

### **Enterprise and Supplier Development Submission Checklist**

*The following checklist serves an indicative guide to the documents required for Sun International to assess the stage of development that your business is in. These supporting documents are used for evaluation purposes and to design a suitable ESD programme. We are aware that some businesses may not have the full list of requirements in their submission. However, please note that a minimum score of 65 is required to proceed with the funding assessment.*

*Please submit the following supporting documentation with your application:*

- Business Proposal (which should include the following:)
  - ✓ Company introduction and overview of funding requirements
  - ✓ An indication of how much funds you have invested into the business and whether you have public liability insurance.
  - ✓ SWOT, Market Analysis and Competitor Analysis
  - ✓ Company organogram
  - ✓ Sales and growth strategy
  - ✓ Quality Management Plan
  - ✓ Risk Management Plan
  
- 2 years Financial Statements (preferably audited), if a start-up then 36-month cash flow projections and offtake agreements will suffice
- Management Accounts
- 36-Month Cash Flow Projections
- SANAS approved BBB-EE Certificate or Sworn Affidavit
- VAT Certificate (if registered)
- CIPC/ Company Registration and Shareholder Documents
- Company Profile
- Bank confirmation letter
- CV of founder (s) and key personnel in your business

- Copy of founder(s) ID's
- Quotes for the items you require the funding for
- Reference letters from 2 – 3 of your biggest clients
- Any offtake agreements or letters of intents from other clients
- Community Development Plan (which should indicate the planned initiatives to develop the community in which you operate. This must go beyond job creation and have longer lasting benefits for community members i.e. skills transfer).

Furthermore, please provide an indication of whether:

- ✓ The business makes use of any environmentally friendly products or processes in your operations.
- ✓ The business has any form of import replacement or localisation.
- ✓ The business has any documented HR policies and procedures (such as training plans, disciplinary policy, recruitment policy, etc). If so, please submit copies thereof.
- ✓ The business has any industry certificates and please submit copies thereof.
- ✓ The business has functional experts such as tax, bookkeepers, etc.
- ✓ The business has match funding from another organization.