



# Clientèle

## GUIDELINES FROM THE SMALL BUSINESS DEVELOPMENT DEPARTMENT FOR APPLICATION: DEBT RELIEF FINANCE SCHEME

### 1.1 Benefitting SMEs

Businesses which are negatively affected, directly or indirectly, due to the Coronavirus pandemic to mitigate against job losses and the expected harsh economic impact.

### 1.2 Qualifying Criteria:

- a. The business must have been registered with CIPC by at least 28 February 2020;
- b. Company must be 100% owned by South African Citizens;
- c. Employees must be 70% South Africans;
- d. Priority will be given to businesses owned by Women, Youth and People with Disabilities;
- e. Be registered and compliant with SARS and UIF;
- f. Seda will assist micro-enterprises to comply and request for assistance must be emailed to **[debtrelief@seda.org.za](mailto:debtrelief@seda.org.za)**;

Whereas small and medium enterprises must ensure own compliance;

- g. Registration on the National SMME Database – **<https://smmesa.gov.za>**
- h. Proof that the business is negatively affected by COVID-19 pandemic;
- i. Complete the simplified online application platform;
- j. Company Statutory Documents;
- k. FICA documents (e.g. Municipal accounts, letter from traditional authority);
- l. Certified ID Copies of Directors;
- m. 3 months Bank Statements;
- n. Latest Annual Financial Statements or Latest Management Accounts not older than three months from date of application – where applicable;
- o. Business Profile;
- p. 6 months Cash Flow Projections – where applicable;
- q. Copy of Lease Agreement or Proof ownership if applying for rental relief;

The information is not to be construed as providing legal advice but is for information purposes.

The information relative to Covid 19 is being updated regularly and will strive to keep this information as updated as possible in the circumstances. As a result, Clientèle Legal will under no circumstances accept liability or will be held liable, for any innocent or negligent actions or omissions, which may result in any harm or liability flowing from the use of or the inability to use the information provided.



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### 1.2 Qualifying Criteria: (continued)

- r. If applying for payroll relief, details of employees - as registered with UIF and including banking details – will be required as payroll payments will be made directly to employees;
- s. SMME employers who are not compliant with UIF must register before applying for relief;
- t. Facility Statements of Other Funders;
- u. Detail breakdown on application of funds including salaries, rent etc.

### 1.3 Application Process

- a. Register on <https://smmesa.gov.za/>
- b. Complete online Application Form (to be released on Thursday, 02 April 2020);
- c. Upload Required Supporting Documents

### For more information:

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**small business  
development**

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