

# MONDI ZIMELE SME APPLICATION FORM



## Mondi Zimele Application Form

Mondi Zimele is the enterprise development arm of Mondi South Africa. Our aim is to encourage long term economic empowerment and job creation by developing small businesses in Mondi South Africa's value chain and surrounding communities. Mondi Zimele provides business support services to qualifying businesses, which may include financial support at very favourable interest rates. Key focus areas have been summarised below:

<p><b><u>Objectives</u></b></p> <ul style="list-style-type: none"> <li>• Through effective business and financial support, help ensure sustainability for SME's critical to Mondi's value chain</li> </ul>	<p><b><u>Offerings</u></b></p> <ul style="list-style-type: none"> <li>• Opportunity assessments and strategy planning</li> <li>• Entrepreneurial and Business development support including business related training</li> <li>• Loan funding up to a maximum of 60 months</li> <li>• Preferential interest rates, up to prime less 4%</li> </ul>
<p><b><u>Who can apply?</u></b></p> <ul style="list-style-type: none"> <li>• Existing businesses operating within or around Mondi's footprint area.</li> <li>• Businesses that are commercially viable</li> <li>• Be registered and compliant with SARS and UIF</li> <li>• Business (financial) and Entrepreneur viability</li> <li>• Job sustainability impact</li> <li>• Strategic alignment with Mondi's long term goals</li> </ul>	<p><b><u>Our Requirements for applying</u></b></p> <ul style="list-style-type: none"> <li>• Completed application form</li> <li>• Company and/or business profile</li> <li>• Financial Statements and at least 6 months management accounts</li> <li>• 3 months bank statements</li> <li>• 6 months cash flow projections</li> <li>• Proof that the business is negatively affected by the Corona virus pandemic</li> <li>• Company registration documents. The business must have been registered with CIPC and trading by at least 28 February 2020</li> <li>• Company must be 100% owned by South African Citizens</li> <li>• Be registered and compliant with SARS and UIF</li> <li>• Business and Entrepreneur viability</li> <li>• Proof of business income (existing contract, future contracts, and or purchase orders)</li> <li>• FICA documents</li> <li>• Company statutory documents (letter of good standing)</li> <li>• Facility statement of other funders</li> </ul>

**BUSINESS INFORMATION**

This business have been operating full-time since \_\_\_\_\_ (if applicable)  
 This business has been operating part-time since \_\_\_\_\_ (if applicable)

**This business is a (check one):**

<input type="checkbox"/> Proprietary Limited (Pty) Ltd <input type="checkbox"/> Closed Corporation	<input type="checkbox"/> Co-op
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**This business is a (check one):**

<input type="checkbox"/> EME (Exempt Micro enterprise) – Business with annual turnover between R0 – R10 000 000 <input type="checkbox"/> QSE (Qualifying Small Enterprise) - Business with annual turnover between R10 000 000 – R50 000 000 <input type="checkbox"/> Generic Business – Business with annual turnover greater than R50 000 000 <ul style="list-style-type: none"> <li>• Please provide historic turnover as proof</li> </ul>
<p>In addition, if you have checked EME (Exempt Micro enterprise):</p> <input type="checkbox"/> Business has an annual turnover less than R1 000 000 (one million Rand) <input type="checkbox"/> Business has an annual turnover of more than R1 000 000 (one million Rand) <ul style="list-style-type: none"> <li>• Please provide historic turnover as proof</li> </ul>

**Incorporation Number** \_\_\_\_\_  
**Mondi Vendor number** \_\_\_\_\_  
**SARS Income tax (PAYE) number** \_\_\_\_\_

**Legal name of business is:** \_\_\_\_\_  
**Physical address of business:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **Province:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_  
**Business Telephone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Website:** \_\_\_\_\_  
**Mailing address of business (if different than above):** \_\_\_\_\_  
 The business currently has \_\_\_\_\_ full-time employees \_\_\_\_\_ part-time employees

### CREDIT HISTORY

I consent to you checking my credit record with any credit reference agency. I also consent to you providing credit reference agencies with regular updates about the conduct of my accounts, including the failure to meet the agreed terms and conditions. I also agree that the credit reference agencies may, in turn, make my record and details available to other credit grantors.

Yes     No

Has the business ever had an asset repossessed?

Yes     No

Has the business ever declared bankruptcy?

Yes     No

Is the business party to any claim or lawsuit?

Yes     No

Does the business owe any taxes prior to the current year?

Yes     No

Has this business received loan funding or grant funding in the past from development finance institution?

Yes     No

If yes, then please provide details:-----

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### SHAREHOLDING

List of names(s) and percentage of shares of all principal owner(s) of the business:

First Name	Last Name	Percentage of shares	Telephone
_____	_____	_____ %	_____
_____	_____	_____ %	_____

First Name	Last Name	Percentage of shares	Telephone
_____	_____	_____ %	_____
_____	_____	_____ %	_____

Current BBBEE RATING:

### LOAN INFORMATION

This business requires R \_\_\_\_\_ for its proposed working capital relief support.

