**CALL FOR NON BANKING INTERMEDIARIES**

**GUIDELINES FOR COMPLETING:**

1. This form must be completed in full, incomplete applications forms (which includes the required annexures and all supporting documentation and Excel spreadsheets) will not be accepted
2. Where further elaboration or evidence is required, attach as an annexure.
3. Return this completed Application form in both Word and PDF format together with the Audited Financial Statements and all other requested documentation and Excel spreadsheets to [nbiapplication@idc.co.za](mailto:nbiapplication@idc.co.za).

**PLEASE USE THE PROVIDED APPLICATION FORM IN ITS CURRENT FORM. AMENDED APPLICATION FORMS WILL NOT BE ACCEPTED.**

**APPLICATION FORM**

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| **Critical Criteria** | **Description/Comment/Details** |
| Name of Lead Applicant (if there is a JV or consortium responsible for the execution of the proposal then the Lead applicant will contract with the IDC) |  |
| For the Lead Applicant including JV or consortium partners who are also accountable and responsible for executing the proposal – provide the following details for each: |  |
| 1. Company Registration Number |  |
| 1. Tax Reference Number |  |
| 1. Are you in good standing with SARS (**attach** SARS letter of Good Standing) |  |
| 1. Tax Clearance Pin |  |
| 1. Expiry Date of Tax Clearance Certificate |  |
| 1. VAT Reference Number |  |
| 1. BBBEE Level (**attach** latest BEE certificate) |  |
| 1. Financial Year End Date |  |
| Do you have the minimum operating infrastructure and systems to on-board applicants, loan management systems, credit and risk policies in place, administrative capacity and reporting capability to successfully implement your proposal? |  |
| Do you have a minimum of 3 years:   1. in operation in the area of lending and loan book management 2. a developmental mandate and capacity to service SMEs |  |
| Do you have a current valid license to operate (as per FSCA/other regulatory requirements) (**attach** current valid license certificate)? |  |
| Provide Audited financials[[1]](#footnote-1) for the past 3 years (**attach**) |  |
| Provide Management accounts for the year- to-date (**attach**) |  |
| Is your funding request a minimum of R50m? |  |
| What is your funding request? |  |
| Are you able to on-lend all the funding you are requesting from the IDC within 6 months of IDC approving the funding to you? |  |
| Does your proposal intend to fund entities in IDC’s mandated sectors (visit IDC’s website [www.idc.co.za](http://www.idc.co.za) for more details) |  |
| Are you able to meet the reporting requirements (areas of reporting and frequency)? |  |
| Are there any Politically Exposed Persons (PEPs)[[2]](#footnote-2) within your consortia in an official capacity? (Director / shareholder / board member, etc.) |  |
| Physical address of Lead applicant |  |
| Postal address of Lead applicant |  |
| Organisation’s representative – Main Contact Person |  |
| Telephone number - Main Contact Person |  |
| Cell phone number - Main Contact Person |  |
| E-mail address - Main Contact Person |  |
| Percentage of BEE ownership at NBI/Partnership Level |  |

1. **The Proposal**

* Brief background of the Lead applicant including JV or consortium partners also accountable and responsible for executing the proposal. **Attach** Organogram and Shareholding structure.
* Objectives and intention of the proposal:
  + Who is the target market?
  + What is the proposal intending to solve?
  + Expected transformation and developmental impact.
  + How does the proposal create meaningful, measurable, and proven economic impact as per the mandate/objectives of this call for proposals?

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1. **Match Funders**

The IDC aims to leverage existing resources available within the economy thus the amount of co- funding provided by your proposed intervention will be viewed positively. It will be preferable that any co-funding is in the form of direct cash contributions.

Provide details of information of other funders in the proposed intervention. This should include existing or potential partners who co-invest in your proposal/initiative. State the name of the co-funder, provide background information on the co-funder, amount that will be invested and detailed terms of their funding contribution.

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1. **RELEVANT EXPERIENCE of applicant (including key JV or consortium partners who will be accountable and responsible for executing the proposal).**

What relevant experience do you possess in the area of work proposed. How does this experience and background algin with the objectives/mandate of this call for proposals?

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* On current funds and previous funds or credit lines you manage provide performance data to show capability:

1. financial: impairment ratios, write-offs, value of disbursements
2. developmental: number of jobs created, value of disbursement to SMEs, Black SMEs Women owned entities, Youth owned entities, exposure in Rand terms to Township based/linked entities, exposure to Rural based entities

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* What experience do you have (including key JV or consortium partners who will be accountable and responsible for executing the proposal) in managing funds?

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FINANCIAL SNAPSHOT OF applicant (including JV or consortium partners also accountable and responsible for executing the proposal JV partners (*Not older than 3 months*)

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| **R’000** | **Latest**  **Management Account**  **(not older than 3 months)** | **FY-22** | **FY-21** |
| **Audited (Y/N)** |  |  |  |
| **Revenue** |  |  |  |
| **Net Profit / (Loss)** |  |  |  |
| **Total Assets** |  |  |  |
| **Total Liabilities** |  |  |  |
| **Total Current Assets** |  |  |  |
| **Total Current Liabilities** |  |  |  |
| **\*Solvency Ratio (Total Liabilities/Total Assets)** |  |  |  |
| **\*Liquidity Ratio (Current Assets/Current Liability)** |  |  |  |

**\*If ratios are poor the application will not be considered.**

* Where there are any unusual amounts or significant variances in the financial statements, note them below. This includes any losses, significant provisions, material fluctuations etc.

