

Application to do Business at the University of the Western Cape Business Development Office



UNIVERSITY of the
WESTERN CAPE

Business Innovation Centre
Private Bag X17
Bellville
7535
P: +27 21 959 2603 or 3813
Email: busdev@uwc.ac.za

Application type Sector

Building name (if known) _____

Premises (shop/office/unit number) (if known) _____

Area required _____ Date premises required: _____

Company	Close Corporation	Trust	Partnership	Sole Proprietor	Other
---------	-------------------	-------	-------------	-----------------	-------

Applicant details

Is the Applicant or any of the business owners/stakeholders students at The University of the Western Cape

If "Yes", has permission been received from the students' Dean and/or Head of Department to do be involved in business?

(Note - if student(s) has/have not received written permission from the Dean or Head of Department, the application may not be processed any further until such permission has been received and provided to the Business Development Office)

Tenant Legal Name: _____

Tenant Trading Name: _____

Registration Number: _____ VAT Registration Number: _____

Physical Address: _____ Postal Address: _____

Statement Address: (select one)

(Note that statements are sent by email)

Additional contact details:

Owner/primary contact person: _____ Office _____

Application to do Business at the University of the Western Cape Business Development Office

Mobile _____ E-Mail _____

Fax _____

Accounts Contact person: _____ Office _____ Mobile _____

E-Mail _____ Fax _____

Other: _____ Office _____ Mobile _____

E-Mail _____ Fax _____

Source of funding

Loan	Savings	Inheritance	Investor	Existing Business	Other
------	---------	-------------	----------	-------------------	-------

Please specify if "Other" _____

Applicant Banking Details:

Bank _____ Branch _____ Branch Code _____

Account Name _____ Account Number _____

Declarations and Warranties

I, _____, by my signature hereto, do warrant that all the information on this application and any annexure submitted are true and correct. I further confirm that I am legally entitled to represent the Company/Close Corporation/Partnership/Trust. I further consent to allowing University of the Western Cape to perform credit checks on the Company/Close Corporation/Partnership/Trust on behalf of the landlord with any credit bureau for the purposes of this application and at any time during the lifetime of my/our tenancy, should this application be successful. The results of these checks will remain confidential but may be used to assess the Company's/Close Corporation's/Partnership's/Trust's suitability as a Tenant.

Signature _____ Date: _____

For and on behalf of _____

Directors/Members/Trustees/Partners Details and Declarations and Warranties

Managing Director Details (in the case of a company or CC) (If different from Applicant details)

Surname _____ Full Name _____

I.D. Number _____ Home Tel. _____

Cell No. _____

Application to do Business at the University of the Western Cape Business Development Office

Residential Address: _____

E-Mail Address: _____

Owner of Property where residing?

Yes

No

Registered Owners Name _____

Marital Status: _____

If married, please state how married (e.g. Married In Community of Property): _____

I, _____, by my signature hereto, do warrant that all the information on this application and any annexure submitted are true and correct. I further consent to allowing University of the Western Cape to perform credit checks, on behalf of its clients, on me with any credit bureau for the purposes of this application and at any time during the lifetime of the entity's tenancy, should this application be successful. The results of these checks may be used in the assessment of the applicant's suitability as a tenant and my suitability as a surety.

Signature: _____ Date: _____

Surname _____ Full Name _____

Managing Director Details (in the case of a company or CC) (If different from Applicant details)

I.D. Number _____ Home Tel. _____

Cell No. _____

Residential Address _____

E-Mail Address: _____

Owner of Property where residing?

Yes

No

Registered Owners Name _____

Marital Status: _____

If married, please state how married (e.g. Married In Community of Property): _____

I, _____, by my signature hereto, do warrant that all the information on this application and any annexure submitted are true and correct.

I further consent to allowing University of the Western Cape to perform credit checks, on behalf of its clients, on me with any credit bureau for the purposes of this application and at any time during the lifetime of the entity's tenancy, should this application be successful.

