

SMME Grant Guidelines 2011/2012 for Small, Micro and Medium Enterprises for the Period 1 January to 31 December 2011

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INTRODUCTION

- The Fasset Sector Skills Plans (SSPs) have consistently shown that the two main strategic focus areas for the Seta are 1) support for small businesses in funding training, and thereby potentially growing the employment profile and 2) ensuring that transformation of the demographic profile of the sector occurs to ensure population group representivity and the supply of labour to the sector.
- Made up of predominantly small organisations, employers in the Fasset sector have the potential to create employment opportunities. The sector mainly comprises a large number of very small organisations and a small number of very large employers. The majority (96%) of the organisations have fewer than 50 employees (Source: Fasset SSP 2010/2011).
- Current learner registration statistics (at 3 November 2010) indicate that only 50% of learners are black (this includes African, Coloured and Indian people) and only 0.3% of learners have disabilities. It is also evident from the demographics of the 'Professionals' occupational group that black learners are not adequately integrated into the sector.
- As a result of this trend, Fasset is offering a grant geared to Small, Micro and Medium Enterprises (SMMEs). This grant enables employers to apply for a cash incentive if they have funded education and training interventions (as defined below) in the financial year 2011/2012 from 1 January to 31 December 2011 for specific employee groups.
- As this grant is operating on a first-come first-served basis, employers are not guaranteed that their grant application will be approved. Employers are encouraged to submit their applications as soon as possible to avoid disappointment.
- **One** application must be completed **per** beneficiary being claimed.

GENERAL CRITERIA FOR GRANT APPROVAL

- The grant application must be submitted to Fasset by no later than **1 March 2012**.
- The Mandatory Grant for the period **1 April 2011 to 31 March 2012** must have been submitted and have been **approved** by Fasset for Skills Development Levy (SDL)-paying employers. The deadline for the Mandatory Grant is **30 June 2011**. Failure to submit the Mandatory Grant by this date disqualifies the SDL-paying employer from applying for any discretionary grants (including the Learnership Cash Grant and the Strategic Cash Grant) during the financial year. Employers who are exempt from paying the SDL are not required to submit the Mandatory Grant.
- Non-Levy Payers (NLPs) must be registered NLPs with Fasset before applying for the grant. Relevant forms are available in the Downloads section of the Fasset website.
- The SDF submitting this application must be registered as an SDF with Fasset. Relevant forms are available in the Downloads section of the Fasset website.
- Only employers employing fewer than 50 employees at the time of applying are eligible for the grant.
- The grant application must be submitted to Fasset by no later than **1 March 2012** in respect of eligible learners (as defined below) **completing** an eligible education and training intervention in the period **1 January 2011 to 31 December 2011**.
- No requests for extension will be considered.
- A Seta may not pay any grant to an employer who is liable to pay the SDL in terms of section 3(1) of the SDL Act unless the employer: has registered with the Commissioner in terms of the SDL Act, has paid the levies directly to the South African Revenue Service (SARS) in the manner and within the period determined in the SDL Act, is up-to-date with levy payments to SARS at the time of approval and in respect of the application period, has submitted a Mandatory Grant in respect of the previous financial year within the timeframes prescribed, and is registered with Fasset.
- **Applications will be processed on a first-come first-served basis as of 1 April 2010, due to limited funding. Completed grant applications will be processed in the order in which they are received.**
- Grant processing may take up to 3 months from the date of receipt of the application. Thereafter the request for payment of an approved grant will be sent to the Seta finance department. Should all be in order with the applicant's banking details, the grant will be paid out two to three weeks thereafter.

SUBMISSION GUIDELINES

- The grant must be completed correctly and submitted in the required format.
- The SDL number must appear on each page of the application form.

