



DEBT RELIEF FINANCE SCHEME



BENEFITTING SMMES

Businesses which are negatively affected, directly or indirectly, due to the Coronavirus pandemic;



QUALIFYING CRITERIA

- The business must have been registered with CIPC by at least 28 February 2020;
- Company must be 100% owned by South African Citizens;
- Employees must be 70% South Africans;
- Priority will be given to businesses owned by Women, Youth and People with Disabilities;
- Be registered and compliant with SARS and UIF;
- Seda will assist micro-enterprises to comply and request for assistance must be emailed to debtrelief@seda.org.za;
- Whereas small and medium enterprises must ensure own compliance;
- Registration on the National SMME Database – <https://smmesa.gov.za>
- Proof that the business is negatively affected by COVID-19 pandemic;
- Complete the simplified online application platform;
- Company Statutory Documents;
- FICA documents (e.g. Municipal accounts, letter from traditional authority);
- Certified ID Copies of Directors;
- 3 months Bank Statements;
- Latest Annual Financial Statements or Latest Management Accounts not older than three months from date of application – where applicable;
- Business Profile;
- 6 months Cash Flow Projections – where applicable;
- Copy of Lease Agreement or Proof ownership if applying for rental relief;
- If applying for payroll relief, details of employees - as registered with UIF and including banking details – will be required as payroll payments will be made directly to employees;
- SMME employers who are not compliant with UIF must register before applying for relief;
- Facility Statements of Other Funders;
- Detail breakdown on application of funds including salaries, rent etc.



APPLICATION PROCESS

- Register on <https://smmesa.gov.za/>
- Complete online Application Form (to be released on Thursday, 02 April 2020);
- Upload Required Supporting Documents



EMAIL



HOTLINE



BUSINESS GROWTH/ RESILIENCE FACILITY



BENEFITTING SMMES

Businesses geared to take advantage of supply opportunities resulting from the Coronavirus pandemic or shortage of goods in the local market.



QUALIFYING CRITERIA

- The business must have been registered with CIPC by at least 28 February 2020;
- Company must be 100% owned by South African Citizens;
- Employees must be 70% South Africans;
- Priority will be given to businesses owned by Women, Youth and People with Disabilities;
- Be registered and compliant with SARS and UIF;
- For non-compliant Micro businesses, Seda will assist them to comply and request for assistance must be sent to: growthfund@seda.org.za;
- Registration on the National SMME Database: <https://smmesa.gov.za/>
- Complete the simplified online application form available from www.dsbd.gov.za; www.sefa.org.za; [https://seda.org.za](http://seda.org.za)
- CIPC Registration Documents;
- FICA documents (e.g. Municipal accounts, letter from traditional authority);
- ID Copies of Directors/members;
- 3 months Bank Statements;
- Latest Annual Financial Statements or Management Accounts not older than three months from date of application;
- Business Profile;
- 6 months Cash Flow Projections – where applicable;
- Relevant Industry Certification – where applicable;
- Estimations for funding requested.



APPLICATION PROCESS

- Register on <https://smmesa.gov.za/>
- Complete online Application Form (to be released on Thursday, 02 April 2020);
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COVID-19 SMME PAYROLL FREQUENTLY ASKED QUESTIONS



1 CAN I APPLY FOR ASSISTANCE EVEN IF I AM UIF REGISTERED?

UIF registered companies should apply directly to the UIF, even if their records are not up to date, they will get assistance. UIF applications can be forwarded to Covid19UIFclaims@labour.gov.za



2 HOW LONG WILL IT TAKE TO APPROVE MY APPLICATION?

Three working days.



3 WHEN WILL THE FIRST PAYMENT BE EFFECTED?

A week following approval, on a Friday or day before if Friday falls on a holiday.



4 ARE THERE ANY PREREQUISITES TO ACCESS PAYROLL ASSISTANCE?

The company has to register with the UIF and provide the new UIF number. Employees should have been on the company's payroll by 31st March 2020. (Proof will be required)



5 HOW MUCH WILL MY EMPLOYEES GET FROM THIS PAYROLL SCHEME?

There's a specific pre-approved formula that will calculate the amount.



6 CAN THE OWNER OF THE BUSINESS ALSO APPLY FOR ASSISTANCE?

Only if he/she is listed on the payroll of the company.



7 HOW MANY EMPLOYEES ARE COVERED PER COMPANY (EMPLOYER)?

All employees that are on the payroll as at 31st March 2020.



