



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

# APPLICATION FORM

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 by the applicant.

Only South African citizens residing in the Eastern Cape province and / or Co-operative enterprises operating within the Eastern Cape are eligible for this financial product.



Province of the  
**EASTERN CAPE**  
ECONOMIC DEVELOPMENT AND  
ENVIRONMENTAL AFFAIRS



## SECTION 1: DETAILS OF THE CO-OPERATIVE

Name of the co-operative:							
Registration no.				Income tax no.			
Physical address of the co-operative							
Economic sector	Agriculture (agro-processing)			Manufacturing			
	Tourism			Green economy			
	Other						
Number of members				Number of employees			
Demographic profile	No. of males		No. of females		No. of youth (18-35 yrs)	No. of disabled	
District municipality							
Local municipality							
Town and village							
<b>Details of Chairperson and Secretary of the co-operative</b>							
Name:				Designation:			
Contact Numbers:				ID Numbers:			
E-mail (if any):				Fax (if any):			
Physical address: .....				Postal address: .....			
.....				.....			
.....				.....			
.....				.....			
.....				.....			
Name:				Designation:			
Contact Numbers:				ID Numbers:			
E-mail (if any):				Fax (if any):			
Physical address: .....				Postal address: .....			
.....				.....			
.....				.....			
.....				.....			
.....				.....			

*NB: Please attach certified copies of ID's and resumes of founding members.*

## SECTION 2: FUNDING AND PRODUCT INFORMATION

Total funding required from Imvaba	R
Reasons for applying for funding (in detail)	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
Describe your products or services	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
Where do you buy your stock for your products? Include names of your suppliers	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
Who are your local competitors? List a few and explain why your product is better than theirs	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
Does your co-operative use any technology? If so, please explain	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
What are your technical and business skills training needs of your members	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

## SECTION 3: MARKET COMPETITIVENESS INFORMATION

<p>Where do you currently sell your products and when did you start selling?</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>Is the current market big enough? If not, where do you see as your future market? Explain in detail</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>How much volumes of your product do you sell per month?</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>Can you sell more and how?</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>How does the co-operative plan to distribute and/or transport the products? Explain in detail</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>How does the co-operative plan to promote the activities of the business?</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>Is there someone that ensures the quality of the products? If not, how does the co-operative plan to ensure product quality?</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>Do you think your product needs quality check? If so, who should provide it?</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

# SECTION 4: TRAINING NEEDS ANALYSIS

<p>What is the highest level of education of your Founding Members?</p>	<p>Chairperson: .....</p> <p>Deputy Chairperson: .....</p> <p>Secretary: .....</p> <p>Treasurer: .....</p> <p>Other: .....</p>
<p>List training programmes that your members have attended in the past 2 years</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>List other training workshops, programmes needed by your members</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>How will these training workshops help your co-operative in execution of its business? Give details</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>Does your co-operative hold Annual General Meetings, as per the requirement of the Co-operative Act of 2005 as amended? If so, please attach proof</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>Does the co-operative have a constitution? If so, do all the members understand it and adhere to it?</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>Has the co-operative signed any contracts in the past 12 months. Does it have contracts in place? If so, explain in detail</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

# SECTION 5: FINANCIAL INFORMATION

What is the financial year end of the co-operative?	R
What is your current turnover (if operating)?	R
What is your projected turnover (for the next 12 months)?	R
What are your projections for the next 3 years?	R
What are the most important assumptions about your projections? List all assumptions	..... ..... .....
What are the monthly expenses of the co-operative? List all the items together with the costs	..... ..... .....
List all raw materials needed and costs associated with each	..... ..... .....
Does the co-operative have record keeping systems in place? If not, how does the co-operative keep records? Explain	..... ..... .....
Does the co-operative submit annual audited statements to the Registrar as per the requirements of the Co-operative Act of 2005 as amended? If not, explain	..... ..... .....
Will the co-operative be able to payback the loan, if so, how long will it take?	..... ..... .....
What are identifiable risks of your co-operative? List them	..... ..... .....
Has the co-operative received funding from any other sources? If so, please give details of the following: <ul style="list-style-type: none"> <li>• who provided the funds?</li> <li>• how much was given?</li> <li>• what were the funds for?</li> <li>• how were they used and for how long was the funding?</li> </ul>	..... ..... ..... ..... .....

## SECTION 6: DECLARATION

We hereby declare that the information in this application is a fair and true reflection of our intended project. We are aware of the fact that the information which we have submitted above will have a material bearing on the adjudication of the application, and if it therefore subsequently appears that any information in the application with addendum was not correct, or that certain information was omitted, the funding committee shall be entitled to withdraw or amend its approval and without prejudice to its rights, to recover any amounts already paid or to withhold further payments due.

I/we declared that I/we are authorised to make this application and I/we have read and accept the terms and conditions listed in the criteria and guidelines document.

I/we authorise you to make any enquiries in accordance with your procedures in connection with this application.

Name of authorised member of the co-operative:	
Signature:	
Place (Office and Town):	
Date:	

strength in  
numbers



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# CONTACTUS

with the required relevant attachments.  
Completed application forms must be handed  
in at one of the following offices:

Department	City/Town	Address	Telephone	Facsimile
ECDC	Aliwal North	97 Somerset Road	+27 (0)51 633 3567	+27 (0)51 633 3569
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
ECDC	King William's Town	75 Alexander Road	+27 (0)43 604 8800	+27 (0)43 642 4199
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 Sisson Street, Fort Gale	+27 (0)47 501 2200	+27 (0)47 532 3548
ECDC	Port Elizabeth	152 Cape Road, Mill Park	+27 (0)41 373 8260	+27 (0)41 374 4447
ECDC	Queenstown	22 Cathcart Street	+27 (0)45 838 1910	+27 (0)45 838 2176

[www.ecdc.co.za](http://www.ecdc.co.za)