Where applicable please supply an personal credit/business credit accounts that are black listed or in Arrears to determine financial stability	(C)	(C)
<b>Awards/Accreditation</b>	Provide award details/evidence of where you or your company accomplished accolades that would support your application	(S)	(C)
<b>Affidavit</b>	Provide an Affidavit confirming that where your company was registered more than a month ago from date of application that you were dormant or traded with an income that was less than R2500 per month	(C)	(S)

Use the above checklist to assist you for submission of your application via email to [admin@mpstainless.co.za](mailto:admin@mpstainless.co.za) or via fax to 086 521 2789 or hand deliver/post to MSI, 57 Suid Street, Middelburg, Mpumalanga, 1050

We wish you all the success with your business!

**Mpumalanga Stainless Initiative - MSI CANDIDATE APPLICATION FORM**

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**SMME Application Form**

<b>Personal Information</b>					<b>App No</b>			
Title (Dr/Prof/Ms/Mr/Mrs)		Surname		First Name/s				
Identification Number								
Physical Address								
							Area Code	
Cell Number		Home/Alternative		Email Address				
<b>Indicate (tick) your gender below</b>			<b>Indicate (tick) your racial/ethnic grouping below</b>					
<input type="checkbox"/> MALE	<input type="checkbox"/> FEMALE		<input type="checkbox"/> BLACK	<input type="checkbox"/> WHITE	<input type="checkbox"/> INDIAN		<input type="checkbox"/> COLOURED	
<b>Indicate (tick) below how you managed to know about us?</b>								
<input type="checkbox"/> Website	<input type="checkbox"/> SMS	<input type="checkbox"/> Flyer	<input type="checkbox"/> Brochure		<input type="checkbox"/> Word of mouth		<input type="checkbox"/> Other	

<b>Company Information</b>					
Company Registration No.			No of Directors		
<b>Please supply ALL director/s information below</b>					
Full Name/s	ID Number	Gender	Ethnic/Race	%Share	Contact Info

- Which Economic Sector is your business categorized under?
 

<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Bio & Life Sciences	<input type="checkbox"/> Minerals & Metal Beneficiation
<input type="checkbox"/> Agriculture & Agro-Processing	<input type="checkbox"/> Construction (Building & Civil)	<input type="checkbox"/> Information, Communications & Technology (ICT)
<input type="checkbox"/> Small Scale Mining	<input type="checkbox"/> Business Services	<input type="checkbox"/> Chemicals
<input type="checkbox"/> Other (Please Specify) _____		
- Describe your primary business activity.
 

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- How long have you been operating your business?
 

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- How many employees do you currently have? Include your part-time/casuals.
 

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- Please tick and indicate a value in terms of the employee type applicable to your business.
 

<input type="checkbox"/> Youth (aged 18-35)	_____
<input type="checkbox"/> Women	_____
<input type="checkbox"/> African Black	_____

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6. Please indicate your current results for each type below.

Turnover/Sales/Revenue \_\_\_\_\_

Net Profit Before Tax \_\_\_\_\_

Asset Value \_\_\_\_\_

Liabilities Value \_\_\_\_\_

7. Please indicate your primary products/services?

Primary Product \_\_\_\_\_

Primary Service \_\_\_\_\_

Secondary Product \_\_\_\_\_

Secondary Service \_\_\_\_\_

8. Please indicate if you are renting premises/own premises?

Own \_\_\_\_\_

Current Address \_\_\_\_\_

Lease \_\_\_\_\_

Current Address \_\_\_\_\_

9. Please indicate the technologies/machines/equipment you own or have access to?

Machinery \_\_\_\_\_

Equipment \_\_\_\_\_

Tools \_\_\_\_\_

Other \_\_\_\_\_

10. Please indicate the licenses/permits you have access to?

License 1 \_\_\_\_\_

License 2 \_\_\_\_\_

Permit 1 \_\_\_\_\_

Permit 2 \_\_\_\_\_

11. Please indicate your work experience as tabled below by ticking beneath the experience level in line with the position/job title by starting with current/last position held. M=Management  
S = Supervisor E = Entry Level

<b>Job/Position Title</b>	<b>M</b>	<b>S</b>	<b>E</b>	<b>Start Dt</b>	<b>End Dt</b>
1.					
2.					
3.					
4.					
5.					
6.					

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12. Please indicate your qualification skill as tabled below by ticking beneath the qualification type in line with the qualification title by starting with your most recent accomplishment.

C=Certificate Di=Diploma De=Degree

Qualification Title	C	Di	De	Start Dt	End Dt
1.					
2.					
3.					
4.					
5.					
6.					

