

KHUMO PROGRAMME APPLICATION FORM

Thank you submitting your interest in applying for the Khumo Enterprise Development Programme. The Khumo Programme is an intensive Enterprise Development Programme sponsored by Khumani Mine to develop selected SMME's. Kindly note that only qualifying companies who participated in the RFI process and submitted all the required documentation will be considered for the Khumo Programme. Kindly ensure that you complete the whole application form (Page 1 – Page 14) in order to apply for the programme. After the application process a formal selection process will be followed. Please note that the completion of this form **does not** automatically include your company in the programme. All applications must be submitted by no later than **13:00 on Friday 28 January 2022 (Extended Deadline)** at info@khumoprogramme.co.za or online at www.khumoprogramme.co.za. **PLEASE NOTE THAT NO LATE SUBMISSIONS WILL BE CONSIDERED.**

SECTION A

Please indicate which answer is correct by making an x in the appropriate box.

1.) Is the business a small, medium or micro enterprise? (Annual turnover of less than R50 million and classified as an EME or QSE as per the B-BBEE Codes of Good Practise.)

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

2.) Is the business minimum 51% black owned?

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

3.) Does the business have 51% or more female ownership?

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

4.) Are any of the business owners a disqualified or delinquent director?

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

5.) Are the business owners able to trade and operate without limitation within the Republic of South Africa?

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

6.) If you answered No above in question 5 above, please give the name(s) of the director(s) who cannot trade / operate without limitation in the Republic of South Africa and the reason(s):

KHUMO PROGRAMME APPLICATION FORM

7.) Are the business owner(s) operating more than one business?

YES	
NO	

8.) If you answered Yes in question 7 above, please give a brief description of other businesses / business activities:

9.) Are the business owners full time involved in the business?

YES	
NO	

10.) If you answered No in question 9 above, please indicate whether the business owners are willing to be full time involved if the business is selected for the Enterprise Development Programme?

YES	
NO	

11. For how long has the business been operational and trading: _____

12. Where is the business situated (Town and Municipality): _____

13. Is the business currently part of an enterprise development / supplier development / incubation programme?

YES	
NO	

14. If you answered Yes above, please give a brief description, as well as a description of previous programmes completed:

15. Is the business currently registered as a supplier on the Assmang – Khumani Iron Ore database?

YES	
NO	

16. If you answered Yes above, please give a brief description:

KHUMO PROGRAMME APPLICATION FORM

17. Please provide a list of mines (If applicable) to whom the business is currently supplying goods or services, and please specify which goods or services are being supplied:

18. If selected for the Enterprise Development Programme, are you willing to sign a Khumani Enterprise Development Beneficiary Agreement?

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

19. Has the company or any of the directors ever been placed under administration?

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

20. If you answered Yes in question 19 above, please give the name(s) of the director(s) who was placed under administration and a brief description:

21. Please underline the applicable description: The business has a **good / average / bad** credit record. Please give a brief description:

22. Are you willing to give consent to a credit check?

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

23. Does any of the business owners have a criminal record?

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

KHUMO PROGRAMME APPLICATION FORM

If you answered Yes in question 22 above, please give a brief description:

Name of Owner Who Was Convicted of Offence	Year When Offence Was Committed and Description of Offence	Description of Sentence

24. Are you willing to give consent for a criminal record check?

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

25. Are you, a family member, or any other related person employed by Assmang (Pty) Ltd – Khumani Iron Ore?

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

If you answered Yes in question 25 above, please provide details:

Name and Surname: _____

Position: _____

Department: _____

Contact Details: _____

This is the end of section A. Please continue to section B below.

KHUMO PROGRAMME APPLICATION FORM

SECTION B

COMPANY DETAILS	
REGISTERED COMPANY NAME	
TRADING NAME	
REGISTRATION NUMBER	
CONTACT NUMBER	
BUSINESS ADDRESS	
POSTAL ADDRESS	
EMAIL ADDRESS	
PLEASE GIVE A BRIEF DECRPTION OF THE COMPANY	
PLEASE LIST THE CORE PRODUCTS / SERVICES THE BUSINESS PROVIDES	

KHUMO PROGRAMME APPLICATION FORM

OWNERSHIP DETAILS					
NAME AND SURNAME	I.D NUMBER	GENDER	POSITION	% SHARE	% TIME DEVOTED TO BUSINESS

CONTACT PERSON DETAILS	
NAME AND SURNAME	
CONTACT NUMBER	
EMAIL ADDRESS	
RESIDENTIAL ADDRESS	
POSTAL ADDRESS	

COMPANY REGISTRATION AND COMPLIANCE DETAILS (PLEASE INDICATE WITH N/A WHERE NOT APPLICABLE)	
COMPANY REGISTRATION NUMBER	
INCOME TAX NUMBER	
UIF NUMBER	
VAT NUMBER	

