

APPLICATION FORM

INVABA

**EASTERN CAPE PROVINCIAL
CO-OPERATIVE DEVELOPMENT FUND**

**EASTERN CAPE
PROVINCIAL
CO-OPERATIVE
DEVELOPMENT
FUNDS**

All information collected in respect of this application form is treated in the strictest confidence and is never released to non-ECDC or non-DEDEA staff without prior approval of the applicant.

Only South African citizens resident in the Eastern Cape Province and / or Cooperative enterprises operating within the Eastern Cape are eligible for this financial product.

strength in numbers



Province of the
EASTERN CAPE
ECONOMIC DEVELOPMENT AND
ENVIRONMENTAL AFFAIRS

1. INTRODUCTION - Criteria for the cooperative development fund

The criteria will include the following:

The Fund is only available to co-operatives as entities and NOT to the persons who are members. To be eligible, a co-operative entity must:

- Be incorporated and registered in South Africa in terms of the Co-operatives Act no 14 of 2005
- It must be operating or will operate in the emerging sector. These are majority black-owned co-operatives, very poor and under-developed which exist in key identified sectors as per the approved Eastern Cape provincial cooperative development strategy: (***Agribusiness, inclusive of agro-processing and marketing; Forestry and timber processing; Construction; the Automotive sector; Metals processing; Chemicals production; Textiles and Clothing; Tourism; Cultural industries; and BPO.***)
- Worker owned producer cooperatives, consumer cooperatives, and financial services cooperatives will be considered
- **Adhere to co-operative principles.** It must have members, be able to produce proof that it holds regular members' meetings or ready to hold one in the near future.
- Emerging co-operatives owned by the Historical Disadvantaged Individual.
- Rural and semi-urban based.

N.B: Social co-operatives engaged in social welfare activities are not eligible for the FUND.

Eligible Projects/ Activities

A co-operative must have a project to carry out that can be approved in terms of the **Fund requirements**. The intended project/ activities must aim at enhancing the viability of a co-operative through capacity building and competitiveness improvement. The project/ activities must be classifiable under the following categories:

- **Business Development services**
- **Feasibility studies/Market research**
- **Production efficiency**
- **Technological improvement projects**
- **Plant and Machinery**
- **Start-up requirement to the discretion of the adjudication committee.**

Non-Eligible expenditure

The Fund will not cover the following activities:

- **Costs associated with tendering and tendering documentation**
- **Cost of acquiring a building for leasing purposes only.**
- **Any other cost(s) that the Adjudication Board/ Provincial Selection Team in its sole discretion, deems as non-qualifying.**

Required documentation with an application

The following documentation is required when applying for the FUND:

Application form

This will be a duly signed (signed by authorized person(s) as per the constitution of the co-operative), formal submission by the applying co-operative to indicate the intention to apply for the FUND. A standard application form is attached.

Proof of Registration

Applicants must provide proof of registration in the form of a certificate of registration indicating the name of the co-operative, its registration number, information about the registered office and the names of Directors.

Proof of decision to apply for funding

The applying co-operative must be able to provide a resolution for it to apply for the FUND. This could be by way of attaching the Minutes of the Co-operative Board or the session taking the decision to apply for the FUND.

As a standard practice due diligence will be undertaken on qualifying applicants before disbursement of the fund.

