

# BUSINESS DEVELOPMENT FUND APPLICATION FORM – TEPF02



## Instructions

To receive TEP assistance you must be registered on the TEP database. Should you not be registered yet, please contact your nearest TEP Office (contact details available on [www.tep.co.za](http://www.tep.co.za)).

TEP will only consider an application where the service has not yet taken place. No applications will be considered after the service has been provided.

Before completing the application form, please study the Doing Business toolkit, which can be downloaded from [www.tep.co.za](http://www.tep.co.za). This toolkit will assist you in formulating your application as well as the procedures for claiming and reporting.

Please contact your Business Development Consultant or provincial TEP office if you have any queries on the application form.

To enable TEP to constructively assess an application for assistance the following information must be submitted, the request will not be considered unless it contains all the required information. Please complete all the sections to the best of your ability.

Company Name	
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## Request for Assistance

Assistance Type	Start Date	End Date	Amount Requested from TEP

## Types of Assistance Include

- Advertisements
- Conference / Events
- International Exhibitions
- International Marketing Trips
- Legal / Licensing Assistance
- Website
- Marketing Material
- Feasibility / Research Studies (i.e. Business Plan)
- Local Exhibitions
- Introductions / Linkages
- Operational Assistance (i.e. Accounting)
- Grading

## Brief Description of Assistance

**Purpose / Motivation for Assistance**

Please provide a full motivation for this assistance, explaining in detail how the assistance applied for will help your business increase its turnover and employment:

**Deliverables / Costs**

Total Costs	
Amount by Client	
Amount by other Funders	
Amount by TEP	

**Description of other Funders**

**Banking Details:**

Bank Name	
Branch Name	
Branch Number	
Account Name	
Account Type	
Account Number	

**DECLARATION:**

I, the undersigned, hereby declare that all the information submitted above is a true and complete reflection of my intended activity. I am aware that TEP will use this information to adjudicate my application and that if it subsequently transpires that any information in the application and annexure was not correct or that certain information was omitted, TEP shall be entitled to withdraw or amend its approval.

Client Name \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

Applicant Signature \_\_\_\_\_

**Checklist (Application and Disbursement)**

TEP has created a checklist to assist clients with the application and disbursement process. This checklist details all the documentation required by TEP and correct completion will enhance the administrative processes.

Please contact your Business Development Consultant if you have any queries on this checklist.

**STEP I: DOCUMENTS REQUIRED BY TEP DURING APPLICATION****TEP Application Form**

Completed and signed by Client

**Other Funding Confirmation Letter (only when co-funded)**

If obtaining financial assistance from another organisation, please include a letter from that organisation stating clearly what will be funded and the amount

**Letter of Invitation (only for Exhibitions where no stand costs apply)**

If you have been invited to attend an exhibition/event where certain costs are being paid for by a third party, attach a letter detailing this assistance

**Quotation(s)**

Quote(s) must reflect the total cost of the service or product being provided and not just the TEP contribution

Quote(s) must to be clear and specific (i.e. costs broken down) and on the Service Provider letterhead

R1 - R5 000 require 1 quotation

R5 001 – R20 000 require 2 quotations

R20 001 and above require 3 quotations

**Proof of Accreditation (only for Training)**

Proof from Service Provider of accreditation

**STEP II: DOCUMENTS REQUIRED BY TEP PRIOR TO DISBURSEMENT**

**NB:** Complete documentation must be delivered to TEP in full within three (3) months of the date of approval of the assistance. If documentation is not received within the allotted timeframe, disbursement will be cancelled and TEP will not be responsible for any costs  
Clients must be in possession of a Letter of Approval from TEP and indicating the Application Number for this assistance

**Assistance Evaluation Form**

To be completed by the client – indicating your assessment of the service or product received

**Copy of Outcome (for Professional Services and Marketing Materials)**

A copy of the Advert, Brochure, Business Card, Marketing / Business Plan or Feasibility study, or the website address must be proved to TEP

**Invoice(s)**

TEP requires an original VAT compliant invoice made out by the STB (who would already have paid 100% to the service provider). If the service provider or STB is not a VAT registered vendor, original invoices made out to Strategic Partners in Tourism will be acceptable. VAT no: 4250251420.

Accommodation invoice(s) must state duration and cost per night

**Proof of Payment(s)**

Proof of Payment(s) is required when the Client has paid the Service Provider in full and needs to be reimbursed by TEP. Proof of Payment can include:

- A receipt from the Service Provider (a Service Provider invoice stamped "PAID" is not sufficient)
- A bank statement showing payment(s) to Service Providers
- An electronic transfer document showing the transfer(s) to the Service Provider
- A bank stamped cheque made out to the Service Provider

**Banking Details Letter (only when no company bank account exists)**

In accordance to good business practices, TEP is reluctant to make cheques payable to individuals. If however the business bank account is in the name of the owner, TEP requires a signed instruction from the business that this is the case.

**Flight Documentation (for Marketing Trips and Exhibitions)**

Original boarding pass and a copy of the ticket must be attached to disbursement documentation  
If the ticket does not clearly state the cost of the flight TEP requires an invoice from the airline proving the cost of the flight.

**Proof of Attendance (For Conferences, Exhibition or Meetings)**

Proof of attendance in the form of badges, attendance letters etc. are required for conferences, meetings and also for exhibitions where no stand costs apply