- The SDF and the relevant Authorised Signatory must sign each page of the grant application form. Names may not be typed in this space, signatures must be manually completed.
- Fasset must first approve the grant before any grant payments will be made.
- Applications must be forwarded directly to the **Fasset Skills Planning Department**.
- **An official transcript or certificate showing successful progression or completion, must accompany each application.**
- Fasset reserves the right to conduct monitoring visits to employers who have received this grant.
- An employer may apply for the grant at different times of the year, for different learners. This is provided that the maximum budget per employer is not exceeded.
- In the case of **fax** submission to the Seta, it is the applicant's obligation to ensure that the application is submitted to the Seta via the correct fax number and that a copy of the confirmation slip, with the correct number of pages transmitted, is retained for later use/proof. An original signed document must also be submitted. The correct fax number is 086 574 1962.
- In the case of **hand delivery** or **courier**, it is the applicant's obligation to ensure the document is submitted to the correct physical/postal address and physical proof (delivery note of sending the specified document via hand delivery or courier) is retained. **Please confirm the physical address for delivery with the Fasset office prior to submission, as the Seta office is due to move from current premises (Block A, Eva Office Park, Corner Beyers Naude & Judges Avenue, Blackheath) on 1 June.**
- Fasset offices close at 16h30 from Monday to Thursday, and at 16h00 on Friday. There is no 'drop-box' on Fasset's premises or means of delivering the physical document after office closure. The application may however be faxed or emailed to the Seta before the deadline date. Please be aware that those delivering the document may not have access to alternative fax and email facilities, and the submission will be deemed late if it is received / delivered after the deadline date.
- Postal submissions will not be accepted.
- A copy of the grant application must be kept on file by the applicant.
- Problems with professional body registrations should be brought to the attention of Fasset immediately, so that they Seta may intervene on the employer's behalf, if applicable.
- Fasset requests a copy of the employer's Black Economic Empowerment (BEE) scorecard, where applicable.

CONFIDENTIALITY

Fasset recognises the need for absolute discretion in respect of the information requested in grant applications. Employers are assured that all information will be treated as confidential. Information received in the grant applications are aggregated for the purposes of the Sector Skills Plan (SSP), research and strategic directives.

SPECIFIC SMME GRANT CRITERIA FOR APPROVAL

This grant is available to employers who provide **financial support (internal bursaries)** to specific employed learners to study at recognised institutions or professional bodies in scarce skills areas.

The aim of the grant is to increase the number of specific learners with scarce skills in employment.

The **employer** must meet the following requirements:

- Only employers employing less than 50 employees, when applying are eligible for the grant.
- Employers may be SDL-paying or exempt from paying the SDL (NLPs).
- SDL-paying employers must ensure they have submitted an approved Mandatory Grant for 2010/2011 by 30 June 2011.
- An employer who has applied for the Learnership Cash Grant (LCG) or Strategic Cash Grant (SCG) in the current financial year **will not** be eligible for this grant, and vice-versa. This is because the SMME Grant has been introduced to provide access to employers who have not typically enjoyed the benefits of the LCG or the SCG. Employers **must decide which grant** they would prefer to claim in the financial year.

The **learners** being applied for must meet the following requirements:

- The course to be funded must relate to a scarce skill in the Fasset sector. The intervention may be linked to a 6-digit Organising Framework for Occupations (OFO) code. Go to <http://www.nopf.co.za/> for more information.
- Employers may only apply for this grant on black (African, Coloured and Indian) learners. This means that African, Coloured or Indian people who are South African (SA) citizens by birth or became a South African citizen before 27 April 1994 and have a valid SA identity document are eligible for the grant.
- Employers may also apply for this grant on learners with disabilities, regardless of their population group and gender. The Employment Equity Act of 1998 defines people with disabilities as 'people who have a long-term or recurring physical or mental impairment that substantially limits their prospects of entry into or advancement in employment'. Physical impairments include hearing and visual impairments, paralysis, amputations and prob-

lems with internal organs. Mental impairment includes clinically defined mental and emotional illnesses and learning disabilities.