The results of these checks may be used in the assessment of the applicant's suitability as a tenant and my suitability as a surety.

Signature: _____ Date: _____

Signature: _____ Date: _____

Application to do Business at the University of the Western Cape Business Development Office

Additional Surety Details, Declarations, and Warranties (other than directors/ members/ trustees/partners) (where required)

I.D. Number _____ Home Tel. _____

Cell No. _____

Residential Address _____

E-Mail Address: _____

Owner of Property where residing?

Yes

No

Registered Owners Name _____

Marital Status: _____

If married, please state how married (e.g. Married In Community of Property): _____

I, _____, by my signature hereto, do warrant that all the information on this application and any annexure submitted are true and correct.

I further consent to allowing University of the Western Cape to perform credit checks, on behalf of its clients, on me with any credit bureau for the purposes of this application and at any time during the lifetime of the entity's tenancy, should this application be successful.

The results of these checks may be used in the assessment of the applicant's suitability as a tenant and my suitability as a surety.

Signature: _____ Date: _____

Signature: _____ Date: _____

Application to do Business at the University of the Western Cape Business Development Office

Business Plan Questionnaire

1. What is the nature of your business i.e. what type of product / service do you offer / provide?

2. Have you managed a business of this nature before or do you currently manage/own other businesses? If so, kindly provide details and periods.

3. How much is the set up costs? Kindly complete the following: ***

Capital Expenditure	R
Shop Fitting	
Signage	
Stock	
Equipment	
Furniture	
Landlord Deposit	
Other	
Total	

If "Other", provide details _____

4. How many months working capital have you provided for? _____

5. What is your estimated turnover for your first year of trade? _____

6. What is your expected growth, year on year? _____

7. Who are your competitors, on or off campus in terms of:

Brand/Product:

Application to do Business at the University of the Western Cape Business Development Office

Geographic Location:

**8. What have you identified as your business's:
Strengths**

How will you leverage off these strengths?

Weaknesses

What steps will be taken to manage these risks?

Opportunities

How will you leverage off this to grow your business?

Threats

How will you mitigate these threats?

Application to do Business at the University of the Western Cape Business Development Office

9. What sets your business apart from its competitors? Why would customers purchase your product or use your service over your competitors?

10. Give a brief description of your Marketing Strategy, as follows:

Pricing

Product

Position

Promotion

Application to do Business at the University of the Western Cape Business Development Office

New Retail applications

For Non-Credit Vetting

- If University of the Western Cape student, written permission from the Dean or Head of Department giving the student(s) permission to conduct business.
- SARS tax clearance certificate
- Bank statements (3 months)
- Public liability insurance
- Business insurance
- Company registration documents
- Fire and gas safety documentation
- Business plan
- Financial statements
- If food:
 - Trading certificates (local municipality)
 - Health certificate
 - Halaal certificate, if relevant

For Credit Vetting

- Company or Close Corporation documents
- Owner/Directors/Members/Trustees/Partners identity documents (certified copy)
- Signed Personal Balance Sheet of each Owner/Surety/Director/Member/Trustee/Partner
- Cancelled Cheque / Bank Statement
- Completion of the attached Business Plan Questionnaire
- Where the business is in existence already, no business plan is required but we will require the latest [audited] financial statements.
- In the case of purchase of business, kindly provide a copy of the sale agreement

For FICA verification

- ID documents (certified)
- Proof of address (not older than 3 months)

Please note:

- FICA verification documents will be required, should the application be successful, prior to the landlord accepting the offer made by the applicant and prior to the landlord signing the lease agreement.
- The University of the Western Cape will take all reasonable steps to ensure that your personal information is safeguarded as prescribed in the Protection of Personal Information Act No 4 of 2013.
- The University of the Western Cape will use the information provided to process the application via the relevant credit bureaux for the letting of premises at one of the buildings managed on behalf of the Landlord's it represents. The information will also be used to draft the appropriate legal documentation where required.