R \_\_\_\_\_ will come from othe sources (specify) \_\_\_\_\_

R \_\_\_\_\_ is requested from Mondi Zimele Jobs Fund

Does the borrower carry life insurance?    o Yes    No    If yes, amount: R \_\_\_\_\_



## BORROWER'S INFORMATION (SURETY)

Last Name \_\_\_\_\_

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Birth Date: MM \_\_\_\_ DD \_\_\_\_ YY \_\_\_\_ ID Number: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Home Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Marital Status:  Married  Common Law  Divorced  Single No. of dependents \_\_\_\_\_

Please state type of marriage contract: \_\_\_\_\_

Previous address (if less than 3 years at current address): \_\_\_\_\_

Do you rent or own your home:  Rent  Own How long at this address? \_\_\_\_\_ years \_\_\_\_\_ months

If you own your home, please list names on the title:

Last Name

First Name

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**BUSINESS DECLARATION OF FUNDING APPLICATIONS**

**DECLARATION:**  
 I hereby declare that my business has not received relief funding, or similar funding, from government and other institutions.  
 Further to the above, the business has made application to the following institutions for relief funding and will provide MZJF with the status of these:

Institution	Funding/Relief applied for	Status of application

\_\_\_\_\_ Borrower's Signature      \_\_\_\_\_ Borrower's Name (Print)      \_\_\_\_\_ Date

\_\_\_\_\_ Borrower's Signature      \_\_\_\_\_ Borrower's Name (Print)      \_\_\_\_\_ Date

\_\_\_\_\_ Witness Signature      \_\_\_\_\_ Witness Name (Print)      \_\_\_\_\_ Date

**ALL FINANCIAL INFORMATION**

**ASSETS**

	R	R	R	R	R	R
	0 – 100 000	100 000 – 200 000	200 000 – 300 000	300 000 - 400 000	400 000 - 500 000	Over 500 000
<b>PROPERTY</b>						
<b>CASH</b>						
<b>INVESTMENTS</b>						
<b>MOTOR VEHICLES</b>						
<b>OTHER</b>						

**LIABILITIES**

	R	R	R	R	R	R
	0 – 100 000	100 000 – 200 000	200 000 – 300 000	300 000 - 400 000	400 000 - 500 000	Over 500 000
<b>BANK LOANS</b>						
<b>OTHER LOANS</b>						
<b>INSTALMENT SALE AGREEMENTS</b>						
<b>OTHER LIABILITIES (TAXES; CREDIT CARDS; OVERDRAFT ETC)</b>						



## ADDITIONAL INFORMATION

### DECLARATION:

I hereby declare that my information submitted herein is true and correct and that I have not withheld any other information which may affect the decision of the Mondzi Zimele Jobs Fund

\_\_\_\_\_  
Borrower's Signature                      Borrower's Name (Print)                      Date

\_\_\_\_\_  
Borrower's Signature                      Borrower's Name (Print)                      Date

\_\_\_\_\_  
Witness Signature                      Witness Name (Print)                      Date

### CONTACT INFORMATION:

OFFICE	TELEPHONE	
Hilton	(033) 329 5506	
Richards Bay	(035) 902 2624	
Email:	<a href="mailto:Info.Mondizimele@mondigroup.com">Info.Mondizimele@mondigroup.com</a>	
Website:	<a href="http://www.mondizimele.co.za">www.mondizimele.co.za</a>	

## DOCUMENT CHECKLIST

<b>1.</b>	<b>FICA REQUIREMENTS</b>	<b>Yes</b>	<b>No</b>	<b>Comment</b>
1.1	Co registration documents (share certificates, memorandum of incorporation, trust deed, letters of authority etc.)			
1.2	Valid SARS tax compliance status			
1.3	Copy of BBBEE certificate/affidavit			
1.4	Copy of each member's/director's/shareholder's/beneficiary's identity document			
1.5	Documentary proof of banking details or cancelled cheque			
1.6	Latest 3 months bank statements			
1.7	Proof of residence for each member/director/shareholder/ beneficiary			
1.8	Proof of trading address of business (e.g. utility bill/lease agreement)			

<b>2.</b>	<b>VALIDATION REQUIREMENTS</b>	<b>Yes</b>	<b>No</b>	<b>Comment</b>
2.1	Management accounts (latest six months)			
2.2	Proof of order in company's name/contract/market			
2.3	Six months cash flow projections			
2.4	Historic Turnover (latest AFS's)			
2.5	Have all documents been signed by authorized signatories?			
2.6	Completed and signed Consent for Credit Check			