



Incubation Application

Dear Applicant

At Softstart BTI, it is important for us to know as much about your company / potential company as possible, in order to make an informed decision with regards to how your company may be assisted by Incubator related services.

Kindly complete the following information as truthfully and comprehensively as possible to ensure that your application may be considered by our Client Selection and Evaluation Panel. Please ensure that you include all the required attachments to your application, as only complete applications will be considered for evaluation.

Thank you for considering Softstart BTI as your Incubator of Choice.

*Enterprise Development Manager
Softstart BTI*

Is your product or service Information Communications Technology (ICT) or Electronics related?	YES / NO
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If you answered NO above, then Softstart BTI is not the Incubator to assist you, as it focuses on the ICT industry. We suggest that you contact a SEDA branch office to assist you in identifying suitable assistance for building your business.

If you answered YES above, please proceed to complete the Application Form.

Company Details	
Name of Business	
Legal Form (cc/Pty or other – please specify)	
Registration number (if registered)	
Income Tax reference number	
VAT Number	
Residential Address	
Postal Address	
Telephone Number	
Cell Number	
E-mail address	
Fax Number	
Start date of Business	
Nature of Business	

Shareholding Details	
Name of Member 1	
Identity Number	
% Ownership	
Citizenship	
Name of Member 2	
Identity Number	
% Ownership	
Citizenship	
Name of Member 3	
Identity Number	
% Ownership	
Citizenship	

Banking Details	
Name of Bank	
Account Number	
Branch Code	
Account Type (e.g. Savings Account)	

Contact Person Details	
Name of Main Contact Person	
Cell phone Number	
Email Address	

Business/Concept
Do you agree to credit checks being undertaken on your company and its shareholders? YES/NO

Please note: If you answered NO above, then Softstart BTI will not be in a position to evaluate your business to consider it for incubation.

Describe your product or service concisely (Please limit the description to 50 words)

Describe the target market segment/s for your product or service

What is your innovation – describe why your idea / business is unique and how this will assist in building a sustainable business (Please steer away from listing good service as a unique offering)

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Please detail the key assets / resources that underpin your business
(E.g. intellectual property, unique concepts, human resources, know-how, experience, etc.)

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What do you consider to be your major challenges in building your business?

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Company Operations

Number of Employees at present	
Do you intend increasing the staff compliment in the near future and if so, by how many?	

Company Sustainability

Please list major suppliers	
Please list major customers	
Please provide 3 trade references for Credit Evaluation (Name of company, Contact Person, Contact details)	1. 2. 3.

How much money has been invested in the business so far and by whom?

Describe how you believe Softstart BTI can help you?

How did you hear about Softstart BTI?

Please ensure that the following accompanies your application – without ALL these documents, your application will NOT be considered for evaluation
Copy of Income tax registration
Tax clearance certificate
Copy of company registration documents (if applicable)
Copy of Identity Document of ALL shareholders
Business Plan that clearly demonstrates the company's future plans
Curriculum Vitae of all the owners & senior management (if applicable)
Latest signed Annual Financial Statements (if applicable)
Latest Management Accounts (if applicable)
Bank Statements for last 3 months
Letter of motivation as to why you wish to join Softstart BTI and how this will benefit your company (150 – 300 words)
Authorisation to transact: Company resolution to apply to Softstart BTI

Declaration and Signature

I, _____, the undersigned, Identification
Number _____, hereby declare that the information
supplied on this application form is true and correct, and that I have been duly
authorised to sign the application form by virtue of company resolution attached hereto.

Signed at.....

On this day

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Signature