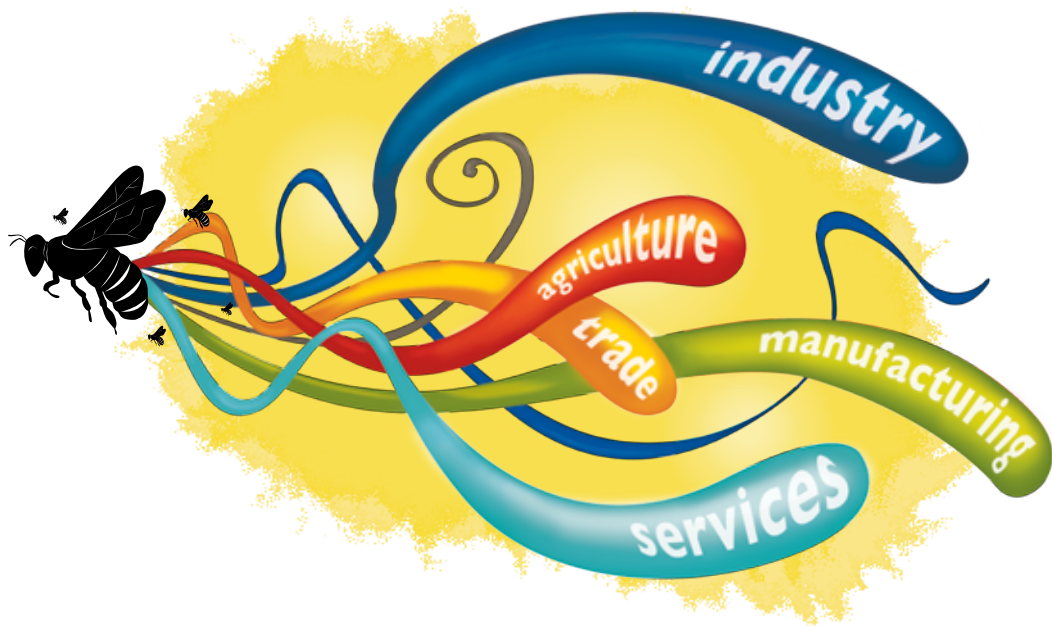


# Business Investment Competition



# Be part

# of it

**You have the power  
to build SA business  
Enter today**

Name of Business									
Sector	Agriculture		Manufacturing		Trade		Services		
Town					Province				
Contact Person		Mr	Mrs	Ms					
First Name					Surname				
Telephone					Cell Number				
Email									
For Official Use									
Postmark Date			Email Date			Fax Date			
Date Received									

# Eskom Business Investment Competition

## **Rules of the competition: Past winners of the competition are not eligible to enter the competition.**

1. A business entering the competition must be 100% South African-owned within the agricultural, manufacturing, trade/services sector to enter the competition.
2. The business must be legally registered and operative for the last 24 months.
3. After entrants have been notified that they are finalists, a representative will visit the business with a photographer. Business owners shall agree to have photographs taken of their premises, production facilities staff and owners for Eskom publicity purposes.
4. By entering the competition, entrants who are finalists must agree to attend the adjudication sessions in Johannesburg in August 2014 (transport and accommodation costs will be covered by Eskom).
5. Finalists travel to Johannesburg in September and attend the Business Investment Competition Awards.
6. Finalists agree to participate in the Business Entrepreneurship & Franchise Expo to be held at the dome in Johannesburg in September; by setting up their exhibition and marketing material in an allocated space on 10 September (transport and accommodation costs will be covered by Eskom).
7. Finalists, consisting of an owner and one employee, shall agree to travel to Johannesburg in August to attend an interview through the medium of English with the adjudicating panel and to attend exhibitor training.
8. Finalists have to bring examples of their products, services and marketing materials (posters, banners, pamphlets and business cards) to the adjudication in August and to use at the exhibition in September.
9. Photographs will be taken during the exhibition.
10. Finalists will break down their exhibition after 17:30 on the last day of the expo and travel back home.
11. The overall winner and three sector winners will give acceptance speeches at the Business Investment Awards in English (for the sake of media).
12. All finalists agree to do interviews with the media and agree to have their photographs taken as well as possible media visits to their business premises.
13. All photographs taken will remain the property of Eskom and finalists agree that Eskom and all its subsidiaries may use the photographs for publicity purposes.
14. Finalist agrees that contravention of any or more of the competition rules shall disqualify the entry and finalist from participating in the Business Entrepreneurship & Franchise Expo.
15. Eskom and/or their families and agents who have registered black-owned enterprises are not eligible to enter the competition.
16. All finalists shall be required to sign a R0-value contract with exhibition organisers, Thebe Reed Exhibitions and Projects. All costs for participating in the Expo shall be borne by Eskom.
17. The judges decision is final and no correspondence shall be entered into.
18. **Non-adherence to any rules of this competition will result in the disqualification of the finalist.**

