



agriculture, forestry & fisheries

Department:
Agriculture, forestry & fisheries
REPUBLIC OF SOUTH AFRICA

Annexure C4

NOMINATION FORM

TOP ENTREPRENEUR: PROCESSING

DAFF FEMALE ENTREPRENEUR AWARDS 2016/17-2018/19

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or

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SECTION 1

Personal Information:

Name of the enterprise (e.g. Luthando LTD)

Name of nominator - Extension Official:

Name of owner: (e.g. Ms Noluthando Maseko)

Job title of the nominee:

Physical address:

ID (attach copy):

Postal address:

Banking details:

Contact numbers and e-mail for the owner:

Contact number and e-mail for a nominee:

SECTION 2

Enterprise Information:

2. 1 Type of enterprise:	
2. 2 Specialized Commodity:	
2. 3 Background of the enterprise:	
2.4. Legal requirements and cooperate governance standards (Attach Evidence)	Please Tick
2.4.1. Entity registration certificate	
2.4.2. Information on occupational health and safety matters(e.g. protective clothing)	
2.4.3. Unemployment Insurance Fund(UIF) records	
2.4.4. Employment contracts, salary advises and leave records	
2.4.5. Tax Clearance certificate	
2.4.6. Industry Compliance/Requirements/norms and standards (e.g. Phytosanitary and Health Requirements, HAACP, Local and global gap, SABS)	
2.4.7. BBBEE Level 2 Certificate	
Processing practices	
2.5 Processing Methods:	
2.5.1 Indigenous Knowledge Systems (IKS)	
2.5.2 Use of new technology (Innovation)	
2.5.3 Responsible use of production inputs (pesticides, vaccines, etc.)	

2.6 Natural Resources Management:

2.6.1 Caring for natural resources, adaptation and mitigation to climate change

SECTION 3

Financial management:

Describe your recording keeping system citing the types of financial journals you keep (cash flow, enterprise budget, balance sheet etc.)

SECTION 4

Processing:

Demonstrate Value chain standards: (e.g. HAACP, Phytosanitary and health requirements)

Demonstrate Labeling of ingredients:

Demonstrate Handling and packaging:

Quality of product and quantity of processed produce:

Produce	Quality	Quantity

SECTION 5

Marketing plan:

Mention the existing markets (indicate formal or informal Local/ national/ international):

Monetary value of the sales:

Produce	Quantity	Price	Total amount

SECTION 6

Job creation:

Indicate total number of permanent and seasonal jobs created:		
Seasonal Jobs creation	Permanent Jobs	
Persons with disability:	Persons with disability:	
Youth:	Youth:	
Women:	Women:	
Men:	Men:	
Sustainability of jobs created (Indicate number of jobs created over the past two years and the average number of years permanent employees have been retained):		

Section 7

Investment in human capital development:

Skills transfer (Mentoring, coaching and capacity-building programmes):
Programmes focusing on staff well-being:

Section 8

Social responsibility

Indicate Contribution to community development:

Name of Nominee: -----

Signature: ----- Date:-----

Name of the Nominator: -----

Name of Organisation: -----

Signature: ----- Date: -----