



UESC ADVERT

Umkhumbane Entrepreneurial Support Centre (UESC) is an incubator that provides working space and business support services to Manufacturing SMMEs in Durban over a three year Programme.

eThekweni Municipality's Business Support, Tourism and Markets Unit is inviting qualifying Manufacturing SMMEs to apply for the UESC Incubation Programme.

Eligibility criteria

The applicant MUST be:

- Able to commit to the incubator programme in full (3 years)
- A South African citizen
- A registered legal entity in South Africa in terms of the companies Act, 1973 (as amended) or the Companies Act, 2008(as amended) or Companies Act 3 of 2011); the Close corporations Act 1984 (as amended) or the Co- operatives Act, 2005(as amended)
- It must be a Manufacturing business that has been operating not less than 24 months.
- Business owner must be working full time in the business
- Business must have an acceptable financial record

NB: FIRST PREFERENCE WILL BE GIVEN TO BUSINESSES WITHIN UMKHUMBANE AND SURROUNDING AREAS

HOW TO APPLY

Application forms can be collected in the following offices:

- Durban, Business Support, Tourism and Markets Unit at Embassy Building 7th floor, 199 Anton Lembede Street, Durban
- Umkhumbane Entrepreneurial Support Centre at 31 Harry Gwala Road, Durban
- Or alternatively download application from the website: www.durban.gov.za

Application must include ALL of the following:

- Completed application form
- Motivation letter outlining why would your business benefit from the program
- A letter of reference
- Curriculum Vitae
- Certified copy of your South African Identity Document
- Certified Copy of Members Identity Document(s)
- Copy of Valid B-BBEE Certificate
- Certified Copy of company Registration Certificates
- Company Profile
- Business plan
- 3 months bank statements of the business
- Proof of registration with relevant industry bodies (if applicable)
- Income statement
- Portfolio of your product – on disk or DVD or hard copies

SHORLISTED CANDIDATES WILL BE REQUIRED TO ATTEND A SELECTION INTERVIEW

THE FINAL DATE FOR SUBMISSION IS FRIDAY, 02 NOVEMBER 2018 AT 15H00

LATE OR INCOMPLETE APPLICATION WILL NOT BE CONSIDERED

APPLICATION MUST BE CLEARLY MARKED UMKHUMBANE ENTREPRENEURIAL SUPPORT CENTRE AND CAN BE HAND DELIVERED TO BUSINESS SUPPORT RECEPTION, 7TH FLOOR EMBASSY BUILDING 199 ANTON LEMBEDE STREET, DURBAN

OR

AT UMKHUMBANE ENTREPRENEURIAL SUPPORT CENTRE RECEPTION 31 HARRY GWALA ROAD, DURBAN.

OR

EMAILED TO makhosazana.sibiya@durban.gov.za

For enquiries please contact Makhosazana Sibiya on 031 311 4500 or email at makhosazana.sibiya@durban.gov.za

APPLICATION FOR INCUBATION PROGRAMME AT THE
UMKHUMBANE ENTREPRENEURIAL SUPPORT CENTRE (UESC)

CHECKLIST

Completed application form	Yes		No	
Motivation letter	Yes		No	
One Letter of Reference from previous or current client or landlord	Yes		No	
Curriculum Vitae	Yes		No	
Certified copy of your South African Identity Document	Yes		No	
Certified Copy of Member(s) Identity Document(s)	Yes		No	
Copy of Valid B-BBEE Certificate / Sworn Affidavit	Yes		No	
Valid Tax Clearance Certificate	Yes		No	
Certified copy of Company Registration Certificates(s)	Yes		No	
Completed application form	Yes		No	
Business Plan / Model	Yes		No	
3 Months bank statement of the business (Obtained & stamped from the bank)	Yes		No	
Income statement (Previous month i.e. September 2018)	Yes		No	
Proof of registration with relevant industry bodies (If Applicable)	Yes		No	
Portfolio of your products - on disk or DVD or hard copies on file (clear visuals in colour)	Yes		No	
eThekweni Municipality water / electricity account statement (Not older than 3 months)	Yes		No	

SECTION 1: APPLICANT'S PERSONAL DETAILS:
(Please print all details clearly)

All sections must be completed by the business owner

Title: _____

First name: _____

Middle name: _____

Surname: _____

ID No: _____

Tel: _____ Cell: _____

Email: _____ Fax: _____

Citizenship: _____

Residential address: _____

Ward No: _____ City _____ Province: _____

Marital status: _____ Gender _____

EThekweni Municipality existing electricity / water account No: _____ (by evaluation)

Note: Please attach recent electricity and water account statement (Not older than 3 months) of the applicant i.e. personal account statement

SECTION 2: QUALIFICATION, SKILLS AND EXPERIENCE

Qualification: _____

Course duration: _____

Year obtain _____

Other (Specify) _____

Number of years in business _____

Business Skills possessed _____

Training skills required: _____

SECTION 3: BUSINESS PROFILE

SECTION 2: BUSINESS DETAILS

Business Trading Name: _____

Business Description: _____

Product /Service Description: _____

Company Registration no.: _____

Current no. of employees: _____ Permanent _____ Part-time _____

Business Form:

Sole proprietor _____ Closed Cooperation _____ CC Cooperative _____

Tel: _____ Email: _____

Fax: _____

Residential address: _____

Postal address: _____

Postal Code: _____

Ward No: _____ City: _____

EThekwini Municipality existing electricity /water account of the business

No: _____ (by evaluation)

Note: Please attach recent electricity and water account statement (Not older than 3 months) of the business i.e. business account

SECTION 4: KEY PERSON'S DATA (PERSON AUTHORISED TO SIGN LEASE AGREEMENT AND RELEVANT DOCUMENTS)

Title: _____

First names: _____

Surname: _____

ID No: _____

Citizenship: _____

Residential address: _____

Date of Birth: _____

Ward No: _____

Tel no. (Home): _____ Tel no. (Work): _____

Relationship with applicant: _____

Percentage Shares in the business: _____

4.1 DETAILS OF NEXT OF KIN NOT RESIDING WITH YOU:

Surname: _____

First name: _____

ID No: _____

Citizenship: _____

Residential address: _____

Ward No: _____

Tel no. _____ (Home): _____

Fax no: _____ Cell: _____

Tel no: _____ (Work): _____

SECTION 5: BUSINESS FINANCIALS

ASSETS & LIABILITIES OF THE BUSINESS AS
AT _____ / _____ / _____

Assets	R	Liabilities	R
Fixed property		Bond	
Vehicle		Investment sales agreement	
Debtors		Loans from other parties	
Equipment		Creditors	
Stock		Bank overdraft	
Cash in the Bank		Other specify	
Investments			
Other (Specify)			
Total	R	Total	R

SECTION 6: GENERAL INFORMATION

	Yes	No		
Have you ever been sequestrated?	Yes	No		
If so, were you rehabilitated?	Yes	No		
Criminal offence (excl. traffic & parking fines)?	Yes	No		
Agreement with creditors?	Yes	No		
Judgements?	Yes	No		
Business registered with eThekweni Municipality as a supplier?	Yes	No		
PR Number	Yes	No		
Income statement (Previous month i.e. February 2018)	Yes	No		

SECTION 6: REFERENCE

6.1 REFERENCE OF PREVIOUS LANDLORD(S)

(a) Company/Institution Name: _____

Address: _____

Contact Person: _____ Telephone (work): _____

Email: _____ Cell no: _____

Monthly rent: _____ Date: _____

(b) Company/Institution Name: _____

Address: _____

Contact Person: _____ Telephone (work): _____

Email: _____ Cell no: _____

Monthly rent: _____ Date: _____

6.2 REFERENCES OF PREVIOUS CLIENTS

(a) Company/Institution Name: _____

Address: _____

Contact Person: _____ Telephone (work): _____

Email: _____ Cell no. _____

Value of contract/service: R _____ Date: _____

Description of Work: _____

(c) Company/Institution Name: _____

Address: _____

Contact Person: Telephone: _____

Email: _____ Cell no. _____

Description of Work: _____

Value of contract / service: R _____ Date: _____

DECLARATION

I certify to the best of my knowledge that the information I have provided on my application form is true and accurate. In addition, I hereby authorise eThekweni Municipality to approach my current / previous landlord(s) or licensing boards for the purpose of obtaining /confirming information. I further understand that any misrepresentation or omission of any material fact on my application may result in my disqualification.

DISCLAIMER:

This application does not automatically admit you to Umkhumbane Entrepreneurial Support Centre.

Your application is subject to review and pending the outcome of your application further adjudication by an interview panel will take place. Should you be involved with any other incubation projects your application will be rejected.

TERMS AND CONDITIONS:

1. I am prepared to commit to the Umkhumbane Entrepreneurial Support Centre's 3 year (maximum 36 months) incubation programme in full and to sign the related lease and development agreement if selected for manufacturing incubation.
2. If accepted to the programme, I am willing to commit to the terms and conditions agreed upon in my lease and development agreement i.e. Should the Tenant / incubatee fail to pay the rental or should the Tenant / incubatee commit any other breach of the terms and conditions hereof, the Municipality shall be entitled after fourteen (14) days written notice has been given and the breach not having been remedied within that period to cancel this application and agreement without further notice in which event the Tenant / Incubatee shall be required to vacate the Premises forthwith when called upon to do so and the Municipality shall recover from the Tenant / incubatee damages for default or breach and proceed with the cancellation of this tenancy. If selected for the programme at Umkhumbane Entrepreneurial Support Centre, I agree to give preference of employment to residents of Cato Manor.

Signature of applicant _____ Date: _____

Witness: _____ Date: _____

For more information contact:

Makhosazana Sibiyi

031 311 4500

Makhosazana.sibiyi@durban.gov.za

Business Support, Tourism & Markets Unit

7th Floor, Embassy Building, 199 Anton Lembede Street

Durban