

# FINANCIAL SUPPORT APPLICATION: CHECKLIST



Moulding Entrepreneurs

Business name

Contact Person

Telephone No.

## FOR EACH MEMBER/SHAREHOLDER

- Completed GEP application form - section A to C (client information)
- Certified copies of identity documents
- Proof of residence
- List of personal assets and liabilities- signed and dated
- Personal Income and expenditure
- Bank confirmation letter/statement
- Brief CV of entrepreneur (background to incl. education, work experience and business management experience)
- Spousal Consent

## FOR EACH BUSINESS

- Completed GEP application form- Section D to F (business information)
- Company Profile
- Registration documents (CK1/CK2, founding statement, memorandum and articles of association, trust deed, etc)
- Original tax clearance certificate
- Up-to-date management accounts, where applicable
- Latest two (2) months business bank statement or bank confirmation letter
- 18 month year project cash flow statement- with assumptions

## MANDATORY DOCUMENTATION (PRIOR SUBMISSION OF FINANCE APPLICATION)

- Debt arrangement letters (if applicable)
- Lease agreement (if applicable)
- Project Plan (Roll-out and implementation)
- Marriage certificate/ Antenuptial Contract (if applicable)
- Spousal consent (if any member/ shareholders is married in community of property)
- Proof of own contribution (if applicable)
- Letter from the accountant confirming that the company/ close corporation complies with all statutory requirements
- Proof that financial systems acceptable to Gauteng Enterprise Propeller is in operation for the submission of monthly financial statements
- Resolution authorizing the company/close corporation to enter into a contract finance agreement with Gauteng Enterprise Propeller

## ADDITIONAL INFORMATION FOR START-UP FINANCE APPLICATION

- Break-even analysis - all fixed obligations incl. debt service cost
- Justification of all items in the monthly cash flow projection - with assumption
- Justification of working capital required
- Justification of purchase of new equipment/ machinery
- Quotation for the capital expenditure
- Justifiable income stream

## ADDITIONAL INFORMATION FOR CONTRACT FINANCE

- Detailed business profile
- Valid certified copy of contract/ purchase order
- Duration of the contract
- Detailed monthly project plan - separately allocating, labour and material cost, etc
- Delivery date and end date
- Monthly schedule of work completed to-date - separately allocating, labour and material cost, etc
- Break-even analysis - all fixed obligations incl. debt service cost
- Justification of working capital required
- Justification of purchase of new equipment/ machinery
- Quotation for the capital expenditure
- Monthly schedule of work completed to date - separately allocating, labour and material cost, etc
- Break-even analysis - all fixed obligations incl. debt service cost
- Justification of working capital required
- Justification of purchase of new equipment/ machinery
- Quotation for the capital expenditure

## ADDITIONAL INFORMATION FOR EXPANSION FINANCE APPLICATION

- Operating performance summary - for past 3 years
- Pre-investment monthly cash flow - actual for 12 months
- Post-investment monthly cash flow - projected for 12 months - explaining deviations
- Justification of working capital required
- Justification of purchase of new equipment/ machinery
- Break-even analysis- all fixed obligation incl. contact names and numbers
- Up-to-date debtors age analysis- incl. contact names and numbers
- Up-to-date debtors list of doubtful debts
- Up-to-date creditors age analysis - incl. contact names and numbers
- Detailed fixed asset register - incl. purchase date, book value and serial numbers
- Copy of lease agreement - if business is operating from the rented premises
- Quotation for the capital expenditure
- Organogram of business - indicating part-time & full time

## FRANCHISOR DOCUMENTATIONS

- Franchise disclosure agreement
- Copy of draft franchise agreement
- Detailed breakdown of all franchise financial requirements
- Break-even analysis - all fixed obligations incl. debt service cost
- Justification of all items in the monthly cash flow projection - with assumption
- Justification of working capital required
- Justification of purchase of new equipment/ machinery
- Quotation for the capital expenditure
- Franchisor Expansion plan/ Store remodels
- Historical performance (Quantitative & Qualitative)

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- Comparative figures (Other stores/ Similar stores)
- Location strategy/ study
- Financial statements (Franchisor)
- Proof of franchise Fees
- MOA with franchisor
- Training manual requirements
- Franchisor profile

**Please note** that it may arise that additional information, outside of that listed above, be requested during further assessments.

Applicant signature

Date

GEP Official

Date