

Application for Property Point's Enterprise Development Programme

Property Point's two-year Enterprise Development Programme (EDP) is an intensive programme for select SMEs.

In order to apply for it your business must meet all the following requirements:

- **It must be 51% black-owned (as per the Broad-Based Black Economic Empowerment Act of 2003).**
- **It must have been operating for at least two years.**
- **Your business must offer services that are needed in the property industry (e.g. electrical, plumbing, aluminum/glass etc.)**
- **You must be able to provide us with references and prior contracts of work.**
- **You must prove that your business has the potential to grow and become a success.**
- **You must not currently be on another incubation programme.**

If you meet all these requirements, please complete the application form below.

We wish you every success with your application.

Instructions

- 1) Please submit your **Company Profile** with the application form.
- 2) This application form consists of five sections. All the sections need to be completed before you submit your form.
- 3) Please ensure that you attach a copy of your company profile to this document when you send it through. We need to go through this when we review your application.
- 4) Once your form is complete, it must be signed by an authorised signatory.
- 5) Your form may be submitted in one of the following ways:
 - i) Email: info@propertypoint.org.za
 - ii) By hand: Workshop 17, 138 West Street, Sandown, 2031

- 6) If you have any questions when you are filling out this form, please contact us on 010 593 4604 or email info@propertypoint.org.za

Please note:

- The information you provide in this form will be treated in the strictest confidence. It will not be disclosed to any third party.
- Property Point reserves the right to request additional information or documents, or to perform audit procedures to substantiate or verify any of the answers provided on this application form.

Section A: general information

1	Where did you hear about Property Point?	
2	Are you currently on another incubation programme?	
3	If "yes" to the above, what is the name of the programme you are part of?	
4	Have you ever been accepted for another incubation programme?	
5	If "yes" to the above, what was the name of this programme?	

Company details	
Company name	
Registration number	
Work Tel	
Business address	
Postal address	
Email address	

Contact person's details			
Full name/s			
Surname			
ID number		Gender	M F
Contact number (mobile/tel)			
Residential address			
Additional contact person's details			
Full name/s			
Surname			
ID number		Gender	M F
Contact number (mobile/tel)			
Residential address			

Section B: information about your business

List the core services your company provides. E.g. Plumbing	
Give a brief description of your company, including major business milestones achieved to date.	

Registration and compliance details			
Type	Yes	No	Number
Enterprise registration number			
Income tax/ SARS			
VAT			
WCA			
UIF			

SDL			
CIDB/ PSIRA (if applicable)			
Occupational health and safety policy			
Business insurance cover			
Type	Yes	No	Amount of cover
Public liability insurance			
Professional indemnity			

Annual turnover		
What is the business' annual turnover (excl. VAT)?	2019/2020 financial year	
	2018/19 financial year	
	2017/18 financial year	

Staffing/ employees		
How many staff members do you employ?	Full-time	
	Part-time	
How many of the above have joined your company in the last six months?	Full-time	
	Part-time	

Section C: ownership, control and competencies

Please list the details of all partners and shareholders below.

Name and surname	ID number	Gender (M/F)	Position/ job title	Ownership %	% Time devoted to the business

Please complete the table below for all owners & managers.

Name and surname	Position	Qualification (diploma, degree etc.)	Years of relevant experience	Number of years with your company

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Section D: business track record

Please list the top five contracts which your business is currently busy with.

Client	Description of contract	Status (prime / sub/ labour only)	Value of contract		Number of employees working on contract		Expected date of completion
			Total value	Your business' share	Full-time	Part-time	

Section E: Clients

<i>Past Clients</i>	<i>Current Clients</i>	<i>Potential Clients (3-month Pipeline)</i>

Please list the three largest contracts/ projects completed by your business in the last three years.

Description of contract	Status (prime/ sub/ labour only)	Value of contract		Number of employees working on contract		Expected date of completion	% complete (as at today's date)
		Total value	Your business' share	Full-time	Part-time		

Section E: what are your growth plans?

Section F: what main challenges are you facing in the business?

Section G: motivation and declaration by responsible official

Please write a brief motivation about why you want to be on the programme.
(Your motivation should be a maximum of 300 words.)

DECLARATION

Your application form must be signed by an authorised representative of your business.

I warrant that:

1. I am authorised to sign this declaration on behalf of
(name of business)
2. The information provided herein is true and correct to the best of my knowledge.
3. I understand that this declaration is binding on my conscience, and that any inaccuracy or misrepresentation of facts may void the registration of the business and its access to Property Point services.

Signature :
Full name :
Date :