13. Please respond by ticking beneath YES or NO in the space provided

Question	YES	NO
1. Do you have family support?	<input type="checkbox"/>	<input type="checkbox"/>
2. Would you describe yourself as being computer literate?	<input type="checkbox"/>	<input type="checkbox"/>
3. Would you describe yourself as being able to understand, read, write and communicate in the Business Language of English?	<input type="checkbox"/>	<input type="checkbox"/>
4. Would you have financial access to public/own transport?	<input type="checkbox"/>	<input type="checkbox"/>
5. Would you have financial access to food/lunch/subsistence?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you have access to start-up capital/raw materials purchasing of R5000?	<input type="checkbox"/>	<input type="checkbox"/>

14. Please provide a motivation as to why you believe incubation will assist you?

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## Entrepreneurial Section Evaluation

You need to think about why you would like to own your own business. What makes you think you will be Successful in business?

Some business development materials start out with a dissertation on the characteristics of the business owner in order to help you decide if you should go into business for yourself. These questions deal with the basic personality of potential entrepreneurs.

Are you "entrepreneurial" enough to build a business?

Do you know what the meaning of the word "entrepreneurial"?

Are you a risk taker?

Did you get good grades in school? Did you know many successful entrepreneurs did not?

You are a cautious person and a good student. Should you forget the whole thing? That's what some entrepreneurial tests would suggest.

However, there are many successful business owners who, as an adolescent, were team players, athletes, school leaders, excellent students, and never seriously questioned the status quo. Often, though, a tendency toward caution is not typical of many successful entrepreneurs. Most entrepreneurs tend to be maverick personalities with risk-taking vision and courage. Many entrepreneurs tend to be just a bit "off beat" and they sometimes need to be in order to creatively grow a successful business. Obviously there is no set formula for success. However, the following entrepreneurial test may help you in your personal evaluation process. You just need to remember that this is simply a tool. It is fun to take and fun to interpret, but you should keep it in perspective.

**You must answer ALL questions for the evaluation to be accurate.** Place an X in the appropriate box for each question.

- |   |     |                          |       |                          |    |                          |
|---|-----|--------------------------|-------|--------------------------|----|--------------------------|
| 1) I'm persistent. I am persistent.                               | Yes | <input type="checkbox"/> | Maybe | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 2) When I'm interested in a project, I need less sleep.           | Yes | <input type="checkbox"/> | Maybe | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 3) When there's something I want, I keep my goal clearly in mind. | Yes | <input type="checkbox"/> | Maybe | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 4) I examine mistakes and I learn from them.                      | Yes | <input type="checkbox"/> | Maybe | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 5) I keep New Year's resolutions.                                 | Yes | <input type="checkbox"/> | Maybe | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 6) I have a strong personal need to succeed.                      | Yes | <input type="checkbox"/> | Maybe | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 7) I have new and different ideas.                                | Yes | <input type="checkbox"/> | Maybe | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 8) I am adaptable.  | Yes | <input type="checkbox"/> | Maybe | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 9) I am curious.  | Yes | <input type="checkbox"/> | Maybe | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 10) I am intuitive.   | Yes | <input type="checkbox"/> | Maybe | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 11) If something can't be done, I find a way.                     | Yes | <input type="checkbox"/> | Maybe | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 12) I see problems as challenges.                                 | Yes | <input type="checkbox"/> | Maybe | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 13) I take chances.   | Yes | <input type="checkbox"/> | Maybe | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 14) I'll gamble on a good idea even if it isn't a sure thing.     | Yes | <input type="checkbox"/> | Maybe | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 15) To learn something new, I explore unfamiliar subjects.        | Yes | <input type="checkbox"/> | Maybe | <input type="checkbox"/> | No | <input type="checkbox"/> |

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- 16) I can recover from emotional setbacks. Yes  Maybe  No
- 17) I feel sure of myself. Yes  Maybe  No
- 18) I'm a positive person. Yes  Maybe  No
- 19) I experiment with new ways to do things. Yes  Maybe  No
- 20) I'm willing to undergo sacrifices to gain possible long term rewards. Yes  Maybe  No
- 21) I usually do things my own way. Yes  Maybe  No
- 22) I tend to rebel against authority. Yes  Maybe  No
- 23) I often enjoy being alone. Yes  Maybe  No
- 24) I like to be in control. Yes  Maybe  No
- 25) I have a reputation for being stubborn. Yes  Maybe  No

**Disclaimer:**

**I accept that the completion of this application does not constitute automatic acceptance or approval by MSI into any of its goods or service offerings.**

**I further declare that all of the information as completed herein by is verifiable, accurate and true.**

.....  
**Applicant Signature**

.....  
**Date**