



**Western Cape  
Government**  
Economic Development  
and Tourism



**PERA**  
Premier's **Entrepreneurship**  
Recognition Awards

# The Western Cape Premier's Entrepreneurship Recognition Awards Competition 2017

## Established Business Official Entry Form

### ABOUT THE AWARDS

The **Western Cape Premier's Entrepreneurship Recognition Awards Competition 2017** is the fifth edition of an annual competition that recognizes the achievements and potential of some of the Province's most exciting entrepreneurs.

By acknowledging and showcasing successful entrepreneurs, this awards competition is helping to build a culture of entrepreneurship in the Western Cape – and in turn, support the creation of opportunities by small and medium businesses.

### THE PRIZES

#### CATEGORY – ESTABLISHED BUSINESS

Operating in the Western Cape for longer than 54 months with an annual turnover of more than R5m and less than R50m.

#### PRIZE MONEY

<b>1st Prize</b>	<b>R75 000.00</b>
<b>2nd Prize</b>	<b>R35 000.00</b>
<b>3rd Prize</b>	<b>R25 000.00</b>

#### OVERALL WINNER: ENTREPRENEUR OF THE YEAR

**The winner of this category is also eligible for the Entrepreneur of the Year Award**

The overall winner will be judged on the ability of the business to sustain/create jobs and to increase its turnover in the medium to long-term.

## HOW TO ENTER

You can enter the competition using this entry form, or online at

[www.wcpremiersawards.co.za](http://www.wcpremiersawards.co.za)

**The closing date for entries is 1 September 2017 at 18:00.**

Late entries will not be accepted.

Previous category winners may not enter with the same business for three consecutive years. However, previous category winners may enter a new or different business or idea. Government employees (local, provincial and national government departments) are not permitted to enter the PERA competition.

## THE JUDGING PROCESS

A panel of experienced and independent judges will evaluate all entries using a standard scoring system.

All judges will be required to sign a confidentiality agreement in order to ensure the confidentiality of entrants' information.

Three finalists per category will be selected.

**Site visits will be conducted to verify the information provided.**

Finalists will also be required to give a short presentation on their business idea to the judging panel, and answer questions from the panel. Failure to attend this presentation will result in a finalist not being considered, or being replaced by the next eligible finalist.

Once the overall winner and finalists have been announced, the entrants will receive comments from the judges.

## HOW TO SUBMIT THIS FORM

**By hand:** drop off at your local Seda office or other nominated business organisations (list available on request)

**By fax:** you can fax the completed entry form to 086 592 5011

**By email:** scan the completed entry form and email it to [entries@wcpremiersawards.co.za](mailto:entries@wcpremiersawards.co.za)

**By post:** PO Box 4468  
George-East  
6539

- Please complete legibly with a black pen.
- Make sure you answer all the required sections.
- Make sure you sign the entry form where indicated.

If the space provided for answers is insufficient, you are welcome to use white A4 paper which can be attached to this entry. If you do, please indicate the relevant sections and questions.

## CONTACT INFORMATION

For more information on the competition or the adjudicators:

**Website:** [www.wcpremiersawards.co.za](http://www.wcpremiersawards.co.za)

**Email:** [entries@wcpremiersawards.co.za](mailto:entries@wcpremiersawards.co.za)

**Tel:** 082 577 5302 (Paul), 082 437 3819 (Das) or 082 786 6532 (Ryno)

**Fax:** 086 592 5011

**Please indicate where you heard about PERA:**

- newspaper
- website
- facebook
- twitter
- e-mails
- online newspaper / online magazine
- radio
- other

(Tick the relevant box)

## SECTION A: CONTACT DETAILS

Contact details for the designated representative of the business (who must be a director or shareholder).

<b>Name:</b>	
<b>Designation</b> (business title):	
<b>Email:</b>	
<b>Cell:</b>	
<b>Landline:</b>	
<b>Fax:</b>	
<b>Postal Code</b>	

## SECTION B: BUSINESS DETAILS

<b>Legal name of business:</b>	
<b>Trading name</b> (if different):	
<b>Business type:</b>	<input type="checkbox"/> Pty Ltd <input type="checkbox"/> CC <input type="checkbox"/> Partnership <input type="checkbox"/> Sole proprietor <input type="checkbox"/> Co-operative <input type="checkbox"/> Other
<b>Registration number:</b>	
<b>Physical address:</b>	
<b>Postal address:</b>	
<b>Postal Code:</b>	

<b>Municipal region</b> (e.g. West Coast District, Eden, etc.):	
<b>Website:</b>	
<b>BBBEE rating:</b>	
<b>% Black ownership:</b>	
<b>Business chamber:</b>	

I confirm that the business operates in the Western Cape and is not a branch, franchise or subsidiary of a company whose primary operations are outside the Western Cape.

Yes    No   

(Tick the relevant box)

## SECTION C: BUSINESS PROFILE

<b>CORE BUSINESS</b>	
<b>Nature of business</b> (e.g. manufacturing, services, retail, etc.):	
<b>Industry/ Sector:</b>	
<b>Main product or service:</b>	
<b>Please give a short description of the main business activity:</b>	
<b>Describe when and how the business started:</b>	

What is the vision for the business over the next 5 years?	
Business turnover for the past one to three years:	
Projected business turnover for the next three years:	
What will the main turnover drivers be?	
What geographic area does the business activities span?	

<b>INNOVATION</b>
Please describe the role that innovation plays in your business. Is your business based on an innovation or are you planning to innovate in your industry sector?

<b>CHALLENGES</b>
What are the three main challenges that the business faces in the next three years, and how do you intend to meet these challenges?

