



CHECKLIST-TOP ENTREPRENEUR: COMMERCIAL

DAFF FEMALE ENTREPRENEUR AWARDS 2016/17 – 2018/19

Name Of Province.....

Name Of Owner Of The Enterprise.....

Name Of Nominee.....

NO	DESCRIPTION	CHECK
1.	Completed nomination form	
2.	SA Identity Document	
3.	Profile Outlining: <ul style="list-style-type: none"> • Personal Information • Enterprise Information • Financial management • Production • Marketing Plan • Job creation • Investment in human capacity development • Social responsibility 	
4.	Evidence:	
4.1	All items outlined in the Profile:	
4.1.1	Personal Information	
4.1.2	Enterprise information	
4.1.3	Financial management records (cash flow, income statement, balance sheet, supplier records, production records)	
4.1.4	Production records	
4.1.5	Marketing Information	

4.1.6	Job creation records	
4.1.7	Investment in human capacity development	
4.1.8	Social responsibility	
4.2	Entity registration certificate/ CIPRO Certificate/shareholder certificate	
4.3	Information on occupational health and safety matters	
4.4	Unemployment insurance funds records	
4.5	Employment contracts, salary advices and leave records(Own branding will be added advantage)	
4.6	Tax clearance certificate	
4.7	Contract agreement and or consistent proof of transactions.	
4.8	Records and book keeping: -visitors books, cash flow, income statement, balance sheet, supplier records, production records, etc.	
4.9	Contract agreement/consistent transactions with local and/or national markets	
4.10	BBBEE level 2	
4.11	Enterprise insurance will be an added advantage	
Motivation for deviations:		

COMPULSORY	
(To be verified by a Senior Official)	
Name of verifying Provincial Official:	
Rank of Verifying Official:	
Signature.....	Date.....