## **Prizes**

- All transport to and from as well as accommodation costs in Johannesburg for finalists (business owner and one employee)
- All transport and meals while in Johannesburg
- All costs pertaining to participating in the Business Entrepreneurship & Franchise Expo
- The overall winner will receive prizes worth R150 000 to improve the business
- The winners in the four categories will each receive prizes worth R100 000 to improve their businesses
- The first runners-up in each section of the four categories will receive prizes worth R50 000 to improve their businesses
- The second runners-up in each section of the four categories will receive prizes worth R25 000 to improve their businesses
- All other finalists will receive prizes worth R5 000 to improve their businesses
- Proof of such will be required after the competition from each winner, runner-up and finalist
- Publicity in the media and the opportunity to network with visitors and other exhibitors
- No prizes may be exchanged for cash
- **Terms and Conditions apply**

# Eskom Business Investment Competition Entry Form

## Guidelines for completing this form

- Please answer all applicable questions. If a question is not applicable or relevant, write "N/A".
- Please type or print clearly and use black ink.
- All information must be provided, otherwise the entry will be disqualified.
- Incomplete forms will not be considered for appraisal.
- Certified copies of all supporting documents (as set out below) must be submitted with the entry form.
- Please do not submit any original documents.
- Entry forms without the required supporting documents will not be considered.
- If you wish to give any additional information (not covered in this form), please do so on separate sheets of paper.
- Please submit photographs with the entry, but these will not be returned as they then become part of the competition entry.

Copies of the following supporting documents must be submitted with the entry. Mark each document included with an "X".

1. Business plan for this year and the next two years	
2. Marketing strategy and plan for this year and the next two years	
3. Copies of partner/joint venture agreement	
4. Copy of latest audited financial statements, if (Pty) Ltd	
5. Copy of business registration certificate	
6. Copy of VAT certificate (if applicable)	
7. Copy of SARS tax clearance certificate	
8. Copy of employee tax registration certificate	
9. Copy of UIF registration certificate	
10. Copy of COID registration	
11. Copy of latest bank statement for each bank account	
12. Latest copy of water and electricity account	
13. Latest copy of rates and taxes account	
14. Map and/or directions or GPS coordinates to business premises	
15. Colour copies of identity documents of owners and shareholders	

## Details of business

Registered name of business	
Trading name (trading as)	
Identity numbers of registered owner/s	
Position in organisation	
Street address and postal code	
Postal address and postal code	
Municipality	
Province	
Telephone number and dialling code	
Fax number and dialling code	
Mobile telephone number	
Email address	
Type of business	

**Past winners of the competition are not eligible to enter**

Registered name of business entering the competition (please type/print in black ink)

Postal address and postal code

Street address and postal code

Municipality

Province

<input type="text"/>	<input type="text"/>
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**Contact numbers of person submitting the entry**

Telephone code and number	<input type="text"/>
Mobile number	<input type="text"/>
Fax code and number	<input type="text"/>
Email address	<input type="text"/>

**Contact person who represents the business (designation/initials/surname/first name)**

Dr	Mr	Mrs	Ms	<input type="text"/>
----	----	-----	----	----------------------

**Identity number**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Position in company**

**Sector in which you are entering your business (mark with an "X")**

Sector	X	Description
Agriculture	<input type="checkbox"/>	<input type="text"/>
Manufacturing	<input type="checkbox"/>	<input type="text"/>
Trade	<input type="checkbox"/>	<input type="text"/>
Services	<input type="checkbox"/>	<input type="text"/>