SECTION 2 - Details of Co-operative

1	Name of Co-operative:				
2	Registration number:				
3	Date of active commencement of business:	(dd/mm/yy)			
4	Type of Co-operative:	Qualifying co-operatives			Tick
		Consumer Co-operative			
		Financial Services Co-operative			
		Worker Producer Co-operative			
5	Sector:	Agriculture and Agro-processing		Forestry and timber industries	
		Automotive sector		Metals processing	
		Business Process outsourcing		Textiles (job protection)	
		Chemicals		Tourism	
		Construction		Other (specify)	
6	Number of shares issued:				
7	Number of members (natural persons only):				
8	Number of Board members/directors:				
9	Trade references :				
	Name of company:				
	Credit limit:	R	Account nr:		
	Contact person:		Contact number:		
	Name of company:				
	Credit limit:	R	Account nr:		
	Contact person:		Contact number:		
10	Attach ALL of the following:				Checklist or insert N/A
10(a)	Constitution of the co-operative, signed by the founder members				
10(b)	Minutes of the meeting where the constitution has been adopted				
10(c)	Copy of CIPRO registration certificate				
10(d)	A copy of the list of the founder and other members, setting out the name, identity number, address, telephone number, cell phone number of each member, the date on which each member became a member, the date on which a person's membership has been terminated, the amount of membership fees paid, the number of shares owned and the number and amount of member loans. Complete Section 3 to adhere to the above				
10(e)	A copy of the register of the directors if the Co-op is Managed by a Board of Directors setting out, the name, address and identity number, telephone number and cell phone number of each director, including former directors, the date on which such directors became or ceased to be directors, the name and address of any other co-operative, company or close corporation where both present and former directors are, or were, directors or members. Complete section 4(a) to adhere to the above.				
10(f)	A copy of the register of Director's interest in contracts or undertakings if Co-op Managed by a Board of Directors. Complete section 3 and 4(a) to adhere to the above.				

10(g)	Information on the Manager of the Business if the Co-op is Managed by a Manager and a Board of Directors Complete section 3, 4(a) and 4(b)	
10(h)	Information regarding the Management of the Co-op if a Department forms part of the Management structure. Complete section 3, 4(a), 4(b) and 4(c)	
10(i)	Directors resolution authorizing relevant person/s to Act on behalf of the Co-op	
10(j)	Latest set of audited financial statements not older than 9 months after the financial year end	
10(k)	Previous three (3) years audited set of financial statements	
10(l)	Management accounts not older than two months of application.	
10(m)	Projected cash flow statements for at least 5 years	
10(n)	Business plan of the business (see business plan example provided)	
10(o)	Pro-forma invoices of assets to be purchased as per funding requirements	
10(p)	An original valid tax clearance certificate	
10(q)	A letter from your bank confirming your bank details and authorised signatories.	
10(r)	FICA requirements – attach one of the following not older than 3 months, Utility Bill, current lease or rental agreement, bank statement, municipal rates or taxes statements, valid television license, Telkom account, insurance policy, letter from auditor stating they know the client for 3 years on a formal letterhead and confirming physical business address	

SECTION 3

Information required from each of the current members (Please make copies and attach if you have more than 5 members)

Member:of,

1	Full Name and Surname:				
2	Identity number:				
3	Nationality:				
4	Residential Address:				
			Owned		Leased
5	Postal Address:				
		Postal Code			
6	Telephone number (home):	Telephone number: (work)			
7	Cellular number:	Fax number:			
8	Email address				
9	Shareholder certificate number (attached):	Number of shares:			
10	Membership fees paid:	R	Shareholding percentage:	%	
11	Loans to the Co-op	R	Loan from the Co-op	R	
12	Own Equity Contributions:	R	Date membership obtained:		

13	Main function in the Co-op:	
14	Do you have any other business interests? If yes, disclose the name of business, main function and time spend at the other business.	
	Name of business	Main function
15	Are you a founder member of the Co-Op?	Yes No
16	Is any of your close relatives or you an employee of DEDEA or ECDC	Yes No
	If yes: Provide the name of the relative, company employed and position held.	
17	Did you have any bad debts or judgements recorded against your name in the last 5 (five) years? If yes, provide details and attach proof from the creditor that the bad debt has been settled.	
		R
		R
		R
		R
		R
		R
18	Do you (inclusive of any of your other business interests) have any other loan or rental agreement currently with ECDC? If yes provide details:	
	Name of business	Outstanding balance
I hereby declare that all the information provided above is true and correct and can be verified by a credit bureau.		
19		
	Date Signed:	Signature of member:

SECTION 4 - Management Structure

Type of management structure	Tick requirement	
Democratic member control only with member representatives		Complete Section 3 only
Board and members		Complete Section 3 and 4(a) only
Manager, Board and members		Complete Section 3, 4(a) and 4(b) only
Manager, Board, members and Departments		Complete Section 3, 4(a), 4(b) and 4(c).

