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# WINE AND SPIRITS FUND

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## APPLICATION FORM



agriculture  
Department:  
Agriculture  
REPUBLIC OF SOUTH AFRICA



Funded by  
the European Union

## WINE AND SPIRITS FUND APPLICATION FORM

**The objective of the Wine and Spirits Fund are as follows:**

- To address transformation of the wine and spirits sector in South Africa. The targeted beneficiaries include farm workers, black farm owners and black-owned brands across the entire wine and spirits value chain.

**Please note the following:**

- Information provided on this application shall be kept strictly confidential and will be used for the purpose of this application only.
- Incomplete applications will not be processed. Kindly refer to the checklist (Annexure 1) for minimum documents required to accompany this application.
- Completed viable applications to be submitted for Due diligence within Land Bank as per the process flow.

**The following exclusions should be noted when applying for the fund:**

- Government and Land Bank employees, including politicians, will not be eligible to receive grant funding and/or support from the fund.
- One hundred percent acquisition of a business at initial investment by the applicant(s) (applicants may only be assisted to acquire at most, up to 49 percent in the initial investment).
- Investment in farms under land claim.
- Applicant(s) who are not directly involved in the business where investment is sought will be excluded (passive or speculative investors).
- Non-PDIs.
- Foreign Nationals.

FOR OFFICE USE ONLY					
Received by: Name:		Signature		Date:	
Have all documents as per the checklist been received? (Y/N)				Qualify /Meet criteria (Y/N)	
All documents received as per checklist:  (PM/GM to sign).	Name:	Signature	Date:		

## SECTION A: COMPANY INFORMATION

(To be completed by applicant/s)

Company Details												
CIPC Registered Name:												
Trading Name:												
Main Business Activity(s):												
Type of Business (e.g Pty (Ltd), Cooperative, Trust, CC,ect)				Industry (Sector):								
Registration Number:				Registration Date:	D	D	M	M	C	C	Y	Y
VAT Registration Number:				Tax Reference Number:								
Period in Business:												
Telephone Number:	( )	-	Fax Number:	( )	-							
E-mail Address:												
Physical Address:												
									Code:			
Postal Address:												
									Code:			
Province:												
Local Municipality:												
District Municipality:												
Location (Area)												
Number of Beneficiaries:	Total:	Number of current employees:				Permanent:						
	Women:					Casual:						
	Youth:	Number of new jobs to be created:				Permanent:						
	Persons with disabilities:					Casual:						
	Military veterans:					Permanent:						
	Farmworkers*					Casual:						

\*To be completed if the farmworkers would benefit directly from the application for e.g forming a juristic body in order to purchase shares or equity ect.

INDIVIDUALS WHO CONSTITUTE THE APPLYING ENTITY				
<b>Individual 1:</b>				
Title (Prof/Dr/Mr/Ms):		Surname:		Name(s):
Correspondence Language:			Salutation:	
ID Number:				
House Number/ Street:			District:	
City:			Province:	
Postal Code:			Country:	
Postal Address: PO Box			City:	
Postal Code:			Province:	
Country:				
Contact Number(s):	Cell: ( )	-	Tel: ( )	- Fax: ( ) -
E-mail Address:				
Marital Status:		SA Citizen: Y/N		Ethnic Group:

<b>Individual 2:</b>				
Title (Prof/Dr/Mr/Ms):		Surname:		Name(s):
Correspondence Language:			Salutation:	
ID Number:				
House Number/ Street:			District:	
City:			Province:	
Postal Code:			Country:	
Postal Address: PO Box			City:	
Postal Code:			Province:	
Country:				
Contact Number(s):	Cell: ( )	-	Tel: ( )	- Fax: ( ) -
E-mail Address:				
Marital Status:		SA Citizen: Y/N		Ethnic Group:

INDIVIDUALS WHO CONSTITUTE THE APPLYING ENTITY				
<b>Individual 3:</b>				
Title (Prof/Dr/Mr/Ms):		Surname:		Name(s):
Correspondence Language:		Salutation:		
ID Number:				
House Number/ Street:		District:		
City:		Province:		
Postal Code:		Country:		
Postal Address: PO Box		City:		
Postal Code:		Province:		
Country:				
Contact Number(s):	Cell: (    )    -	Tel: (    )    -	Fax: (    )    -	
E-mail Address:				
Marital Status:		SA Citizen: Y/N		Ethnic Group:

<b>Individual 4:</b>				
Title (Prof/Dr/Mr/Ms):		Surname:		Name(s):
Correspondence Language:		Salutation:		
ID Number:				
House Number/ Street:		District:		
City:		Province:		
Postal Code:		Country:		
Postal Address: PO Box		City:		
Postal Code:		Province:		
Country:				
Contact Number(s):	Cell: (    )    -	Tel: (    )    -	Fax: (    )    -	
E-mail Address:				
Marital Status:		SA Citizen: Y/N		Ethnic Group:

CONTACT PERSON FOR THE APPLYING ENTITY			
Title (Prof/Dr/Mr/Ms):		Surname:	Name(s):
Designation/Role:			
Contact Number(s):	Cell: (    )	-	Tel: (    ) -
E-mail Address:			

CONDITIONS FOR FUNDING <i>(please respond by ticking the appropriate box)</i>		
Is/are the applicant(s) Black South African(s) citizen with a valid identity document(s)	Yes	No
Is the business 100% black owned?	Yes	No
Are there Government or Land Bank employees or politicians in the applying entity or their spouses (if married in Community of Property)	Yes	No
What is the current annual turnover of the applying entity?	R	

## SECTION B: EQUITY DEALS ONLY

APPLYING ENTITY			
Investment required for the total transaction	R		
% Stake Currently Owned (by the applicant)			
% Stake required for the total transaction			
Breakdown of % stake and investment required from different institutions/ funders	Wine and Spirits Fund	%	R
	Other (please specify)	%	R
	Other (please specify)	%	R
Please specify if the commodity of the applicant is in line with that of the entity in which the investment is intended			
Describe the business relationship between the applicant and the empowering partner			

ENTITY WHERE INVESTMENT IS INTENDED										
CIPC Registered Name:										
Trading Name:										
Main Business Activity(s):										
Type of Business:		Industry (Sector):								
Registration Number:		Registration Date:	D	D	M	M	C	C	Y	Y
VAT Registration Number:		Tax Reference Number:								
Period in Business:										
Contact Details:	Cell: ( )	-	Tel: ( )	-	Fax: ( )	-				
E-mail Address:										
Physical Address:										
					Code:					
Postal Address:										
					Code:					
Province:										
Local Municipality:										
District Municipality:										
Location (Area)										

CONTACT PERSON FOR THE EMPOWERING ENTITY					
Title (Prof/Dr/Mr/Ms):		Surname:		Name(s):	
Designation / Role:					
Contact Number(s):	Cell: ( )	-	Tel: ( )	-	Fax: ( ) -
E-mail Address:					

## SECTION C: VALUE ADDING/AGRO-PROCESSING DEALS ONLY

START-UP AND EXISTING VALUE ADDING / AGRO-PROCESSING BUSINESS (ES)			
Investment required for the total transaction:		R	
Breakdown of investment required		Wine and Spirits Fund :	R
		Other (please specify):	R
		Other (please specify):	R
Purpose and/or utilisation of the funds (Cost breakdown per items) is as follows:			
No.	ITEM	COST BREAKDOWN	FUNDER
1.			
2.			
3.			
4.			
5.			
6.			

ENVIRONMENTAL IMPACT ASSESSMENT REPORT (EIA)		
Would EIA be required in terms of the schedules provided in the National Environmental Management Act 107 of 1998?	Yes	No
If EIA was conducted, has the report been provided?	Yes	No

## SECTION D: PRIMARY AGRICULTURE DEALS ONLY

START-UP AND EXISTING PRIMARY AGRICULTURE BUSINESS (ES)			
Investment required for the total transaction:		R	
Breakdown of investment required	Wine and Spirits Fund :		R
	Other (please specify):		R
	Other (please specify):		R
Purpose and/or utilisation of the funds (Cost breakdown per items) is as follows:			
No.	ITEM	COST BREAKDOWN	FUNDER
1.			
2.			
3.			
4.			
5.			
6.			

## SECTION E: DECLARATION & CONSENT BY THE APPLICANT/S & DISCLAIMER

This is to certify that,

I/We.....(Name and Surname).....(Capacity) representing  
..... (Legal Entity) declare that:

All the information provided by me/us as applicant/s on this form is true and correct and that all the necessary documents required to process this application are attached as per the checklist appended to this application.