KHUMO PROGRAMME APPLICATION FORM

LETTER OF GOOD STANDING NUMBER					
SKILLS DEVELOPMENT LEVY NUMBER					
CIDB / PSIRA NUMBER					
BANK ACCOUNT DETAILS					
IS THE COMPANY IN GOOD STANDING WITH SARS?	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="padding: 2px;">YES</td><td style="width: 20px; height: 15px;"></td></tr> <tr><td style="padding: 2px;">NO</td><td style="width: 20px; height: 15px;"></td></tr> </table>	YES		NO	
YES					
NO					
DOES THE COMPANY HAVE AN OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT FILE?	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="padding: 2px;">YES</td><td style="width: 20px; height: 15px;"></td></tr> <tr><td style="padding: 2px;">NO</td><td style="width: 20px; height: 15px;"></td></tr> </table>	YES		NO	
YES					
NO					
DOES THE COMPANY HAVE A MINING HEALTH AND SAFETY MANAGEMENT FILE?	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="padding: 2px;">YES</td><td style="width: 20px; height: 15px;"></td></tr> <tr><td style="padding: 2px;">NO</td><td style="width: 20px; height: 15px;"></td></tr> </table>	YES		NO	
YES					
NO					

BUSINESS INSURANCE					
IS THE BUSINESS INSURED?	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="padding: 2px;">YES</td><td style="width: 20px; height: 15px;"></td></tr> <tr><td style="padding: 2px;">NO</td><td style="width: 20px; height: 15px;"></td></tr> </table>	YES		NO	
YES					
NO					
PLEASE PROVIDE BRIEF DESCRIPTION IF INSURED (INCLUDING PROFESSIONAL INDEMNITY, PUBLIC LIABILITY COVER, AMOUNT COVERED)					

TURNOVER	
WHEN IS THE FINANCIAL YEAR END OF THE BUSINESS?	
ANNUAL TURNOVER FOR 2019	
ANNUAL TURNOVER FOR 2020	
ANNUAL TURNOVER FOR 2021	

KHUMO PROGRAMME APPLICATION FORM

HUMAN RESOURCE					
DOES THE BUSINESS HAVE A CODE OF CONDUCT?	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="padding: 2px;">YES</td><td style="width: 20px; height: 15px;"></td></tr> <tr><td style="padding: 2px;">NO</td><td style="width: 20px; height: 15px;"></td></tr> </table>	YES		NO	
YES					
NO					
DOES THE BUSINESS HAVE SIGNED EMPLOYEE AGREEMENTS WITH THE STAFF?	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="padding: 2px;">YES</td><td style="width: 20px; height: 15px;"></td></tr> <tr><td style="padding: 2px;">NO</td><td style="width: 20px; height: 15px;"></td></tr> </table>	YES		NO	
YES					
NO					
HOW MANY STAFF IS EMPLOYED FULL TIME?					
HOW MANY STAFF IS EMPLOYED PART-TIME?					

OPERATIONAL READINESS					
DOES THE COMPANY HAVE ITS OWN BUSINESS PREMISES?	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="padding: 2px;">YES</td><td style="width: 20px; height: 15px;"></td></tr> <tr><td style="padding: 2px;">NO</td><td style="width: 20px; height: 15px;"></td></tr> </table>	YES		NO	
YES					
NO					
DOES THE COMPANY HAVE IT-INFRASTRUCTURE?	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="padding: 2px;">YES</td><td style="width: 20px; height: 15px;"></td></tr> <tr><td style="padding: 2px;">NO</td><td style="width: 20px; height: 15px;"></td></tr> </table>	YES		NO	
YES					
NO					
BRIEFLY DESCRIBE THE ASSETS (VEHICLES, EQUIPMENT AND INFRASTRUCTURE) OF THE BUSINESS					
PLEASE RATE THE POTENTIAL OF THE BUSINESS TO EXPAND	1 2 3 4 5				
PLEASE MOTIVATE YOUR ANSWER ABOVE					
WHAT DOES THE BUSINESS REQUIRE TO EXPAND?					

