

QUALITY MANAGEMENT SYSTEMS ACCREDITATION PROGRAMME 2020/21

APPLICATION FORM



HEAD OFFICE, ECDC House, Ocean Terrace Park, Moore Street, Quigney, EAST LONDON
Tel: 043 – 704 5600

ECDC has been in cognisance that the Small Macro Medium Enterprises (SMME) should be able to compete with the industry leaders irrespective of the company size and therefore introducing a Quality Management programme that is envisaged to improve access to market.

Application Requirements:

Interested SMMEs are required to Complete and return this application form with supporting documents attached (see Supporting Documents Checklist below) to the ECDC by 14 August 2020. This Programme is open to all SMME's in the following targeted sectors:

• Agriculture/Agro-processing	• Information & Communication Technology
• General Manufacturing	• Clothing and Textiles
• Green Industry	• Craft and Design
• Automotive	• Services

Interested SMMEs should comply with the following:

- Businesses should either be Small, Medium or Micro Enterprise in terms of the Small Business Act.
- Businesses should be operational and must have been in existence for a minimum of two years.
- Businesses should be a legally registered business.
- Businesses should be tax compliant.
- Employees of the business should be registered with the Unemployment Insurance Fund.

ECDC APPLICATION FORM: QUALITY MANAGEMENT SYSTEM CERTIFICATION FINANCIAL SUPPORT PROGRAMME							
Please ensure that this application form is complete, duly signed and initialled on each page.							
Section A - Particulars of Applicant							
Entity Name							
Entity trade name							
Entity type (Please Cross X Applicable)	(Pty) Ltd	Close Corp.	Sole Prop.	Partnership	Limited	Division	Other: Specify
Name of holding company							
Postal Address							
P.O. Box							
City							
Postal Code							
Address	Physical Address			Factory Address (where applicable)			
Address				Address			
City				City			
Province				Province			
Postal Code				Postal Code			
Contact Person	Title			Name and Surname			
CEO/MD/ Owner	Title			Name and Surname			
Telephone number				Facsimile			
Alternative Numbers				E-mail			
Mobile Number				Website address			
Disclose information on related parties where the one party can exercise significant / insignificant / substantial / insubstantial influence over party in making financial and operating decisions or can exercise control or joint control over other party.							

Name of related party	Short description on the relationship

Section B- Financial Performance and employment

Turnover / Income	Current	2019	2018
Net Profit /Loss			
No. of full time employees			
No. of part time employees			
Total assets (Excluding fixed property)		Value of fixed property	
Please indicate the percentage (%) of ownership in your entity			
Black Owned Entity	%	Black Woman Owned Entity	%
White Woman Owned Entity	%	Disabled Entity	%

Section C - Type of Certification Required

State type of Certification required e.g. ISO, HACCP, product mark etc.

State already existing certification standards if any.

Section D - Previous Financial Assistance

Please indicate previous financial assistance received under any of the ECDC offerings during the last 3 years? (This includes loan)

Company Name	Date	Offering (e.g. Financial / Non-financial)	Description of the Offering

Section E - Corporate governance, compliance & Quality Control

1. Does the company hold shareholders meeting?	
2. Does the company submit annual return to CIPC and is it registered with Department of Labour?	
3. What kind of quality control systems do you have in place? Please explain.	
4. What customer satisfaction evaluation programme do you have in place?	
5. What systems do you have in place to measure staff performance and growth?	
6. What role does your company play in community development	

Section F - Declaration (To be completed by all applicants)

AUTHORISED OFFICIAL OF THE ENTITY

Name			
In my capacity as			
Signature		Date:	

I am aware of the fact that the information which I have submitted will have a material bearing on the adjudication of the application and if it, therefore, subsequently transpires that any information in the application and addenda was incorrect, or that certain information was omitted, ECDC shall be entitled to withdraw or amend its approval and without prejudice to its rights, recover any amounts already paid or to withhold further payments due. I further undertake to furnish quarterly reports. **(Failure to submit the follow up reports will result in your company/organisation being barred from further assistance under the ECDC support.)**

This application (with any addenda), if successful, will form part of your contract with the Eastern Cape Development Corporation. Please Note: Cessions of the incentives granted are not allowed unless consented to in writing by the Eastern Cape Development Corporation. Any cessions of these Quality Management Programme incentives or part thereof invalidate the contract from the date such cession is affected. ECDC reserves the right to cede or transfer its rights to any other Government Agency.

Indemnity:

The applicant indemnify and shall hold harmless **ECDC** against any claims, damages, expenses and costs (including those asserted by third parties) directly or indirectly related to this Quality Management programme provided to the participants by **ECDC**, in delict, for breach of statutory duty or otherwise.

Section G - Document Checklist

Kindly ensure that all the required documentation is attached to the application in the following order. Please tick the documentation submitted in the last column.

1. Valid SA Tax Clearance Certificate, which must be obtained from SARS or National Treasury Supplier Database report	
2. A copy of a South African identity document (ID).	
3. A copy of the Certificate of Incorporation and copies of all name changes effected. In the case of a sole proprietor.	
4. Latest financial statements signed by the Directors	
5. Company profile	
6. Proof of company address (e.g. Municipal bill or lease agreement)	