- In addition to black and/or disabled learners being funded in scarce skills areas, employers may submit a claim for National Qualifications Framework (NQF) level 7 or 8 courses (including Masters, MBA, PhD and above and excluding Honours in Accounting, BCompt or the like associated with obtaining a learnership or professional designation) courses for white women. The 'Old' NQF table will be used until the new descriptors are gazetted.
- All claims must be in respect of learners who are in possession of a valid South African Identity document (ID) and are South African citizens.
- The learner must be employed by a Fasset-registered firm (SDL-paying or NLP).
- The course must be offered to learners in full-time employment with the employer.
- Only successful learners can be put forward for this grant.
- 'Double-dipping' on the same learner **is also not** allowed. A learner who has been submitted for the LCG or SCG in the current or a previous financial year will not be eligible for this grant.

The **educational intervention** being applied for must meet the following requirements:

- When reported in the grant application, the intervention may be linked to a 6-digit Organising Framework for Occupations (OFO) code. Go to <http://www.nopf.co.za/> for more information.
- All claims must relate to a **completed** period of study. An official transcript or certificate showing successful progression or completion, must accompany each application.
- For undergraduate degrees, if a learner fails a minor subject which can be carried over without destroying the overall length of the degree, then Fasset will assess the grant claim for the year. If a student fails a major subject which will affect the overall length of the study period for the degree and the learner does not progress into the next year of the undergraduate degree, the claim will not be paid. The major subject/s of the learner must be clearly indicated on the transcript.
- The learner should complete the course of study within the period 1 January to 31 December 2011. This should be reflected in the academic transcript or certificate.
- Details of the recognised institution such as status of accreditation and alignment to unit standards and qualification must be reported in the application.
- The NQF level of the course must be specified in the application, along with the duration of the course.
- The education and skills level of the programme may span NQF level 1 to 8, however must be linked to a scarce skill. The 'Old' NQF table will be used until the new descriptors are gazetted.
- **No short courses, workshops or international conferences may be included in this grant claim. Courses must be a minimum of one year, or 120 credits.**
- The educational intervention must be Learning Type A or B in the learning programmes matrix (see the table below) i.e. (A) Institution-based theoretical instruction alone – formally assessed through the institution or (B) Institution-based theoretical instruction **and** some practical learning with an employer or in a work simulated environment – formally assessed through the institution.

The **grant claim amounts** are as follows:

- The amount to be claimed is capped at a specific limit depending on the organisation size.
- **One** application must be completed **per** beneficiary.
- Claims are to be based on tariffs, not the cost. The grant is limited to the maximum amount stated per organisation size category, or the lesser amount of the tariff.
- Claim amounts are as follows:

Table 1: Allowable grant claim amounts per size of organisation

Size of Organisation	Allowable Amount
1 – 5	R 11,000
6 – 10	R 22,000
11 – 15	R 33,000
16 – 20	R 44,000
21 – 25	R 55,000
26 – 30	R 66,000
31 – 35	R 77,000
36 – 40	R 88,000
41 – 45	R 99,000
45 – 49	R 110,000

TARIFFS

The **NQF Level and Tariffs for Academic and Professional Study** is as follows:

Table 2: NQF Level and Tariffs for Academic and Professional Study

'New' NQF	'Old' NQF	Title of qualification	Approx. Length of the Programme (in years) *	1) Distance fees (tuition, books, stationery, travel only)	2) Day student (tuition, books, stationery, travel only)	3) Residential student (tuition, books, stationery, accommodation, meals, travel)
10	8	Doctorates / PhD	2	R 25,000 on completion	R 25,000 on completion	R 45,000 on completion
9	8	Masters Degrees (research only)	2	R 25,000 on completion	R 25,000 on completion	R 45,000 on completion
9	8	Masters Degrees (coursework and research)	2	R 25,000 on completion	R 25,000 on completion	R 45,000 on completion
8	8	Masters in Business Administration (MBA)	2	NA	R 85,000 on completion	R 105,000 on completion
8	7	Postgraduate Diplomas and Professional Qualifications	2	R 10,000 on completion	R 20,000 on completion	R 40,000 on completion
8	7	Honours	1	R 10,000 on completion	R 20,000 on completion	R 40,000 on completion
7	6	Bachelor's Degrees and Advanced Diplomas	3	R 10,000 per year, full-time	R 20,000 per year, full-time	R 40,000 per year full-time
6	5	National Diplomas and Advanced Certificates	3	R 10,000 per year, full-time	R 15,000 per year, full-time	R 35,000 per year full-time
5	5	Higher Certificates and Advanced National (Vocational) Certificates	2	R 10,000 per year, full-time	R 15,000 per year, full-time	R 35,000 per year full-time
4	4	Certificate FET (private and public)	1	R 10,000 on completion	R 10,000 on completion	R 30,000 on completion