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1. **Governance And Oversight**

Provide details on the delegation of decision making through governance bodies.

* Board committee or Advisory committee for this proposed initiative? Who are the members, what will be the role of this committee be? Who will chair this committee? How often will they meet?
* Investment Committee for this proposed initiative: Who are the members, what will be the role of this committee? How often will they meet? Who will chair this committee?

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1. **Profile of Lead or Key Executive**

* Who is the Programme Manager who would be overall in charge of the implementation of this proposal? What relevant experience do they possess? **Attach** CV.

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* Provide a brief profile of other key team members and **complete Annexure D** and **Attach** CVs

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1. **External Partners/Resources**

Provide detailed information on all external partners/resources that will be used to implement the proposal/initiative such as training, outsourced business activities, if any.

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1. **Budget Proposal**

* What is the management/administration fee (percentage) per annum?

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* Provide a detailed breakdown in Excel on the annual management/administrative fees to be charged. **Attach** (must be in an editable version not PDF

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* Is the budget to manage and administer the initiative reasonable and cost effective compared to market rates? Please provide motivation.

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1. **Proposal’s Financial Projections and Repayment Schedule**

* **Attach** a detailed financial projection for at least 5 years, done in Excel with detailed assumptions. The first year to be done monthly, and yearly thereafter. **Attach** (must be editable version not PDF)
* Provide what the repayment schedule will be to the IDC?

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* If there is more than 1 Funder (more than IDC) what will be the repayment waterfall?

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1. **Risks and Mitigants**

* List the main risks that would prevent your proposal from not achieving it’s intended outcome? What are the proposed mitigants?

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| **Risks** | **Mitigants** |
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1. **Eligibility Criteria (to End Beneficiaries) and Terms of the Loans to be provided**

List the eligibility criteria and vetting guidelines that potential applicants (to whom you will be on-lending) must meet in order to be considered for loan financing under your proposed initiative/proposal?

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List terms of the loans provided (min and max loan size, tenure, max price /interest rate offered etc)

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1. **Approval Process**

Describe your approval process to be followed to approve loans to end beneficiaries

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1. **Collection Policy, Risk And Credit Policy**

* Provide information on your processes in place for loans repayments and detailed procedure followed for defaulting clients

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* Provide details on your Risk and Credit Policies.

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**Attach** the 3 policies

1. **Vetting and Loan Management System**

Provide in detail the vetting and loan management system you use to vett and on-board clients and to manage the loans advanced.

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1. **Business Support and Training Offered To End Beneficiaries**

* Describe what pre and post investment non -financial business support and training that will be provided to end beneficiaries. And costs, if any, of such services.

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* Who will provide these services and what is their experience and success.

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1. **Pipeline Development**

* Provide details on how you originate pipeline transactions - demonstrate the ability and track record to source and convert targeted transactions as per the mandate of your proposal.

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* Provide proof of an available pipeline. **Complete Annexure C**. A quality pipeline ready to take up 50% of the funding request will be an advantage. Evaluation of your proposal will be driven by the assessment of the quality of your pipeline.
* **Complete Annexure B.**

1. **Monitoring**

Provide in detail your post approval resources and systems for monitoring of final beneficiary clients.

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1. **Reporting on Financial, Impact and Social Returns**

You will be required to report on your initiatives performance and impact as per the requirements found in the Terms of Reference/Application Guidance document. These reports should cover both financial and development outcomes that will be achieved as well as Environment, Social and Governance (ESG) reporting. The template for the ESG reporting will be provided if shortlisted.

**ANNEXURES:**

ANNEXURE B – FUND COMMITMENT AND DISBURSEMENT PROFILE (Template to be filled is attached)

ANNEXURE C – PIPELINE OF QUALIFYING TRANSACTIONS (Template to be filled is attached)

ANNEXURE D – PROFILE OF TEAM MEMBERS (Template to be filled is attached)

ANNEXURE E - CREDIT CHECK CONSENT AND INDEMNITY (Template to be filled is attached)