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COVID-19 SMME RELIEF COMMON TEMPLATE

1. WHAT ARE YOU APPLYING FOR?

Business Growth /Resilience Facility

Debt Relief Finance

2. CONTACT PERSON

First name(s)

Surname

ID Number

Telephone number (landline)

Cell phone number

Email address

3. COMPANY INFORMATION

SMME Database Reg No:

Organisation Type:

Company registered name:

Registration number:

Trading name:

Date registered:

Date started operating:

Financial Year-end:

CSD Registration Number:

Physical address:

Postal address:

Town:

District:

Province:

4. INDUSTRY OR SECTOR (only applies for Business Growth/Resilience)

Applicable sector for your main income

COVID-19 SMME RELIEF COMMON TEMPLATE

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5. LIST OF PRODUCTS AND SERVICES

6. CLIENT/POTENTIAL CLIENTS

a. Business Growth & Resilience Facility

Who are your 3 most recent clients?

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Who are your 3 target clients?

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b. SMME Debt Relief Finance

Who are your 3 most recent clients?

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How do you plan to resuscitate your business?

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7. FUNDING REQUIREMENTS

Important to note:

1. You may only apply for one intervention
2. Funding will be dependent on the level of financial distress calculated on the average of the last 3 months.

Total amount of other (external) funding

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Business Growth Facility

Categories:

- Micro R50 000 – R250 000

Debt Relief Finance

- No historical Municipal Debt Municipal accounts capped at R 5000

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COVID-19 SMME RELIEF COMMON TEMPLATE

<ul style="list-style-type: none"> • Small R250 001 – R 2 5 00 000 • Medium R 2 500 001 – R 5 000 000 		<ul style="list-style-type: none"> • NB: salary payment scales will be in line with UIF scale • Companies contributing to UIF must claim from UIF but the companies eligible for funding must register with UIF 	
stock		salaries	
bridging finance		rent	
purchase order		municipal accounts	
business equipment			
8. EXISTING CREDIT INFORMATION (NOT SPAZA SHOPS) IF APPLICABLE			
9. WHO DO YOU PROCURE INPUTS FROM (RAW MATERIALS)			
10. COMPLIANCE ENVIRONMENT			
Outline compliance in terms of the applicable standards, such as: (Yes/ No/ N/A)			
Health and safety		Yes/ No/ N/A	
Municipal by-laws		Yes/ No/ N/A	
SARS		Yes/ No/ N/A	
Labour laws: UIF & Compensation Fund		Yes/ No/ N/A	
Applicable industry laws		Yes/ No/ N/A	
Membership of industry bodies		Yes/ No/ N/A	

COVID-19 SMME RELIEF COMMON TEMPLATE

DECLARATION AND CONSENT

I/We, the undersigned declare that the information provided in this application form is to the best of my/our knowledge true and complete.

I/We also understand that any wilful misrepresentation of the information in this application form will disqualify my/our application and may lead to legal action against me/us including the laying of criminal charges against me/us as sureties as well as against the entity I/we represent for furnishing false statement or information to the Department of Small Business Development (**DSBD**), Small Enterprise Finance Agency (SOC) Ltd (**sefa**) and Small Enterprise Development Agency (SOC) Ltd (**seda**) hereto referred as the **DSBD Portfolio**.

I/We hereby grant the **DSBD Portfolio** consent to perform an entity/personal search and check on my/our records with any other party (e.g. credit bureau and/or a government agency) relating to this application.

I/We further authorise the **DSBD Portfolio** to disclose my/our personal information to these parties to obtain the information they require and acknowledge that the **DSBD Portfolio** will never disclose more information than they are required to.

DSBD Portfolio warrants that it will treat your personal information as confidential and take all necessary steps to protect your information as required by the Protection of Personal Information Act of 2013.

DSBD Portfolio will only disclose your information if:

- The law requires us to do so;
- It is in the public interest to do so;
- Our interests require disclosure; or
- You have given us your consent.

Surname	
Full Name(s)	
Designation	
Signature	
Place	
Date	

COVID-19 SMME RELIEF COMMON TEMPLATE

11. LIST OF ADDITIONAL DOCUMENTS (by email)

- Company Statutory Documents;
 - CIPC,
 - SARS,
 - CSD optional
- FICA documents (e.g. Municipal accounts, letter from traditional authority)
- ID Copies of Directors
- 3 months Bank Statements
- Latest Annual Financial Statements or Latest Management Accounts (Statement of Financial Performance and Statement of Financial Position) – **where applicable**
- Business Profile
- Project Execution Plan (applicable for Business Growth)
- Municipal trade permit (applicable to the spaza shops)
- 6 months Cash Flow Projections – **where applicable**
- Copy of Lease Agreement or Proof ownership (applicable for Debt Relief Finance)
- Relevant Industry Certification – **where applicable**
- Copy of Contract or Order
- Facility Statements of Other Funders - **where applicable**
- Estimations for applied funding