

ENTERPRISE REGISTRATION FORM – TEPF01



Enterprise Description

Date			
Contact person Name			
Registered Company Name			
Trading As			
Date Company Started Trading			
In the enterprise a registered company	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
If Yes - Type of Company			
If Yes - Enterprise Registration Number			
VAT Registration Number			

Location (Province)

Eastern Cape	<input type="checkbox"/>	KwaZulu-Natal	<input type="checkbox"/>	North West	<input type="checkbox"/>
Free State	<input type="checkbox"/>	Limpopo	<input type="checkbox"/>	Northern Cape	<input type="checkbox"/>
Gauteng	<input type="checkbox"/>	Mpumalanga	<input type="checkbox"/>	Western Cape	<input type="checkbox"/>

Physical Address			
		Code	<input type="text"/>
Postal Address			
		Code	<input type="text"/>
Rural or Urban location			
E-Mail Address			
Tel (Office)			
Fax			
Cellular			
Website Address			

How did you hear about TEP

Approached by TEP	<input type="checkbox"/>
Business Trust	<input type="checkbox"/>
Government	<input type="checkbox"/>
Internet	<input type="checkbox"/>
Newspaper/Magazine	<input type="checkbox"/>
Radio/Television	<input type="checkbox"/>
Road	<input type="checkbox"/>
Show/Exhibition/Presentation	<input type="checkbox"/>
Word of Mouth	<input type="checkbox"/>
Other	<input type="checkbox"/>

Shareholder Information

HDI or HDE Non-HDI or Non-HDE	Name of Shareholder	ID Number	Enterprise Registration Number	% Shares	Women (Yes/No)	Youth (Yes/ No)	Disabled (Yes/No)

HDI - Historically Disadvantaged Individual or HDE – Historically Disadvantaged Enterprise

Individual Shareholder Information

Title	Surname		Initials
ID Number	Gender		
Physical Address			Code
			Code
Postal Address			Code
			Code
E-Mail Address			
Tel (Office)	Fax		
Cellular			

Enterprise Shareholder Information

Company Name			
Company Registration Number			
Physical Address			Code
			Code
Postal Address			Code
			Code
E-Mail Address			
Tel (Office)	Fax		
Cellular			

Baseline Enterprise Data

Number of Full Time Employees (including owners)	
Number of Full Time HDI Employees	
Average monthly turnover	
Direct or Indirect Tourism Enterprise	

Product Target Market

Training

Have you participated in any TEP Training?	Yes		No	
Course Name	Date			
Business Skills Beginner Level				
Business Skills Intermediate Level				
Local Exhibition Training				
International Exhibition Training				
Tourism Awareness				
HIV/AIDS Workshop				
Colour & Trends Workshop				
Design & Product Development				
Legalities in Tourism Toolkit Workshop				
Tourism Channel Toolkit Workshop				
Communication in Tourism Toolkit Workshop				
Marketing in Tourism Toolkit Workshop				
Business Administration Toolkit Workshop				
Website Development Toolkit Workshop				
Business Planning Toolkit Workshop				
Quality Assurance and Customer Service Toolkit Workshop				

Mentorship

Have you participated in a Mentorship Programme?	Yes		No	
Start Date	End Date			

Awards / Competitions

Have you been an ETEYA Finalist?	Yes		No		Date	
Have you been a Woman in Business Finalist?	Yes		No		Date	

Banking Details

Bank Name	
Branch Name	
Branch Number	
Account Name	
Account Type	
Account Number	

For Official Use Only

Participating in TEP Cluster Programme?	Yes		No		Date joined Cluster	
Participating in TEP MDP Programme?	Yes		No		Growth Strategy Date	

Memorandum of Understanding:

TEP's main objective is to assist enterprises to increase their revenue, employ more people and invest appropriately.

It is a condition for any TEP support that the client agrees to provide TEP with monthly trading statistics consisting of turnover (gross sales), net profit, full and part time employment creation (number of staff employed) and/or contracts secured. Any applications to other funding organisations must be communicated when applying for TEP assistance.

TEP requires this information to enable it to report to the Business Trust and the National Department of Tourism on the progress achieved with the implementation of TEP.

These statistics are to be submitted monthly and the information must be completed on the TEP Progress Report Form. A TEP representative will remain in contact with your business to ensure that you are in receipt of the relevant Progress Report, and that the information complies with TEP requirements.

All information received will be treated as highly confidential and will only be used for reporting purpose to the funders of this programme.

Signing this registration form confirms that your business will submit the completed Progress Report as required and such signatories are binding in this instance:

Signed:

Business Representative Name

Business Representative Signature