ANNEXURE F – POPIA CONSENT FORM

**ANNEXURE E : CREDIT CHECK CONSENT AND INDEMNITY FOR APPLICANT (AND JV PARTNERS)**

**Consent and Indemnity:**

1. The IDC limits the use and disclosure of personal information in its possession to the terms of the Protection of Personal Information Act 4 of 2013 (POPIA) or any other applicable laws.
2. The IDC regards all personal and financial information relating to its customers as confidential and shall process it in line with POPIA requirements. IDC reserves the right to obtain updated credit information of your company, directors, shareholders and its related parties for the duration of the proposed IDC facility/ies.
3. Whereas the IDC may be required to disclose personal information to a third party; to the extent that it is required to do so by law for verification of information of suppliers or any party (including, but not limited to the South African Police Services, the Government of the Republic of South Africa, and any educational, training, credit bureau and fraud prevention organisations).The third party who received the personal information will be obliged to use that personal information only for the reasons and purposes it was disclosed for (i.e. processing of the respective application for funding and related matters).
4. For purposes hereof, the disclosure of personal information will include disclosure for:
   1. verifying individual personal information, the company’s or related party’s credentials and records in connection with any legal proceedings (current, pending and/ or threatened);or
   2. protection of the interests of clients, for example fraud prevention or to give effect to an agreement;
   3. authorised credentials verification types include, but are not limited to, educational qualification (if applicable), professional membership, employment history, employment references, consumer credit, criminal record, and fraud prevention checks.
5. The IDC may make inquiries to confirm any personal information provided by the company/individual from a registered credit bureau, when assessing the information provided herein.
6. In the event that the IDC requires to conduct an account verification check of the banking details provided or to enquire with the Company’s banker to obtain its opinion with regards to lending amounts and lending terms applicable to the Company, I hereby authorise the IDC to conduct such verification.
7. I/ [name of applicant], hereby authorise the IDC to conduct a credit check on me/ the company (the company’s directors/ members/ shareholders and any other persons represented under this application, “the Interested Parties”), and warrant that, where applicable, the Interested Party(ies)has/ have consented to the IDC disclosing personal information for purposes of conducting the credit checks. The client/ Interested Party(ies) acknowledge(s) that the credit checks may include an inquiry into the Interested Party(ies)’s credit profile/ records. I/ We further warrant that the Interested Party(ies) authorise the IDC to obtain it’s/ their credit information as per the attached Interested Party(ies)’s consent(s).
8. I/ [name of applicant], hereby consent to the disclosure of the confidential information, as defined in the POPIA to IDC in contemplation of the application for funding and unconditionally indemnify/ies IDC against any liability that may result from the IDC processing the confidential information in this regard.
9. The client/ Interested Party(ies)represent(s) and warrant(s) that no litigation, arbitration or administration proceedings are at present, pending or threatened against it. If any such action is present, pending or threatened against it/ Interested Party(ies), full details shall be furnished to IDC in such form and manner as advised to the client/ Interested Party(ies) by the IDC before the IDC proceeds to consider the application for funding.
10. I/ [name of applicant] furthermore warrant(s) that all information supplied to the IDC is to the best of my/ our knowledge true and correct, that I am/ we are not aware of any other information that would affect my/our application for funding in any way and that I am/ we are authorised to sign this Consent and Indemnity. My/ our personal information will only be processed for purposes specified above, which consent I may elect to withdraw with prior written notice to the IDC of at least 7 (seven) business days prior to processing.

Applicant Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Client Details:**

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| Company’s registered name: | |  | | | |
| Trading name: | |  | | | |
| Company’s registration number: | |  | | | |
| Company address: | |  | | | |
| Business telephone: | |  | | | |
| Signed at |  | | | on |  |
| Full Names of Signatory: | | | | | |
| Signature: |  | | Capacity: | |  |
| Full Names of Signatory: | | | | | |
| Signature: |  | | Capacity: | |  |

**Interested Party l Details:**

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| Title: |  | Name(s): |  | | | | |
| Surname: |  | | | ID Number: | |  | |
| Tel (w): |  | Tel (h): |  | | | Cell: |  |
| Email: |  | | | | | | |
| Signature: |  | | | | Date: |  | |
| Signature: |  | | | | Date: |  | |

**LIST ALL DIRECTORS / OFFICE BEARERS OF THE APPLICANT (INCLUSIVE OF JV PARTNERS)**

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| **Name** | **Position** | **ID Number** |
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**ANNEXURE F - POPIA Consent Form**

**Application to Bid Window 1 and 2 of the Non-Bank Intermediaries**

I, …………………………………..…………………………………. *(please insert full name and surname)* in my capacity as ……………………………………………………………… *(please insert designation)* of ……………………………..…………………………….. *(please insert applicant name)* do hereby grant the Industrial Development Corporation (IDC) and its members, employees, agents and representatives permission to use information in my application as well as information provided during due diligence investigations for the purposes of evaluating my application into Bid Window 1 and 2 of the **IDC Credit Lines offering to Non-Bank Intermediaries.**

I understand that provided to the IDC this information may be kept permanently and archived for the IDC to use at their discretion.

Furthermore, I understand that no royalty, fee or other compensation shall become payable to me by reason of such use.

Signature ……………………………… Date………………………………………

Full names …………………………………………………………………………...

Phone Number ………………………………………………………………………

e-mail address ….……………………………………………………………………

1. Audited by an independent auditor registered with IRBA. Reviewed financials will not be accepted [↑](#footnote-ref-1)
2. As defined by the Financial Intelligence Centre ([www.fic.gov.za/pages/FAQ](http://www.fic.gov.za/pages/FAQ) Q.24) [↑](#footnote-ref-2)