**On which radio station did you hear about or in which newspaper/magazine/website did you read about the competition?**

Radio station \_\_\_\_\_ Newspaper/Magazine/Website \_\_\_\_\_

or did you hear of the competition by word of mouth? \_\_\_\_\_

Please return the duly completed entry form with copies of photographs and documentation requested to:

**Eskom Business Investment Competition**

Telephone: +27 11 544 1900

Fax: +27 11 484 8444

Email: [bic@groundedmedia.co.za](mailto:bic@groundedmedia.co.za)

**Terms and conditions apply.**

## I. Background of the business

Legal status of the business (mark "X" where applicable)	X	Registration No.
Closed Corporation (CC)		
Trust		
Company (Pty) Ltd		
Sole proprietor		
Partnership		
Other (specify) e.g. Co-operative		

Does the business have a constitution? (Enclose a copy)

When was the business established? (Date)

If registered, what is the registration number? (Enclose copy)

## 2. Administration

Who are the organisation's auditors? Name of firm, contact name, postal address, telephone and fax code and numbers, plus email address.

Who does the organisation's books/who are the accountants?

Name of firm, contact name, postal address, telephone and fax code and numbers, plus email address.


Business hours of the enterprise (e.g. Monday to Saturday from 07:30 - 17:30).

## 3. Previous funding

Have you previously received a grant/donation from Eskom or Eskom Development Foundation?

(If yes, please give date and amount.)

Date	
Amount	R
What was the grant for?	

List of other previous funders/donors (since business started), including business loans

Name of funder	Describe type of support	Amount funded
		R
		R
		R
		R
		R
		R

## 4. Corporate governance

Shareholding: Members, shareholders, trustees or members, if applicable.

Name	Identity number	Qualifications	% of Shareholding

Business management (management team)

Title	Initials	Surname	Position in organisation	Telephone number

List of additional staff (operational, not on management team)

Title, initials and surname	Position/activity

Skills profile - List formal skills in the following:

Management	
Technical	
Business/accounting	
Administration	
Computer	
Marketing	
Sales	
Other	

## 5. Beneficiaries

How many people are employed on a full-time basis?

Demographic profile	Women	Men	Total
How many women?		X	
How many men?	X		
Total			
Of the total, how many are youths (16 - 24)?			
Of the total, how many are senior citizens (65+)?			
Of the total, how many are persons with disabilities?			

How many people are employed on a part-time/seasonal basis?	Women	Men	Total
How many women?		X	
How many men?	X		
Total			
Of the total, how many are youths (16 - 24)?			
Of the total, how many are senior citizens (65+)?			
Of the total, how many are persons with disabilities?			

How many new jobs will be created by this business?

Immediately	
3 months from now	
6 months from now	
12 months from now	

## 6. Audit and accountability

Have the organisation's books of accounts been audited? (If not, state reasons.)


## 7. Description of the business

List the objectives of the business (e.g. to make bricks for building houses). Why was the business started?


How are the needs in the community or of the customers satisfied by this business?

(e.g. Do you provide a needed service or product to the community?)


How does the community know about the business and the services and/or products provided?


Does the local authority / traditional leadership support the business? (If yes, how?)


If yes, with whom do you network in local authority?

Name of authority body	Name of person and contact telephone number

Has the business ever been formally evaluated by government, any external person, financial institution, donor, funder, or any other development organisation? (If yes, give details.)


**Activities of the business**

List the products/services supplied by the business.


**Assets: Current value**

Description	Estimated R value
Total	



## Market

### List

Present customers	Potential new customers

How many businesses, providing similar products/services as yours, are located in the local area? Please list names.


What special products/services are offered by your business that would make your customers support it more than other similar businesses in the area?


How are the raw materials transported to your business site?	
How are goods/products transported from your business site?	
What is the distance to the nearest commercial centre/town?	