* 1 year = approximately 120 credits

Table 3: NQF Level and Tariffs for Academic and Professional Study for Learners with a Disability

For the funding of learners with a **disability**, the grant is increased as follows:

'New' NQF	'Old' NQF	Title of qualification	Approx. Length of the Programme (in years)	1) Distance fees (tuition, books, stationery, travel only)	2) Day student (tuition, books, stationery, travel only)	3) Residential student (tuition, books, stationery, accommodation, meals, travel)
10	8	Doctorates / PhD	2	R 43,750 on completion	R 43,750 on completion	R 78,750 on completion
9	8	Masters Degrees (research only)	2	R 43,750 on completion	R 43,750 on completion	R 78,750 on completion
9	8	Masters Degrees (coursework and research)	2	R 43,750 on completion	R 43,750 on completion	R 78,750 on completion
8	8	Masters in Business Administration (MBA)	2	NA	R 148,750 on completion	R 183,750 on completion
8	7	Postgraduate Diplomas and Professional Qualifications	2	R 17,500 on completion	R 35,000 on completion	R 70,000 on completion
8	7	Honours	1	R 17,500 on completion	R 35,000 on completion	R 70,000 on completion
7	6	Bachelor's Degrees and Advanced Diplomas	3	R 17,500 per year, full-time	R 35,000 per year, full-time	R 70,000 per year full-time

'New' NQF	'Old' NQF	Title of qualification	Approx. Length of the Programme (in years)	1) Distance fees (tuition, books, stationery, travel only)	2) Day student (tuition, books, stationery, travel only)	3) Residential student (tuition, books, stationery, accommodation, meals, travel)
6	5	National Diplomas and Advanced Certificates	3	R 17,500 per year, full-time	R 26,250 per year, full-time	R 61,250 per year full-time
5	5	Higher Certificates and Advanced National (Vocational) Certificates	2	R 17,500 per year, full-time	R 26,250 per year, full-time	R 61,250 per year full-time
4	4	Certificate FET (private and public)	1	R 17,500 on completion	R 17,500 on completion	R 52,500 on completion

LEARNING PROGRAMMES TYPE MATRIX

The following programmes on the Learning Programmes Matrix are acceptable for this grant.

Table 4: Learning Programmes Type Matrix

#	Learning Type	Learning Site	Learning Mode	Learning Achievement	Abb.
A	Institution-based theoretical instruction alone – formally assessed through the institution	Institutional e.g. universities, colleges, schools	Including: Face-to-face instruction, distance learning, eLearning	Recognised theoretical knowledge provided by an accredited or registered formal institution of learning e.g. Degree, Diploma, Certificate	ED
B	Institution-based theoretical instruction and some practical learning with an employer or in a work simulated environment – formally assessed through the institution	Institutional and workplace, e.g. universities of technology (previously technikons), occupational learning institutions	Mixed mode delivery with some face-to-face instruction (or distance or eLearning) and supervised learning in an appropriate workplace or simulated environment	Theoretical knowledge provided by an accredited or registered formal institution of learning and workplace experience with set requirements e.g. Technical Degree (TDe), Technical Diploma (TDi), Technical Certificates (TC), Professional Degree, e.g. social work, medical doctor (PD)	TDe TDi TC PD

