

EXXARO ENTERPRISE AND SUPPLIER DEVELOPMENT

QUICK REFERENCE GUIDE: FUNDING APPLICATION PROCESS

The Exxaro Enterprise and Supplier Development (ESD) fund application process can be initiated online via the Community Portal link below: <https://corporateaffairs.microsoftcrmportals.com/>

Overview of the pre-qualification process

1. Register a profile on the portal
2. Follow the prompts online to complete your application for the funding you require
3. Once completed, you will receive a pre-qualification notification via e-mail which will indicate whether your application is successful or unsuccessful.

Types of loan and grant funding available

- Asset finance
- Asset re-finance
- Bridging loan (suppliers only)
- Acquisition finance

The following documents are required for further processing of an application:

- A one-page motivation letter to support your application (on company letterhead)
- Include quotes for assets/ goods, if re-financing, provide settlement letter
- Company profile
- Company registration documents (CIPC) else state if Sole Proprietor
- A valid EME/QSE B-BBEE affidavit or certificate
- A valid tax clearance certificate
- Certified copies of identity documents/ cards (required for all directors, members, partners, shareholders, etc.)
- List of employees (names, surnames)
- CVs of directors
- Proposed budget showing costs (itemised list of funding requirement)
- 12-months financial projections
- Annual financial statements (reviewed by an accredited accountant)
- Current year-to-date management accounts
- Current year-to-date bank statements
- Existing contracts/off-take agreements/letters of intents to support the application (successful applicants will be expected to convert the letters of intents into formal contracts within three months of funding approval)

NB: - To ensure that your application is submitted before the closing date, please allow sufficient time and do not leave it to the last day to submit your application.
 - System incomplete applications and submissions will not be considered after the closing date.
 - All applicants are required to store electronic copies of their supporting documents on their own Dropbox, Google Drive or iCloud and share these files by including the link in the URL space provided on the electronic portal form.
 - Successful applicants will be expected to convert the letters of intent into contracts within three months of funding approval).

EXXARO ENTERPRISE AND SUPPLIER DEVELOPMENT

QUICK REFERENCE GUIDE: FUNDING APPLICATION PROCESS

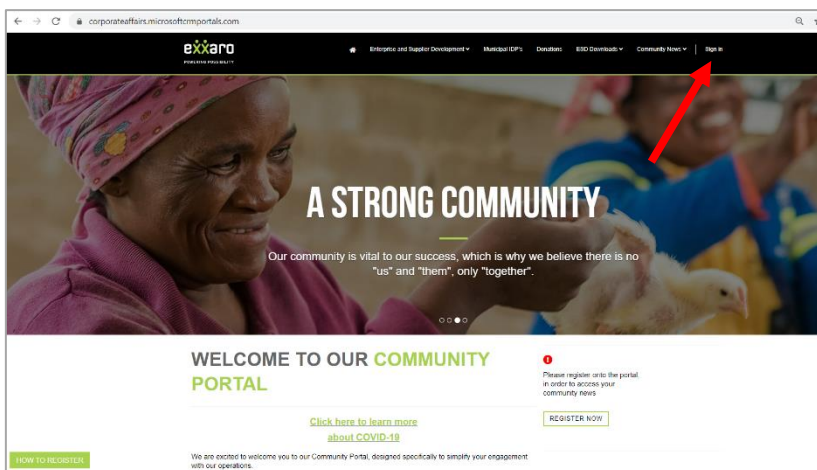
APPLICATION PROCESS: STEP BY STEP GUIDE

Step 1: Follow the link

Click the link below or copy the link below and paste it in your web browser.

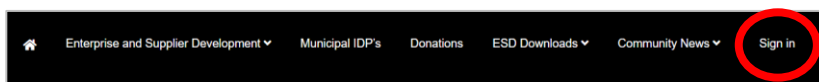
Community Portal link:

<https://corporateaffairs.microsoftportals.com/>



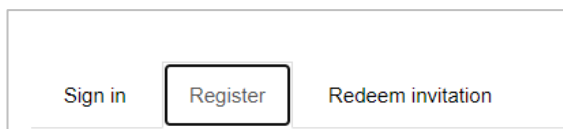
Step 2: Sign In

Select “Sign in” on the navigation pane of this page. (Refer to the red arrow in the image of the previous step)



Step 3: Register to create a profile

Select the “register” option, and complete the information required. If you already have a profile, ensure you “sign in”.



