



CHECK LIST- TOP ENTREPRENEUR: SMALLHOLDER

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 etc.) | |
| 4.1.4 | Production | |
| 4.1.5 | Marketing Plan | |

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|-----------------------------------|--|--|
| 4.1.6 | Job creation | |
| 4.1.7 | Investment in human capacity development | |
| 4.1.8 | Social responsibility | |
| 4.2 | Entity registration certificate/ CIPRO Certificate | |
| 4.3 | Information on occupational health and safety matters | |
| 4.4 | Unemployment insurance fund 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. | |
| Motivation for deviations: | | |
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|--|-----------|
| COMPULSORY | |
| (To be verified by a Senior Official) | |
| Name of verifying Provincial Official: | |
| Rank of Verifying Official: | |
| Signature..... | Date..... |