DEFINITION OF KEY TERMS

Black and People with Disabilities and White Women on NQF Level 7 and 8 Qualifications

- Black (African, Coloured and Indian) learners means African, Coloured or Indian people who are South African citizens (SA) by birth or became a South African citizen before 27 April 1994 with a valid SA Identity document.
- Employers may also apply for this grant on learners with disabilities, regardless of population group and gender. The Employment Equity Act of 1998 defines people with disabilities as 'people who have a long-term or recurring physical or mental impairment that substantially limits their prospects of entry into or advancement in employment'. Physical impairments include hearing and visual impairments, paralysis, amputations and problems with internal organs. Mental impairment includes clinically defined mental and emotional illnesses and learning disabilities
- Employers may submit a claim for NQF level 7 or 8 courses (including Masters, MBA, PhD and above and excluding Honours in Accounting, BCompt or the like associated with obtaining a learnership or professional designation) courses for white women. The 'Old' NQF table will be used until the new descriptors are gazetted.

The **National Qualifications Framework (NQF)** provides principles and guidelines for recording learner achievements. Based on nationally recognised qualifications, the NQF encourages lifelong learning. Qualifications have been divided into ten levels as indicated in the table below. Descriptions of the ten levels have not yet been finalised by the South African Qualifications Authority (SAQA) and draft descriptions are provided below.

Table 5: Proposed descriptors for 10-level NQF

Band	Level	Qualification and Certificates	Institutions		
Higher Education and Training (HET)	10	Doctorates	Tertiary / Research / Professional Institutions		
	9	Masters Degrees			
	8	Post-graduate diplomas and Professional Qualifications	Universities / Technikons / Colleges / Private / Professional Institutions / Workplace / etc.		
	7	Bachelors Degrees and Advanced Diplomas			
	6	Diplomas and Advanced Certificates			
	5	Higher Certificates and Advanced National (vocational) Certificates			
Further Education and Training (FET)	4	Std 10 / Grade 12, N3 / NCS National Senior Certificate and National (vocational) Certificates	Formal High schools / Private / State schools	Technical / Community / Police / Nursing / Private colleges	Industry Training Boards / Unions / Workplace, etc
	3	Std 9 / Grade 11, N2 / NIC National (vocational) Certificates			
	2	Std 8 / Grade 10 Further Education and Training Certificates			
General Education and Training (GET)	1	Senior Phase, Std 7 / Grade 9	Formal schools (Urban / Rural / Farm / Special)	Occupation / Work-based training / Upliftment programmes / Community programmes	NGOs / churches / Night schools/ ABET programmes / Private providers/ Industry training boards / Unions/ Workplace, etc
		Intermediate Phase			
		Foundation Phase			
		Pre-School			

Table 6: 8-level NQF

Band	Level	Qualification and Certificates
Higher Education and Training (HET)	8	Post-doctoral research degrees Doctorates Masters degrees
	7	Professional qualifications Honours degrees
	6	National first degrees Higher diplomas
	5	National diplomas National certificates
Further Education and Training (FET)	4	National certificates
	3	
	2	
General Education and Training (GET)	1	ABET Level 4/ Grade 9 National certificates

Scarce Skills refer to those occupations in which there is a scarcity of qualified and experienced people, currently needed or anticipated in the future, either (a) because such skilled people are not available or (b) they are available but do not meet employment criteria. Where an optional scarce skills code (from the Organising Framework for Occupations (OFO)) is requested on the application form, please provide a 6-digit OFO code. Below is a list of scarce skills experienced in the Fasset sector. Where an employer believes that new scarce skills have emerged, they may submit their skills shortage area with a written justification to the Seta. As the scarce skills list is published with the grant application form 12-18 months in advance, discretion is allowed in terms of the application of criteria. Go to <http://www.nopf.co.za/> for more information.