EXXARO ENTERPRISE AND SUPPLIER DEVELOPMENT

QUICK REFERENCE GUIDE: FUNDING APPLICATION PROCESS

Step 4: Accept the terms and conditions

DISCLAIMER (Exxaro.com)

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9. The website may be unavailable from time to time due to maintenance or malfunction of computer equipment or for various other reasons and Exxaro will bear no responsibility or liability if for any reason the website is unavailable.

☒ I agree to these terms and conditions.

CONTINUE

Step 5: Your profile is now activated

- Your profile is now created, and a profile application form is activated for completion on further details about you.
- Complete the form in full (in red). At the end, ensure you select the 'Community' that you belong to.
- Once this form is completed, select 'update'.

Your profile is now complete.

Profile

Test Test test

Profile

Security

Change Password

Welcome

Please complete your profile details and select the Community nearest to where you live. For more information, please refer to the Frequently Asked Questions (FAQ's) under Enterprise and Supplier Development and Community News.

Your profile has been updated successfully.

Your Information

Title: Mr. Address Line 1: Address 1

Initials: T Address Line 2: Address 2

First Name *: Test Address Line 3: Address 3

Community *

Belfast
ECC Kriel
ECC Bethal / Hendrina
Grootegeluk
Leeuwpans
Matla

your related community.

How may we contact you? Select all that apply.

☒ Email
☒ Phone

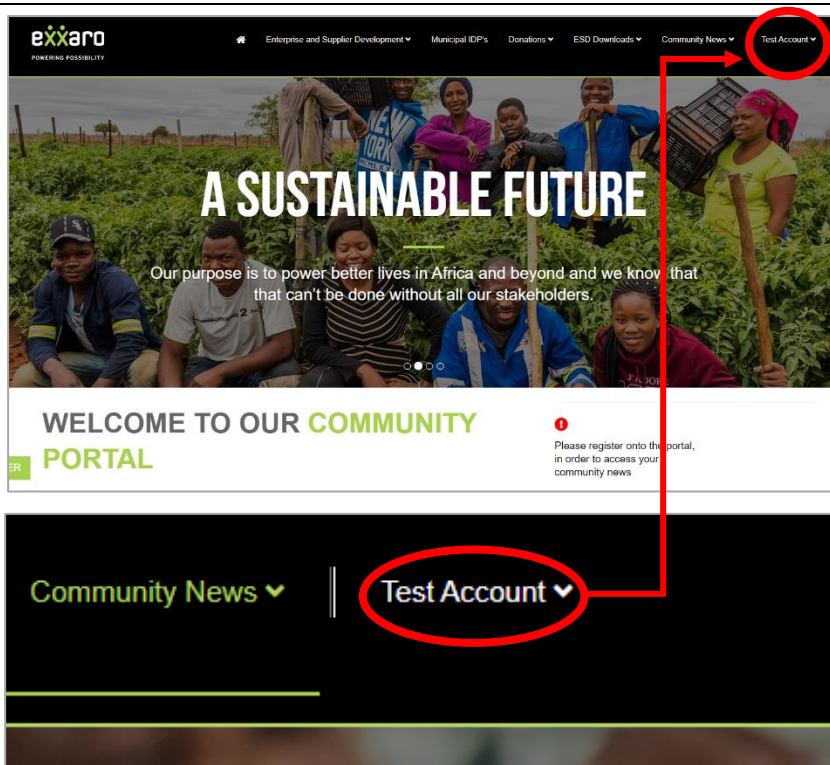
UPDATE

EXXARO ENTERPRISE AND SUPPLIER DEVELOPMENT

QUICK REFERENCE GUIDE: FUNDING APPLICATION PROCESS

Once your profile is complete, you will be taken back to the Community Portal home page.

