



tourism

Department:
Tourism
REPUBLIC OF SOUTH AFRICA



Growing Black Economic Participation

Tourism Transformation Fund Checklist

	INFORMATION REQUIRED FOR TOURISM BUSINESS FINANCE (THIS INFORMATION MUST BE SUBMITTED WITH A DULY COMPLETED AND SIGNED NEF APPLICATION FORM)	Tick if complete/NA
1.	Signed Application Form	
2	Land ownership structure (lease or owned)	
3.	Copy of Bank Statements for the past 6 months (for an existing business)	
4	Financials	
4.1	<ul style="list-style-type: none"> • Copy of the financial statements (for existing business) – for three years if the business has been operating for that long. • Copy of recent management accounts (for an existing business) • Copy of recent management accounts (for an existing business) • New business; 5 year forecast balance sheet, income statement and cash flows statement. • First year projections should be reflected on a monthly basis and annually thereafter. 	
5	Town Planning Approvals and Environmental Authorizations	
5.1.	<ul style="list-style-type: none"> • Approval of the building plans. • Zoning of the property. • EIA completed and approved ROD, if applicable / confirmation that the proposed set-up / development is exempt. • Source of water. Borehole drilling or municipal supplied water. • Adequate allocation of the electricity. 	
6.	Lodge / Property Feasibility	
6.1.	<ul style="list-style-type: none"> • Market assessment and area performance (occupancy and competition). 	

	<ul style="list-style-type: none"> • Investment required and application. • Infrastructure development costs and capex required (renovations included). • QS Preliminary estimates. • Proposed Gearing (overall Debt: Equity must be structured at 60% debt and 40% equity). • Loan Repayment Schedule. 	
7.	Property Management & Marketing Strategy	
7.1.	<ul style="list-style-type: none"> • Star rating and target market. • Self-Marketed and Managed or Independently Marketed and Managed. • Marketing strategy. • Property management profile and their experience in the sector. In case of self-management CV to be attached. 	
8.	Professional Team	
	<ul style="list-style-type: none"> • Developer • Architect • Project Manager & Principal Agent • Quantity Surveyor • Structural Engineer • Civil Engineer • Electrical Engineer • Wet Services Engineer • Fire Engineer Company • Traffic Engineer • Land Surveyor 	
9.	Describe the nature of the business.	
10.	Describe shareholding structure- who are the shareholders.	
	SIGNED ON BEHALF OF: (NAME OF ORGANISATION)	NAME AND SURNAME : DESIGNATION : SIGNATURE : DATE :

NB:

THE COMPLETION AND SUBMISSION OF THIS CHECKLIST IS NOT THE COMPLETION OF THE NATIONAL EMPOWERMENT FUND APPLICATION FORM. PLEASE SUBMITT A DULY COMPLETED AND SIGNED NEF APPLICATION FORM AS PART OF YOUR APPLICATION.

CONTACT DETAILS

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FOR OFFICE USE ONLY

Date Received:

Name & Surname:

Signature:

(NEF STAMP)