### Business performance

Monthly income from sales	R
Less monthly operational expenditure/costs (including salaries)	R
Total	R
Less production costs per month	R
Total monthly surplus/profit	R

## 8. Financial

Does the business have an active bank account? (Mark with X)

Yes		No				
Type of account	Cheque		Savings		Other	
When was the bank account opened? (Date)						

Name of account holder	
Name of bank	

Branch where account is kept	
Branch number	

Account number									
----------------	--	--	--	--	--	--	--	--	--

Type of account	
Attach a copy of a cancelled cheque	

Names of account signatories (print initials and surname)	Signature

## 9. Infrastructure

Do you own/rent the business premises?	
How many rooms does the property have?	
Size of premises in m <sup>2</sup>	
Who owns the premises from which the business operates?	
Name of contact person	Telephone number

Please enclose a letter/copy of the lease agreement from the owner giving permission for the property to be used by the business.

Does the business use the property rent-free or does the business pay rental/lease? (Mark with X)

Yes		No	
-----	--	----	--

If rented/leased, what amount per month?

R	
---	--

Does rental/lease include: Rates/Taxes?

Yes		No	
-----	--	----	--

Water/Electricity?

Yes		No	
-----	--	----	--

Does the business have the following facilities?

Fencing	Yes		No		Sewerage	Yes		No	
Water	Yes		No		Security	Yes		No	
Electricity	Yes		No		Gas	Yes		No	
Other									

What phase electricity is used?

Single phase		3-phase	
--------------	--	---------	--

(State whether supplied directly by Eskom or by a local municipality.)

Eskom (give closest office)		Local municipality (name)	
Account number			

Do you receive an electricity account or do you have pre-paid electricity? \_\_\_\_\_

What measures are in place to economise on electricity supply (e.g. alternative sources)?


## 10. Feasibility and sustainability of business

How long has the business been in operation?

--

Motivate why and how the business will remain sustainable in the long term.


Present average monthly income per employee	R
Present average monthly income per member of management	R

### SWOT analysis

What are the strengths of the business?


Weaknesses


Opportunities


Threats










## Appendix A. Sustainability self-assessment questionnaire (SSAQ)

The following information will be used to understand the sustainability of your business. We want to understand how you are trying to make your business successful in making money; avoiding harm to the air, water, land, plants and animals; helping people and using energy in the best possible way.

You need to read and understand each of the criteria in each of the four key areas. You must then rate your performance for each criterion as “Poor” (1) or “Good” (2). Put an “X” in the correct circle. You must indicate whether you manage the issue in a good or a poor way.

The results will be used to assess how sustainable your business is and it is very important that you be honest and truthful in completing it. Please remember that the selected entrants will be interviewed to establish the actual status of the business and the information supplied below will be checked.

Key area	Criteria	Performance
Economic	How do you manage your revenue and expenses?	Poor — (1) — (2) — (3) — (4) — (5) — Good
	How well do you control how much of your product or service is available?	Poor — (1) — (2) — (3) — (4) — (5) — Good
	How do you manage the amount of cash you have available?	Poor — (1) — (2) — (3) — (4) — (5) — Good
	Do you understand the risks facing your business?	Poor — (1) — (2) — (3) — (4) — (5) — Good
	How well do you understand your customers?	Poor — (1) — (2) — (3) — (4) — (5) — Good
	Do you know who your competitors are?	Poor — (1) — (2) — (3) — (4) — (5) — Good
	How well do you manage the relationship with your suppliers?	Poor — (1) — (2) — (3) — (4) — (5) — Good
	Do you know what could make you go out of business?	Poor — (1) — (2) — (3) — (4) — (5) — Good
	Do you understand how your business may grow?	Poor — (1) — (2) — (3) — (4) — (5) — Good
	Do you think that you are creative in strengthening your business?	Poor — (1) — (2) — (3) — (4) — (5) — Good

### How can you demonstrate that you manage the economics of your business?


Key area	Criteria	Performance
Environment	Do you have a policy and a programme to manage impacts on the environment?	Poor — (1) — (2) — (3) — (4) — (5) — Good
	Do you know whether your business activities have an impact on water?	Poor — (1) — (2) — (3) — (4) — (5) — Good
	How well do you manage wastes from your products or service?	Poor — (1) — (2) — (3) — (4) — (5) — Good
	Do you understand what impacts result from your business transport needs?	Poor — (1) — (2) — (3) — (4) — (5) — Good