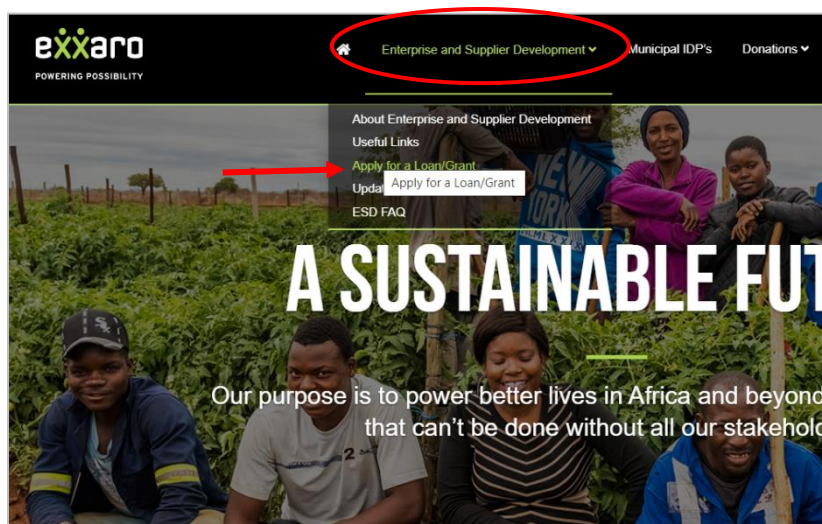
Notice, your name will appear where you would navigate to sign in. In this example the profile name is: "Test Account".



Step 6: Applying for funding with your profile

- To apply for funding, select the 'Enterprise and Supplier Development' tab on the navigation pane.
- Select 'Apply for a loan/grant' option from the drop-down list.

You will be prompted to complete a funding application request.



EXXARO ENTERPRISE AND SUPPLIER DEVELOPMENT

QUICK REFERENCE GUIDE: FUNDING APPLICATION PROCESS

Step 7: Create a funding application

Complete the funding application for a pre-qualification assessment of your funding application. The below list represents the different sections of the application:

- 7.1. Business information
- 7.2. Prequalification assessment
- 7.3. Enterprise & Supplier development terms and conditions
- 7.4. Enterprise & Supplier development business information
- 7.5. Enterprise & Supplier development: Pre-qualification requirements
- 7.6. Enterprise & Supplier development: Financial support
- 7.7. Enterprise & Supplier development: Non-financial support
- 7.8. Enterprise & Supplier development: Supporting Documentation
- 7.9. Enterprise & Supplier development: Declaration

7.1 Business information

- Company name
- Registration number
- Phone
- Mobile phone
- Email address

Create Funding Application

BUSINESS INFORMATION	
BUSINESS INFORMATION	PRIMARY CONTACT
Company Name * <input type="text" value="ESD Testing Co"/>	Primary Contact Mookeletsi Nico
Registration Nr <input type="text" value="20072225785"/>	Email * mookeletsinico@gmail.com
Phone * <input type="text" value="0823921765"/>	Business * 0823921765
Mobile Phone <input type="text" value="Provide a telephone number"/>	
Email * <input type="text" value="mookeletsinico@gmail.com"/>	

EXXARO ENTERPRISE AND SUPPLIER DEVELOPMENT

QUICK REFERENCE GUIDE: FUNDING APPLICATION PROCESS

7.2 Prequalification assessment

Complete the preliminary screening questions for your application.

Create Funding Application

The screenshot shows a web form titled "PRE-QUALIFICATION ASSESSMENT" with a progress bar at 11%. The form contains three questions, each with a dropdown menu:

- Question 1: "Your company is classified as an Exempt Micro Enterprise or Qualifying Small Enterprise" with a dropdown showing "Yes".
- Question 2: "Is your business at least 51% black owned? *" with a dropdown showing "Yes".
- Question 3: "Is your company an existing registered supplier to Exxaro? *" with a dropdown showing "I have purchase order with Exxaro".

At the bottom of the form are two buttons: "PREVIOUS" and "NEXT".

7.3 Enterprise & Supplier development terms and conditions

Read and then accept the terms and conditions.

Create Funding Application

The screenshot shows a web form titled "SUPPLIER DEVELOPMENT - TERMS & CONDITIONS" with a progress bar at 22%. The form contains a "Terms & Conditions Description" section with the following text:

The supplier development application form is aimed at being a channel to the Exxaro Supplier Development Programme. Potential beneficiaries need to complete the form truthfully and to the best of their ability.