Table 7: 6-digit occupations in which vacancies are experienced (Source: Sector Study 2007)

Occupation	Job Title	Employment	Vacancy Rate
135102	ICT Project Manager	190	5.9
221100	Trainee Accountant	13910	6.1
221101	Accountant (General)	13300	6.1
221203	External Auditor	2880	15.9
221204	Internal Auditor	580	8.3
223101	Human Resource Advisor	110	7.3
223301	Training and Development	260	5.9
224103	Statistician	30	20.9
224301	Economist	40	60.7
261102	Systems Analyst	470	31.1
261303	Software Engineer	160	6.3
551101	Accounting Clerk	730	6.7
551201	Bookkeeper	4230	6.5
591103	Purchasing Officer	120	14
611201	Insurance Agent	110	6.4

Source: Sector Skills Plan 2008

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Section A: Particulars of the Organisation

Complete the information in the table below. Specify all SDL numbers and corresponding organisation names.

Name of organisation _____

SDL number (include the SDL number and name of main and linked SDLs) _____

Date of submission of this grant application _____

How many employees do you employ (must be less than 50 people)? _____

Section B: Compliance with Criteria

Please tick (✓) the appropriate box if you comply with the statements below. If you do not comply with the statements below, please mark the box with an X. Please note: If you do not comply with the statements below, your grant will be rejected.

For Non Levy Paying (NLP) members of the Seta:

Bi A copy of the EMP 201 form is attached; indicating that the firm is a NLP with SARS.

Bii A Non-Levy Payer (NLP) Registration for the period 1 April 2011 to 31 March 2012 (due 30 June 2011) has been submitted to and approved by Fasset.

For Skills Development Levy (SDL) Paying members of the Seta:

Biii This employer is registered with Fasset and is up-to-date with SDL payments to SARS.

Biv A Mandatory Grant for the period 1 April 2011 to 31 March 2012 (due 30 June 2011) has been submitted to, and approved by Fasset.

For SDL and non-SDL members of the Seta:

Bv A copy of your Black Economic Empowerment (BEE) Scorecard, where applicable, has been attached.

Section C: Beneficiaries Details

Please complete the table below. Examples are available in the shaded section. Please add rows if you have more learners that need to be included. An academic transcript must be attached for each learner claimed against.

One application must be completed **per** beneficiary being claimed.

	<i>Example</i>	Applicant details
Course Title	<i>Masters of Commerce: International Taxation</i>	
Name of Provider	<i>University of KwaZulu-Natal</i>	
Status of Provider Accreditation	<i>Quality Assuring Body: CHE - Council for Higher Education</i>	
Alignment to Unit Standards & Qualification (SAQA ID Number)	<i>81287</i>	
Learning Programme Type (see Learning Programmes Matrix)	<i>Type A – Institution-based theoretical instruction</i>	
Specify NQF level	<i>8</i>	
First Name	<i>Fatimah</i>	
Surname	<i>Mohammed</i>	
ID Number	<i>6917091248086</i>	
Population Group e.g. African, Indian	<i>Indian</i>	
Gender	<i>Female</i>	
Type of Disability	<i>Not applicable</i>	
Is this learner a South African citizen?	<i>Yes</i>	
Commencement Date	<i>15 February 2009</i>	
End Date	<i>15 January 2011</i>	
Length of Intervention	<i>Postgraduate Masters Degree 2 years</i>	
Link to Scarce Skill OFO code (optional)	<i>1111</i>	
Scarce Skill Title	<i>Chief Executives & Managing Directors (Enterprises/Organisations)</i>	
Outcome to Date	<i>Course successfully completed</i>	
Explanation of Tariff (see Classification Scheme - Tariffs)	<i>Day student (tuition, books, stationery, travel only)</i>	
Tariff to be claimed	<i>R25,000</i>	
Actual expense	<i>R37,500</i>	
Maximum claim amount on basis of organisation size	<i>R 33,000 – organisation size is between 11 and 15 people</i>	
Evidence of achieved qualification attached to this application?	<i>Yes</i>	

Please refer to the guidelines section for detail on the information requested above.

