

EIP Claims Procedures for the handling of claims for the Enterprise Investment Program (EIP): Manufacturing Investment Program (MIP) and Tourism Support Program (TSP):

Effective from 6 July 2015: (already published on the dti and EIP websites

1. EIP Claims Procedures for the handling of late submission of claims, the non-submission of claims and requests for extension to submit claims for the Enterprise Investment Program (EIP): Manufacturing Investment Program (MIP) and Tourism Support Program (TSP) effective from 6 July 2015

Claims are required to be submitted within six months after the end of a financial year and or the claim year.

In light of the above requirement, the procedures are summarised as follows:

- Requests for extension to submit claims will no longer be accepted and no appeals in this regard will be allowed.
- Late submission of annual claims, that is, stages 2, 4 and/or 6 will result in the approval being cancelled and no appeals will be allowed.
It must be noted that only complete claims with relevant supporting documents will be accepted. Should claims be submitted without the relevant supporting information, the approval will be cancelled. Supporting information consists of:
Signed claim form by both the applicant and the auditor
Accurately completed factual findings report
Signed audited financial statements
Signed asset list which correlates to the signed financial statements
Signed authorised management accounts for the division where applicable
Valid tax clearance certificate
Valid BEE certificate where applicable
Valid UIF certificate where required
Bank stamped credit order instruction form not older than six months
Signed declaration by consultant if applicable
Signed resolution of Board of Directors/Domicilium
- Non-submission of claims will result in the approval being cancelled and no appeals will be allowed.

Effective from 3 August 2015 :

2. For claims and/or appeals being submitted from the 3rd August 2015 onwards, the following will be applicable:

Item	Policy / Procedure for the handling of claims
2.1 Outstanding information	<ol style="list-style-type: none"> 1. Only fully completed claims with all relevant supporting documents which are timeously submitted will be accepted. Failure to comply will result in the termination of the approval. <ul style="list-style-type: none"> • No 15 calendar days will be granted to submit outstanding information. 2. A grace period of 90 calendar days will be allowed where : <ul style="list-style-type: none"> • A valid Tax Clearance Certificate (TCC) and BEE certificate was submitted with the claim but expired before being paid or • The delay to issue documents as requested by the dti was caused by other government institution e.g. UIF

3. For claims and/or appeals being submitted from the 3rd August 2015, the following will be applicable :

Item	Policy / Procedure for the handling of claims
3.1 Start of production (SOP)	<p>1. No changes to the SOP will be allowed.</p> <p>For projects, where the SOP changes were previously approved, results in the final claim being submitted after 31 August 2017, such claims will not be allowed. All final claims must be submitted no later than 31 August 2017. This implies that projects will be required to accelerate achieving its performance requirements in order to comply with the deadline of 31 August 2017.</p>
3.2 Performance requirements	<p>1. The existing policy is maintained which allows a 10% variance on investments and jobs.</p>
3.3 Relaxed turnover requirement	<p>1. The following turnover requirements are applicable :</p> <ul style="list-style-type: none"> • Projects with investment below R5m must achieve a minimum of 50% of projected year 1 turnover. • Projects with investment above R5m must achieve a minimum of 70% projected year 1 turnover. • All projects must achieve a minimum of 70% projected year 2 and 3 turnover. • Relaxation of 10% variance of the above requirements will be allowed.
3.4 Base year changes in terms of financials	<p>1. The existing policy is maintained which allows changes to financial figures where management accounts were submitted at base year.</p>
3.5 Financial year end	<p>1. Existing policy is maintained which allows financial year end changes post take over only.</p> <p>For projects, where the financial year end changes were previously approved, results in the final claim being submitted after 31 August 2017, such claims will not be allowed. All final claims must be submitted no later than 31 August 2017. This implies that projects will be required to accelerate achieving its performance requirements in order to comply with the deadline of 31 August 2017.</p>
3.6 Appeals	<p>1. Only one appeal will be allowed in the following instances and appeals must be submitted within 30 calendar days from the rejection date :</p> <ul style="list-style-type: none"> • Where misinterpretation occurred due to internal processes; and • Where the performance criteria fall outside the 10% variance for jobs, investment and turnover. <p>2. Appeals will not be allowed in the following instances:</p> <ul style="list-style-type: none"> • Changes to the SOP date • Non submission of claims or the late submission of claims or requests for extension to submit claims. • Request for base year changes during claim stage • Outstanding/ incomplete claim information and where the 90 days grace period was already granted. • Negative inspections • Qualified opinions, adverse and emphasis of matter • Rejected applications