I/We consent to Land Bank having access to my information on my application to perform a due diligence and to support my application to disburse approved funds should my application be successful.	Yes	No
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I/We consent to Land Bank to share with and/or access to my information on my application with other relevant parties, such as co-funder's and industry bodies in order to perform their due diligence to support my application and to disburse approved funds should my application be successful.	Yes	No
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Land Bank and/or its directors, officers and employees does not warrantee or guarantee that the Wine and Spirits Fund application and/or a related Land Bank loan will be approved. The applicant, then, based on the above, may not and does not hold Land Bank responsible in any way.

APPLICANT									
Surname:									
Full Name(s):									
Designation and/or capacity:									
Contact details:	Cell: ( )	-	Tel: ( )	-	Fax: ( )	-			
E-mail address:									
Signature:									
Place:									
Date:	D	D	M	M	C	C	Y	Y	

**NB:** Please note that incomplete applications will not be processed and will be returned to the source of origin.

## SECTION F: TO BE COMPLETED LAND BANK OFFICIAL

RELCIPIENT OFFICIAL FROM LAND BANK								
Surname:								
Full Name(s):								
Designation and/or role:								
Contact details:	Cell: (    )	-	Tel: (    )	-	Fax: (    )	-		
E-mail address:								
Signature:								
Place:								
Date:	D	D	M	M	C	C	Y	Y

Does the Land Bank assessment suggest that this application fits the criteria for funding	Yes	No
Have all the minimum required documents as per the checklist attached as Annexure I to this application form been appended.	Yes	No
Comments if any?		

**NB:** Please note that incomplete applications will not be processed and will be returned to the source of origin.

# ANNEXURE I: CHECKLIST FOR NEW APPLICATIONS

(Please tick the appropriate box)

AGRO-PROCESSING/VALUE ADDING TRANSACTIONS	✓
Verify if the applicant is directly linked in the commodity / industry in which they want to invest	
Completed and signed application form	
Business plan of the applicant(s)	
CVs or profile of Directors / Shareholders / Trustees	
Valid ID copies of the applicant(s) (Certified by the Commissioner of Oath)	
Registration certificates of the applicant(s)	
Constitutional and / or founding documents must be provided such as Memorandum of Incorporation	
The past recent three (3) year consecutive audited and / or independently reviewed financial statements (Balance Sheet, Income and Cash Flow statements) and five (5) year financial projections. Land Bank have a prerogative to request audited financial statements.	
Valid original Tax Clearance certificates for applicant(s)	
Off take agreement(s) / letter(s) of intent / market plan	
Environmental Impact Assessment (EIA) where applicable	
Plans/ designs/ specifications/ quotations for the cost items	
Trust deed for farm workers organised into a Trust	
Annual returns by CIPC ( to verify status of the enterprise)	
B-BBEE certificate for the applicant(s) except for Exempted Micro Enterprises who may provide a sworn affidavit or Companies and Intellectual Property Commission (CIPC) issued certificate	
Quotations to be not older than 1 month at the time of application	
Confirmation/Approval of loan facilities linked to the grant – Co-funding	

EQUITY TRANSACTIONS	✓
Verify if the applicant(s) is directly involved in the business in which they want to invest	
Completed and signed application form	
Business plans for the applicant(s), based on the party offering shares, with a clear indication of long term sustainability	
CVs/profile of Directors/Shareholders/Trustees for both the applicant(s) and the party(s) offering shares	
Valid ID copies of the applicant(s) and relevant persons such as directors/shareholders/trustees in the party offering shares (Certified by the Commissioner of Oath)	
Registration certificates for both applicant(s) and the party offering shares	
Constitutional and/or founding documents such as Memorandum of Incorporation must be provided. If the applicant is a Trust, the Trust deed and Trust structure is also required	
The past three year consecutive audited and/or independently reviewed financial statements (Balance Sheet, Income and Cash Flow statements) and five-year financial projections for the identified/targeted business. Land Bank has a prerogative to request audited financial statements	
Valid copy of tax clearance certificates for both the applicant(s) and party offering shares	
Shareholder's certificates	
Sellers independent business valuation report	

