

# VOLKSWAGEN

## BEE TRUST

### FAQ's and requirements for funding applications

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#### ***Required Information Checklist***

In order to be a successful applicant, there is key information required to assist the Trust in evaluating and approving the application, this includes *but is not limited* to:

- A comprehensive business plan or information pack which clearly details;
  - the business model and process
  - its products / services;
  - company legal structure and ownership;
  - production process and flow;
  - sales forecasts and pipeline information;
  - market analysis;
  - competitor analysis; and
  - competitive advantages.
- Copies of valid B-BBEE certificates or affidavits;
- Valid tax clearance certificates;
- Most recent 3 years audited / reviewed financial statements;
- Most recent management accounts; which includes:
  - Detailed fixed asset register;
  - Staff cost breakdown;
  - Existing loan schedules; and
  - Depreciation schedules.
- 5 year forecast financial information, including cash flows, income statement and balance sheet in excel format (forecasts should clearly indicate business ability to afford repayment of any Trust investment):
- Detailed and specific funding requirement with breakdown of usage of funds (including quotes / costing);
- Company organogram with detailed description of roles and personal;
- CV's of all shareholders, members, directors and key senior management employees;
- All key loan, supplier and lease agreements (other legal agreements if material);
- Company incorporation documents (including shareholder agreements, CIPC registration and memorandum of incorporation); and
- Key signed customer and supplier contracts.

*The required information listed above is not an exhaustive list and further information may be required depending on the specific business and industry.*