SECTION 4 (a) - Board of Directors

Attach the full details of the Current Board of Directors and the Names of Previous Board of Directors in the case of incomplete BOD.

1. Chairperson (Attach CV):

Name:			
Identity number:			
Date elected:		Date terminated:	
Physical address:			
Postal address:			
Telephone number:			
Cellular number:			
Number of Shares:			
Name and shareholding in any other businesses			

2. Treasurer (Attach CV):

Name:			
Identity number:			
Date elected:		Date terminated:	
Physical address:			
Postal address:			
Telephone number:			
Cellular number:			
Number of Shares:			
Name and shareholding in any other businesses			

3. Secretary (Attach CV):

Name:			
Identity number:			
Date elected:		Date terminated:	
Physical address:			
Postal address:			
Telephone number:			
Cellular number:			
Number of Shares:			
Name and shareholding % in any other businesses			

4. Member of the Board (Attach CV):

Name:			
Identity number:			
Function on the Board:			
Date elected:		Date terminated:	
Physical address:			
Postal address:			
Telephone number:			
Cellular number:			
Number of Shares:			
Name and shareholding % in any other businesses			

5. Member of the Board (Attach CV):

Name:			
Identity number:			
Function on the Board:			
Date elected:		Date terminated:	
Physical address:			
Postal address:			
Telephone number:			
Cellular number:			
Number of Shares:			
Name and shareholding % in any other businesses			

6. Member of the Board (Attach CV):

Name:			
Identity number:			
Function on the Board:			
Date elected:		Date terminated:	
Physical address:			
Postal address:			
Telephone number:			
Cellular number:			
Number of Shares:			
Name and shareholding % in any other businesses			

7. Member of the Board (Attach CV):

Name:			
Identity number:			
Function on the Board:			
Date elected:		Date terminated:	
Physical address:			
Postal address:			
Telephone number:			
Cellular number:			
Number of Shares:			
Name and shareholding % in any other businesses			

SECTION 4(b) - Complete the full details of the Manager

1. Manager (Attach CV):			
Name:			
Identity number:			
Date elected/employed:		Date terminated:	
Physical address:			
Postal address:			
Telephone number:			
Cellular number:			
Number of Shares:			
Name and shareholding in any other businesses			

SECTION 4(c) - Department details

Complete the full details of the Department involved in the Management of the Co-op. If more than one department is involved in the Management of the Co-op, please make copies and attach the details.

1. Department:			
Name of department:			
Representative of the Department:			
Date elected/employed:		Date terminated:	
Physical address:			
Postal address:			
Telephone number:			
Cellular number:			
Number of Shares:			
Function of Department in Co-op			
Name and shareholding in any other businesses			