- Please read each of the questions carefully before answering
- Answer all questions on the form, and fill in all the relevant fields, where relevant
- This application form applies to Exxaro Suppliers only. If you are not an Exxaro supplier, please consider completing the Exxaro Enterprise Development Application
- Exxaro reserves the right to cancel and/or terminate this application at any time and that by submitting this application to Exxaro does not guarantee that it will be successful.

This list of documentation is required to support your application.

- A one-page motivation letter to support your application (on your company letterhead)
- Include quotes for assets/ goods, if re-financing, provide settlement letter
- Company Profile
- Company Registration Documents (CIPC) else state if Sole Proprietor
- A valid EME/QSE B-BBEE affidavit or certificate
- A valid Tax Clearance Certificate
- Certified copies of identity documents/ cards (required for all directors, members, partners, shareholders, etc.)
- List of employees (names, surnames)

Below the form is a section titled "Accept Terms & Conditions" with two radio buttons: "No" and "Yes". The "Yes" button is selected.

EXXARO ENTERPRISE AND SUPPLIER DEVELOPMENT

QUICK REFERENCE GUIDE: FUNDING APPLICATION PROCESS

7.4 Supplier development business information

- Exxaro vendor number
- Relevant business unit
- Trading name
- Registered company name
- Municipality your business is located near

Create Funding Application

33%

SUPPLIER DEVELOPMENT - BUSINESS INFORMATION

Provide us with information about your business

Exxaro Business Unit *

Leeuwpam

Registered Company Name

ESD Testing Co

PREVIOUS NEXT

7.5 Supplier development: Pre-qualification requirements

Complete all fields and ensure all the information is correct.

When selecting the commodity that best describes your business, select the magnifying glass icon to activate the drop down

NB: When completing amount sections, DO NOT add the letter 'R' to indicate Rands. Only indicate the amount's decimal values.

Create Funding Application

44%

SUPPLIER DEVELOPMENT - PRE-QUALIFICATION REQUIREMENTS

Provide us with information about your company BBBEE ownership, Diversity and Annual Turnover

What is your annual turn over? *

Between R10m and R50m - Qualifying Small Enterprise

What is the black women ownership % of your business *

100

What is the black youth ownership % of your business *

100

Disabled People ownership % of your business?

0

100

Disabled People ownership % of your business?

0

Does your business serve one of the following

Water

Describe the products/services that you offer *

Agri

Select the commodity best describing your business *

Vegetation

How many people are you currently employing? *

29

PREVIOUS NEXT

x Q

Q

EXXARO ENTERPRISE AND SUPPLIER DEVELOPMENT

QUICK REFERENCE GUIDE: FUNDING APPLICATION PROCESS

7.6 Supplier development: Financial support

Provide more information about the financial report you require.

Note: When completing the amount section, DO NOT add the letter 'R' to indicate Rands. Only indicate the amount's decimal values.

Create Funding Application

55%

SUPPLIER DEVELOPMENT - FINANCIAL SUPPORT

Provide more information about the Financial support that you need.

How much do you require ?

R 100,000.00

How much revenue will your business generate? *

R 500,000.00

PREVIOUS

NEXT

7.7 Supplier development: Non-financial support

Provide more information about the non-financial report you require. This includes indicating if you need mentoring, training, skill training and operational business support.

Create Funding Application

66%

SUPPLIER DEVELOPMENT - NON-FINANCIAL SUPPORT

Provide more information about the Non-Financial support that you need.

Do you need a mentor to assist?

Yes

PREVIOUS

NEXT

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QUICK REFERENCE GUIDE: FUNDING APPLICATION PROCESS

Step 7.8: Submission of supporting documents

All applicants are required to store electronic copies of their supporting documents on their own Dropbox, Google Drive or iCloud and share these files by including the link in the URL space provided on the electronic portal form.

If you do not submit the required documents, please consider your application unsuccessful.