Letter of intent to sell shares from the party offering the shares	
Off take agreements / market plans / letters of intent for both the applicant and the party offering shares that will indicate volumes, prices, and duration	
Annual returns by Companies and Intellectual Property Commission (CIPC) (to verify status of the enterprise)	
Trust deed for farm workers organised into a Trust	
Annual returns by CIPC (to verify status of the enterprise)	
Partnership agreement between the applicant and entity (s) offering shares	
Broad-based Black Economic Empowerment (B-BBEE) certificate for the applicant(s) except for Exempted Micro Enterprises and Qualifying Small Enterprises who may provide the Department of Trade, Industry and Competition (DTIC) Exempted Micro Enterprises (EME)/Qualifying Small Enterprises (QSE) Sworn Affidavit or CIPC issued certificate	
Confirmation/Approval of loan facilities linked to the grant – Co-funding	

<b>PRIMARY AGRICULTURE TRANSACTIONS</b>	✓
Completed and signed application form	
Business plan of the applicant(s)	
The past recent three (3) year consecutive audited and / or independently reviewed financial statements (Balance Sheet, Income and Cash Flow statements) and five (5) year financial projections.	
CVs or profile of Directors / Shareholders / Trustees	
Valid ID copies of the applicant(s) (Certified by the Commissioner of Oath)	
Registration certificates of the applicant(s)	
Constitutional and / or founding documents must be provided such as Memorandum of Incorporation	
SAWIT Vine numbers / SAWIT Report / Past 3 Year Production figures and deliveries	
Valid original Tax Clearance certificates for applicant(s)	
Off take agreement(s) / letter(s) of intent / market plan	
Environmental Impact Assessment (EIA) where applicable	
Plans/ designs/ specifications/ quotations for the cost items	
Trust deed for farm workers organised into a Trust	
Annual returns by CIPC ( to verify status of the enterprise)	
B-BBEE certificate for the applicant(s) except for Exempted Micro Enterprises who may provide a sworn affidavit or Companies and Intellectual Property Commission (CIPC) issued certificate	
Quotations to be not older than 1 month at the time of application	
Copy of Title Deeds or Lease agreement	
Cell shares, where applicable	
Confirmation/Approval of loan facilities linked to the grant – Co-funding	

<b>FICA Checklist (Required documents)</b>		✓
	Unlisted South African Companies	
1	Certificate of Incorporation (CMI or CoR 15.1/ 14.1)	
2	Certified copy of the Change of Name, if applicable (CM9 or CoR 9.1 or 2)	
3	Notice of Registered Office and Postal Address (CM22 or CoR 21)	
4	Current List of Directors (CM29 or CoR 39) (also used for PEPs/ Sanctioned screening purposes)	
5	Certified copy of Authority to Act: Director's Resolution and/ or Delegation of Authority	
6	Certified copy of Identity documents in respect of the Principal Executive Officer, each Director, each Authorised person and each Shareholder holding more than 25% of the voting rights of the company	
7	Proof of physical business address and trading/ operating name	
8	Ownership of the company: If shareholder is another company, provide shareholders details and beneficial ownership. If shareholder is a trust, the trust deed needs to be provided to identify and verify all trustees, founders and beneficiaries of the trust.	
<b>Close corporations (CC)</b>		
1	Certified copy of Founding statement and Certificate of Incorporation (CK1)	
2	Certified copy of the Amended Founding Statement (CK2), if applicable	
3	Certified copy of the Letters of Authority to act: Members' Resolution	
4	Certified copy of Identity document, physical residential address and contact details of each member, persons authorised to act and of the person exercising executive control over the CC (also used for PEPs/ Sanctioned screening purposes)	
5	Certified copy of the Shareholders certificate	
6	Certified copy of the Change in Membership details (CK2)	
7	Certified copy of the Change in Registered address (CK2A)	
8	Certified copy of the Association Agreement (CPA)	
9	Certified copy of the Memorandum/Articles of Association	
<b>Conversion of Close Corporation (if Close Corporation converts to another entity type, the following forms are applicable)</b>		
1	Certified copy of Form CoR 18.1 – Application to convert a Close Corporation	
2	Certified copy of Form CoR 18.3 – Registration Certificate	
<b>Trusts</b>		
1	Certified copy of Trust Deed or Founding document and any other subsequent deeds	
2	Certified copy of the Letters of Authority to act from the Master of the High Court and Trustees Resolution (Latest)	
3	Certified copy of Identity document, physical residential address and contact details of each trustee, each beneficiary, the founder and the persons authorised to act (also used for PEPs/ Sanctioned screening purposes)	
4	Proof of registered address of Master of High Court (stamp on letter of authority)	