<b>ACHIEVEMENTS</b>
What have your three main achievements been as a business over the past one to three years?

**SECTION D: IMPACT PROFILE**

<b>EMPLOYMENT</b>			
How many people does the business currently employ?			
Full-time		Part-time/ Seasonal	
If your business grows according to plan, how many additional people do you believe you will be employing in the next three years, if any?			
Full-time		Part-time/ Seasonal	

<b>COMMUNITY</b>
How has the business positively impacted on the community in which it operates, in terms of social and economic development?

<b>GREEN SUSTAINABILITY</b>
Give an indication of the clean systems, products, technology that you have employed/implemented in your business to enhance resource productivity.

## SECTION E: DOCUMENTS AND ATTACHMENTS

Please include the following documents, where required, which should be attached to or enclosed with your entry:

- Confirmation of company registration
- Copy of ID
- Tax clearance certificate
- Copy of your 2015/16 and 2016/17 Financial statements signed by you and your bookkeeper / auditor and one year's management accounts if the 2016/17 statements are not yet available.

**IMPORTANT:** Failure to submit these documents with your application before the closing date will mean that your entry will not be judged, so please ensure that all documents are submitted on time and in full.

If you would like to attach or include any 'information' documents such as a Business Plan, product pictures, leaflet copies, etc. for the adjudicators, you are welcome to do so. Please note that these cannot be returned!

### COMPETITION RULES, TERMS AND CONDITIONS

#### A. GENERAL CONDITIONS

1. By entering the Premier's Entrepreneurship Recognition Awards Competition ('the competition'), the entrant agrees to be bound by these terms and conditions, regardless of whether the entry form is fully completed, signed or not.
2. Any entry which is found to be partially or fully incomplete, non-compliant with the Awards criteria, illegible or otherwise substantially deficient or ill-prepared; or which is submitted after the closing date and time, may be withdrawn from consideration, without notice and at the sole discretion of the organisers.
3. The entrant confirms that all information provided is true and accurate. Any entry containing false or misleading information may be withdrawn from consideration, without notice and at the sole discretion of the organisers.
4. The decision of the adjudicators and organisers with regard to eligibility, scoring and the allocation of Awards shall be final.
5. Entrants are required to co-operate as far as reasonably possible with the organisers in respect of the provision and verification of information and site visits. Any failure to provide all reasonable co-operation may result in withdrawal from the competition.
6. Entry may only be made by means of the official online or printed entry forms.
7. The entrant grants permission to the organisers of the competition to have their photograph taken and/or be filmed, without prior notice, during site visits and attendance at any competition meeting or event; and for any such photograph or film to be used without payment of any consideration in printed, online (internet), video or other promotional or competition related communication, press release or article, without prior notice.
8. Any cash prizes awarded shall only be paid into the primary bank account of the business entity which is being entered. No cash prizes shall be paid into any individual's bank account except where the business is a sole proprietorship and the proprietor and business share a bank account. The organisers reserve the right to require and request proof that the bank account is that of the entered entity and the consent of all directors to payment being made into such account.
9. The organisers reserve the right to change, without prior or any notice other than on the competition website, the dates, entry forms and requirements, adjudication process, criteria, categories and any other competition feature and process, in the interests of fairness, transparency, or where operational circumstances require such change.

10. Business ideas or existing businesses in the tobacco, firearms (excepting sporting use), alcohol, adult (sex) and gambling / wagering industries will not be considered for the Awards Competition.
11. A business which operates in the Western Cape, but is a branch, franchise or subsidiary of a company whose primary operations are outside the Western Cape is not eligible to enter.
12. All information shall be handled with the necessary confidentiality and care, subject to the Department's right to publish information about the winning entrants as set out herein before.
13. Previous entrants may enter the competition. However, previous category winners may not enter the same business for three consecutive years, but may enter with a new or different business idea or business.
14. I confirm that any and all intellectual property which forms part of my/our business and my/our entry, is the property of the entering business and/or its owners and directors, or that any third-party intellectual property used in our business or entry is used with the permission of the owners thereof, and in this regard we indemnify the organisers and the Western Cape Government against any claim from any third party in relation to the unauthorised use of any intellectual property.
15. All competition prizes are non-negotiable.

- 1.2 The feedback and comments are provided in good faith only, and on the basis of the information provided, for the purpose of assisting the entrant to improve, *inter alia*, their business concept, model, performance, processes and competitiveness;
- 1.3 The comments and feedback do not purport to be, and are not offered as, professional financial, legal and technical advice;
- 1.4 I/we should not under any circumstances make any decisions, or take any action, whether legal, financial, technical or of any other kind, without full and thorough consideration and without first obtaining appropriate financial, legal, technical and other professional advice;
- 1.5 In view of the fact that business models, plans, processes and performance are dynamic and subjective, no correspondence will be entered into with regard to the adjudicators' comments and the adjudicators will not be identified individually.

I warrant that I am authorised to represent the business or entity being entered. I understand, accept and agree to abide by the rules, terms and conditions of the Premier's Entrepreneurship Recognition Awards Competition, on behalf of myself and the business I represent.

**Please ensure you sign below!**

## **B. CONDITIONS RELATING TO BUSINESS FEEDBACK AND COMMENTARY FROM ADJUDICATORS**

1. I/we understand and agree that the competition and its authorised adjudicators may provide me with certain comments and feedback on certain parts of my entry and acknowledge and agree that:
  - 1.1 Such feedback and comments represent the views and opinions of the individual adjudicators, in their personal capacities, and not those of the organisers or the Western Cape Government or its agents;

SIGNED \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_