KHUMO PROGRAMME APPLICATION FORM

WHAT ARE THE GREATEST CHALLENGES THE BUSINESS IS FACING?	
--	--

MANAGEMENT AND KEY STAFF MEMBERS			
NAME AND SURNAME	POSITION	QUALIFICATION (HIGHEST SCHOOLING COMPLETED / DEGREE / DIPLOMA)	EXPERIENCE (INCLUDES PREVIOUS WORK / MANAGEMENT EXPERIENCE)

KHUMO PROGRAMME APPLICATION FORM

TRACK RECORD (Please provide a list of current or previous contracts / projects completed)				
CUSTOMER NAME	CONTRACT / PROJECT DESCRIPTION	CONTRACT / PROJECT START AND COMPLETION DATE	WAS THE CONTRACT / PROJECT COMPLETED ON TIME? IF NOT, GIVE REASONS:	ESTIMATED CONTRACT / PROJECT VALUE

KHUMO PROGRAMME APPLICATION FORM

Please explain why you think the business should be part of the Khumani Enterprise Development Programme. (Maximum of 200 words.)

KHUMO PROGRAMME APPLICATION FORM

DECLARATION

Your application form must be signed by an authorised representative of the business.

I hereby duly declare that:

1. I am authorised to sign this declaration on behalf of _____
(Name of Business)
2. The information provided in this application form is true and correct to the best of my knowledge.
3. I hereby give consent to Phil 4 Consulting (Pty) Ltd and Assmang (Pty) Ltd – Khumani Iron Ore to access, use, process and store this application form and other information submitted as part of the Khumo Programme application process.
4. I understand that it is the sole discretion of Phil 4 Consulting (Pty) Ltd and Assmang (Pty) Ltd – Khumani Iron Ore to select beneficiaries for the Khumo Programme and that the decision of the selection committee is final.
5. I understand that the completion and submission of this application form and related documentation does not automatically include my business in the Khumo Programme.
6. I understand that only successful applicants will be contacted.
7. I understand that this declaration is binding on my conscience, and that any inaccuracy or misrepresentation of facts is a criminal offence.

Signature _____

Full name _____

Position _____

Date _____

This is the end of section B. Please continue to section C below.

KHUMO PROGRAMME APPLICATION FORM

SECTION C

Please submit the completed application form and signed declaration of conflict-of-interest form (Page 12) **WITH SUPPORTING DOCUMENTS** at info@khumoprogramme.co.za or complete the form online at www.khumoprogramme.co.za no later than **13:00 on 28 January 2022** (Extended Deadline) together with the documentation below. **Kindly note that no late submissions will be accepted. All late applications will automatically be disqualified.** For enquiries, please contact us at info@khumoprogramme.co.za.

Kindly mark below which documents are annexed to the Application Form:

SUPPORTING DOCUMENTS REQUIRED	ANNEXED	NOT APPLICABLE
Customer Reference List (Containing at Least Three References)		
CV's of Owners and Management		
Organogram		
Proof of Address: Business		
Proof of Address: Owners		
Certified ID copies of Owners		
Certified Matric Certificate or Certificate of Highest Grade Completed of Owners		
Proof of Company Registration (CIPC)		
Proof of PAYE Registration		
Proof of UIF Registration		
Proof of VAT Registration		
Proof of SDL Registration		
Proof of Ownership (Share Certificates / Agreements)		
BBBEE Affidavit / Certificate		
COIDA Letter of Good Standing		
SARS Letter of Good Standing		
Proof of Banking		
Six Months' Bank Statements		
Company Profile		
Signed Declaration of Conflict of Interest		

DECLARATION OF CONFLICT OF INTEREST

I _____ in my capacity as _____ for and on behalf of _____ (hereinafter referred to as the Company) signed on _____ at _____ hereby declare that:

1. no member, shareholder, partner, director and/ or employee of the Company or any of its affiliates, has a *perceived, potential or actual conflict of interest* that impacts the Company's capacity to serve the best interest of Assmang (Pty) Ltd – Khumani Iron Ore and its direct or indirect subsidiaries.
2. Examples of such conflicts of interest include, but not limited to, the following:

KHUMO PROGRAMME APPLICATION FORM

- a. A direct or indirect financial interest in any of the companies comprising Assmang (Pty) Ltd – Khumani Iron Ore;
- b. A direct or indirect conflict of interest which may arise in respect of the implementation of development initiatives herewith applied for;
- c. Any affiliation with or family relation of any shareholder, director, or employee of any company comprising Assmang (Pty) Ltd – Khumani Iron Ore. If so, please state particulars of such perceived, potential or actual conflict of interest

Any changes to a potential, perceived or actual conflict of interests declared by the Company during the implementation of the enterprise development initiative shall be notified by the Company completing a new declaration form and submitting it to the Corporate Social Responsibility Manager.

NOTE: This declaration should be signed and dated by an authorised representative of the Company. Please state the position of the person signing.

Signed on this the ____ day of _____ 2022 at _____.

Signature

Full name and Surname of Signatory: _____

Position held at the Applicant: _____