Environment	Do your suppliers have an environmental management system?	Poor — (1) — (2) — (3) — (4) — (5) — Good
	Do you know who your competitors are?	Poor — (1) — (2) — (3) — (4) — (5) — Good
	How well do you manage any substance released into the air?	Poor — (1) — (2) — (3) — (4) — (5) — Good
	How do you control any noise that is related to your product or service?	Poor — (1) — (2) — (3) — (4) — (5) — Good
	Do you manage the release of any substance to the ground?	Poor — (1) — (2) — (3) — (4) — (5) — Good
	How do you manage any damage to natural (not farmed) plants or animals?	Poor — (1) — (2) — (3) — (4) — (5) — Good
	How can you demonstrate that you manage the environmental aspects of your business?	Poor — (1) — (2) — (3) — (4) — (5) — Good

**How can you demonstrate that you manage the environmental aspects of your business?**


Key area	Criteria	Performance
Human Resources	Do you have contracts with your workers?	Poor — (1) — (2) — (3) — (4) — (5) — Good
	How well do you manage the health and safety of your workers?	Poor — (1) — (2) — (3) — (4) — (5) — Good
	Do you offer training to your workers?	Poor — (1) — (2) — (3) — (4) — (5) — Good
	Do you think that your workers are happy to be working for you?	Poor — (1) — (2) — (3) — (4) — (5) — Good
	How well do your suppliers manage social issues, for example community help?	Poor — (1) — (2) — (3) — (4) — (5) — Good
	Do you think that you help local communities enough?	Poor — (1) — (2) — (3) — (4) — (5) — Good
	Is the system to discipline staff poor or good?	Poor — (1) — (2) — (3) — (4) — (5) — Good
	Do you believe that your business behaviour addresses preventing discrimination?	Poor — (1) — (2) — (3) — (4) — (5) — Good
	Are you aware of “child labour” and do you manage to prevent this practice?	Poor — (1) — (2) — (3) — (4) — (5) — Good
	Do you have enough insurance for your business?	Poor — (1) — (2) — (3) — (4) — (5) — Good

**How can you demonstrate that you manage the social aspects of your business?**


## Appendix B

### Energy efficiency assessment

For official use only

<p>Do you have copies of your business electricity/energy account?</p> <p>_____</p> <p>_____</p> <p>Please submit the latest copy.</p>	
<p>Do you know which equipment/electrical appliance uses the most electricity/energy in your operation?</p> <p>Please specify.</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p>What are your business operating hours?</p> <p>_____</p> <p>_____</p>	
<p>How many lights are installed in your business?</p> <p>_____</p> <p>_____</p>	
<p>How many of the light bulbs are energy-efficient? (CFLs)</p> <p>_____</p> <p>_____</p>	
<p>What have you done to reduce your electricity/energy account in the previous months/years?</p> <p>_____</p> <p>_____</p>	
<p>What do you use for heating/cooling in/at your business premises, i.e. electric heater, gas heater, and how many do you use?</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p>Do your staff members know how to save energy?</p> <p>If yes, please elaborate.</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p>How many geysers are on the business premises?</p> <p>_____</p> <p>Capacity in litres</p> <p>_____</p> <p>_____</p>	

<p>Are the geysers insulated with geyser blankets and are the pipes insulated?</p> <p>Geysers _____</p> <p>Pipes _____</p>	
<p>Other than electricity, what other energy source/s do you use and what for?</p> <p>Gas _____</p> <p>_____</p> <p>Paraffin _____</p> <p>_____</p> <p>Wood Coal _____</p> <p>_____</p> <p>Other (please specify) _____</p> <p>_____</p>	

### Undertaking

I hereby certify the correctness of figures/data/information/documents furnished herewith. I also undertake to give further particulars as required and to abide by the rules, regulations and instructions issued from time to time.

Signature \_\_\_\_\_

Print Initials and Surname \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

### Note Remember to -

**1. Include all the documents required as requested on page 2**

**2. Include photographs of:**

- the exterior of the premises
- the interior of the premises
- the equipment you have and use
- the products or services of your enterprise
- you, the owner
- your management team
- your employees

## Brochures, pamphlets, business cards

## Brochures, pamphlets, business cards

## Photographs

## Photographs