Section D: Survey of Seta Impact

This information is required for an impact and effectiveness study Fasset is conducting. It will allow us to determine learner progress from school, to tertiary education (if applicable) and into the world of work.

Please complete the questions below for each individual against which the company will be claiming the SMME Grant.

Did this learner matriculate in a rural or urban area?	
What place and province did this learner matriculate in?	
Did this learner achieve their highest level of education in a rural or urban area (where not Matric)?	
In what place and province did this learner achieve their highest level of education?	
Is this learner employed by an employer in a rural or urban area?	
In what place and province is this learner employed?	

Section E: Authorisation

SDF CONTACT DETAILS If you are not registered as a Skills Development Facilitator (SDF) with Fasset this grant application will be rejected. If the applicant company is not a registered Non Levy Payer (NLP) with Fasset, the grant will be rejected. Please ensure that the SDF registration documentation is completed and approved by Fasset before submitting this application.

Name of **Skills Development Facilitator (SDF)** _____

Identity Number of SDF _____

Details Authorised Signatory email: _____

telephone: _____

fax: _____

Name of **Authorised Signatory** (e.g. CEO, Managing Partner) _____

Position in organisation _____

Details Authorised Signatory email: _____

telephone: _____

fax: _____

I, _____ the Authorised Signatory, declare that this application for a **SMME Grant 2011/2012** is to the best of my knowledge true and correct. I understand that Fasset may independently verify the information. I also understand that it is an offence in terms of section 33(b) of the Act to knowingly furnish any false information in this application and that I may be fined or imprisoned for one year if found guilty of knowingly furnishing such false information.

This authorisation certifies that consultation has occurred between employer and employees through the Training Committee, if applicable. This is proof that the signatories certify the accuracy of the information presented in the attached sections. Fasset reserves the right to independently verify information supplied. The responsibility for the correctness of this document rests with the employer. By submitting this application, the parties to the application acknowledge that Fasset and/or any of its affiliates will be processing the personal information included in this application. The processing of such information by Fasset will be carried out in accordance with the law and in a proper and careful manner in order to not intrude upon the privacy of the data subject to an unreasonable extent. The purpose of processing the personal information belonging to the application is to conform with the performance monitoring process instituted by the Department of Higher Education and Training (DHET) which Fasset is required to complete on a quarterly basis. By submitting this application the parties agree that the purpose of collection of the personal information as discussed is adequate, relevant and not excessive. The parties specifically record that all personal information processed shall constitute confidential information and shall be treated as such by all the parties involved respectively.

By completing and signing this application form, the authorised signatory confirms that the application guidelines for this grant have been read and understood.

Section F: Banking Details

Only complete this section in full if you have NOT submitted banking details before or if your banking details have changed since your last submission of banking details information. Please note that banking details are only required for the purpose of a refund. Attach at least one of the following to confirm banking details: copy of cheque, original cancelled cheque or a letter from the bank confirmed details. Payment will be made to the person/entity in whose name the expense was incurred.

Registered Name _____

Trading Name _____

Postal address _____

Postal code _____

Skills Development Levy number _____

Company/Entity Registration Number _____

Details of Company/Entity bank account are as follows:

Name of Bank _____

Branch _____

Branch code _____

Account number _____

Type of account *Please tick the appropriate box (✓)*

Savings

Current

To Whom it May Concern: The Company/Entity authorises you to pay any amounts which may accrue to the Company/Entity into the Company's/Entity's account with the bank reflected above. The Company/Entity understands that the credit transfers, which it has authorised, will be processed by computer through a system known as the "ACB ELECTRONIC TRANSFER SERVICES". The Company/Entity also understands that no additional advice of payment will be printed on the Company's/Entity's bank statement or any accompanying voucher. The Company/Entity may cancel this authority by giving thirty (30) days written notice to this effect, such notice to be sent by prepaid registered post.

Name _____

Identity No. _____

Job title _____

Date _____

Signed by the employer representative whose details appear above and who warrants that he/ she is duly authorised to bind the company.