



South Africa. Siyasebenza

## Document Uploads – Cooperative

On submission of the online application form, you will be required to upload documents, including certified documents. Please ensure these are no older than 3 months old.

Fields marked with an \* are required

### Section 1: Personal Documents

- 1.1.3 Certified Copy of ID, no older than 3 months \*
- 1.1.5 Proof of Address \*

If applying as an Individual, you will be required to upload documents 1.1.9-1.1.12. If applying on behalf of a company, you can proceed to Section 2.

- 1.1.9 Tax Clearance Certificate / Latest Tax Assessment
- 1.1.10 Education Certificates / Reports
- 1.1.11 Additional Training Courses Certificates
- 1.1.12 Marital Status Supporting Documents  
*If married in community of property, upload ID of spouse, Anti-nuptial Agreement and Marriage Certificate. If divorced, upload Divorce Decree and Deed of Settlement.*

### Section 2: Business Documents

- 1.2.2 Legal Entity Registration Document \*  
Resolution / Document showing legal capacity of applicant \*
- 1.2.3 Proof of Water Rights / Water Scheme / Borehole Certificate \*
- 1.2.4 Farmers' Association / Co-op Membership Documents (if 'Yes') \*
- 1.2.5 Accreditation Certificates / Registration Documents \*
- 1.2.6 PUC / PHC Registration Document \*
- 1.2.7 BEE Certificate / Affidavit \*
- 1.2.8 VAT Registration Certificate \*

### Section 3: Financial Information

- 1.3.1 Signed Financial Statements for the past 5 years \*
- 1.3.2 Current Management Accounts \*  
*Upload balance sheet, income statement, cash flow statement not older than 3 months.*
- 1.3.3 Bank Statements for the past 6 months \*
- 1.3.5 Appointment Letter from Auditors
- 1.3.6 Certified Copy of Rehabilitation Order, no older than 3 months (if 'Yes') \*

### Section 4: Farm Information

- 1.4.1 Land Use Supporting Documents \*
- 1.4.5 Farm Map

- 1.4.9 Recent Valuation Supporting Documents, not older than 2 years (if 'Yes') \*
- 1.4.10 Environmental Impact Assessment (EIA) Certificate
- 1.4.12 Export Company Confirmation Documents
- 1.4.13 Marketing Agreements \*

### **Section 5: Farm Management**

- 1.5.1 Organogram of Management Structure \*
- 1.5.2 CVs of Business and Operational Managers \*
- 1.5.3 List of Current Permanent Employees & Last Season's Seasonal Workers, with names and ID numbers \*
- 1.5.4 Labour Reports / Assessments / Submission WA / UIF

### **Additional Documents Required**

- 1. Exclusion List \*
- 2. Declaration Form \*
- 3. Authorisation for Credit Check Form \*
- 4. Business Plan \*
- 5. Certified Copy of ID, not older than 3 months, of related parties/persons authorised to act \*
- 6. Proof of Address of related parties and persons authorised to act \*