SECTION 5 - For internal use only

Preliminary qualifying criteria checklist

	Criteria	Yes	No
1	Is this a new or existing Primary Co-operatives as defined in the Co-operative Act No. 14 of 2005 being a Co-operative formed by a minimum of 5 natural persons		
2	Is the object of the Co-operative to provide employment or services to its members and to facilitate community development?		
3	Does this project have significant developmental impact e.g. job creation/retention; Empowerment; Value addition; Rural Development; Export Income Generation; Township Development; Urban Renewal or a New Greenfield projects, expansion and rehabilitation transactions (e.g. business rescue);		
4	From your preliminary observation of the proposal, reflect the proposal profitability and sustainable commercial viability.		
5	May this project be offensive to the community directly affected by such Co-Op Investment;		
6	Was this Co-Op formed to investment in the form of a loan to finance an acquisition of shares, listed or unlisted of which such investment is not directly in the target company?		
7	Was this Co-Op formed with the purpose to acquire property, of which the property will be receiving its income from lease rentals only and the loan proceeds will be used for the acquisition of the property only;		
8	Does the project only show viability after 10 years;		
9	Is the main income stream from a sub-contract and not a primary contract?		
10	Is the substance of the business of a speculative nature?		
11	Is a member or director any service provider of ECDC?		
12	Is this a loan to fund the purchase of another development investment from ECDC?		
13	Any employees or immediate family / board members or immediate family / stakeholders of ECDC and DEDEA?		
14	Was other funding from other Government Departments provided except in instances where such funding does not constitute "double" dipping		
15	Has all the documents required in Section 2 been provided in full		
16	Was FICA requirements met (Proof of physical address) and legal intention.		

FOR INTERNAL USE ONLY

Received by:		Date:	
Date of written acknowledgment:			
Considered by Pre-Selection Committee in principle:			
Approved	Rejected	Date:	
Date of communication of decision in principle:			

CONTACT US

Completed application forms must be handed in at one of the following offices:



Province of the
EASTERN CAPE
ECONOMIC DEVELOPMENT AND
ENVIRONMENTAL AFFAIRS



Ikamva eliqagambileyo!

Department	City/Town	Address	Telephone	Facsimile
DEDEA (UKhahlamba Regional Office)	Aliwal North	10 Smith Street	+27 (0)51 633 2901	+27 (0)51 633 3117
ECDC	Aliwal North	97 Somerset Road	+27 (0)51 633 3567	+27 (0)51 633 3569
DEDEA	Bisho (Head Office)	Indwe House, Phalo Avenue	+27 (0)40 609 3235	+27 (0)40 609 3219
ECDC	Butterworth	24 High Street	+27 (0)47 401 2700	+27 (0)47 491 0443
ECDC	East London (Head Office)	Ocean Terrace Park, Moore Street, Quigney	+27 (0)43 704 5600	+27 (0)43 704 5700
DEDEA (Amathole Regional Office)	East London	Palm Square Business Centre, Kentia House, Beacon Bay	+27 (0)43 707 4000/2	+27 (0)43 748 2097
ECDC	King William's Town	75 Alexander Road	+27 (0)43 604 8800	+27 (0)43 642 4199
DEDEA (Alfred Nzo Regional Office)	Kokstad	107 Hope Street	+27 (0)39 727 2445/4499/3282	+27 (0)39 727 3282
ECDC	Mdantsane	Mdantsane Mall. Shop no.48	+27 (0)43 761 3713	+27 (0)43 761 3713
ECDC	Mount Ayliff	188 Nolangeni Street	+27 (0)39 254 0542/84	+27 (0)39 254 0599
ECDC	Mthatha	7 Sissons Street, Fort Gale	+27 (0)47 501 2200	+27 (0)47 532 3548
DEDEA (OR Tambo Regional Office)	Mthatha	Botha Sigcau Building 5 th Floor Leeds Road	+27 (0)47 531 1191/3458	+27 (0)47 531 2887/ 532 6736
ECDC	Port Elizabeth	152 Cape Road, Mill Park	+27 (0)41 373 8260	+27 (0)41 374 4447
DEDEA (Cacadu Regional Office)	Port Elizabeth	Cnr of Belmont Terrace & Castle Hill, Central	+27 (0)41 508 5800/8	+27 (0)41 585 1964/1937
ECDC	Queenstown	22 Cathcart Street	+27 (0)45 838 1910	+27 (0)45 838 2176
DEDEA (Chris Hani Regional Office)	Queenstown	104 Cathcart Road Old Royal Building	+27 (0)45 808 4000/3983	+27 (0)45 838 3981/6

Website: www.dedea.gov.za
or www.ecdc.co.za