Create Funding Application

77%

SUPPLIER DEVELOPMENT - SUPPORTING DOCUMENTATION

Description Supporting Documentation

- A one-page motivation letter to support your application (on company letterhead)
- Include quotes for assets/ goods, if re-financing, provide settlement letter
- Company profile
- Company registration documents (CIPC) else state if Sole Proprietor
- A valid EME/QSE B-BBEE affidavit or certificate
- A valid tax clearance certificate
- Certified copies of identity documents/ cards (required for all directors, members, partners, shareholders, etc.)
- List of employees (names, surnames)
- CVs of directors
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- 12-months financial projections
- Annual financial statements (reviewed by an accredited accountant)
- Current year-to-date management accounts
- Current year-to-date bank statements
- Existing contracts/off-take agreements/letters of intents to support the application (successful applicants will be expected to convert the letters of intents into formal contracts within three months of funding approval)

• Certified copies of identity documents/ cards (required for all directors, members, partners, shareholders, etc.)

• List of employees (names, surnames)

• CVs of directors

• Proposed budget showing costs (itemised list of funding requirement)

• 12-months financial projections

• Annual financial statements (Reviewed by an accredited accountant)

• Current year-to-date management accounts

• Current year-to-date bank statements

• Existing contracts/off-take agreements/letters of intents to support the application (Successful applicants will be expected to convert the letters of intents into formal contracts within three months of funding approval)

Enter URL for your Supporting Documentation *

If you do not have a onedrive account, click on the following link:
<https://onedrive.live.com/about/en-US/>

If you do not have a google drive account, click on the following link:
<https://www.google.com/drive/>

PREVIOUS NEXT

EXXARO ENTERPRISE AND SUPPLIER DEVELOPMENT

QUICK REFERENCE GUIDE: FUNDING APPLICATION PROCESS

7.9 Enterprise & Supplier development: Declaration

Read and complete the fields below the declaration statement.

To complete the 'date' field, select the calendar icon on the right end of the field.

Create Loan/Grant Application

88%

SUPPLIER DEVELOPMENT - DECLARATION

Declaration Description

I hereby acknowledge that:
- the information furnished in this application is true and correct
- any conflict of interest will be declared in writing (applicant to declare this to an Exxaro SCM Official)

Note: Exxaro reserves the right to confirm the information submitted in response to this process with relevant third party organizations, including credit rating and criminal record checking on relevant entities, and the applicant's consent to this.

Contact

Test TEST

Designation *

Date *



PREVIOUS

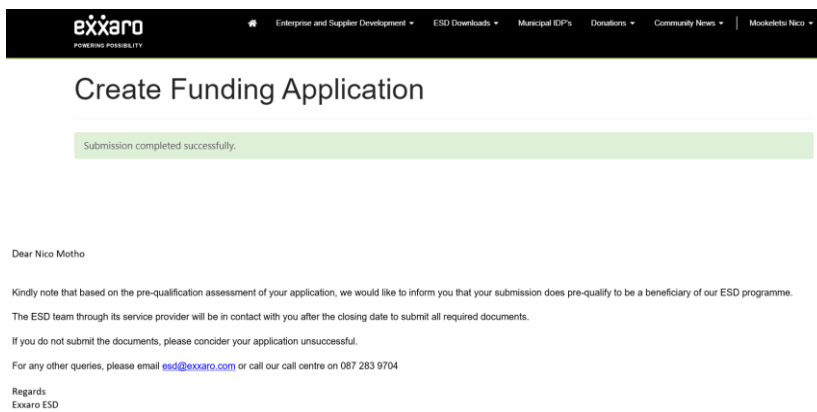
SUBMIT

EXXARO ENTERPRISE AND SUPPLIER DEVELOPMENT

QUICK REFERENCE GUIDE: FUNDING APPLICATION PROCESS

Step 8: Application Completion

Once you submit the declaration, your application is now complete, and you will receive an automated acknowledgment email.



exxaro
POWERING POSSIBILITY

Enterprise and Supplier Development ESD Downloads Municipal IDPs Donations Community News Mooketsi Nico

Create Funding Application

Submission completed successfully.

Dear Nico Motho

Kindly note that based on the pre-qualification assessment of your application, we would like to inform you that your submission does pre-qualify to be a beneficiary of our ESD programme. The ESD team through its service provider will be in contact with you after the closing date to submit all required documents. If you do not submit the documents, please consider your application unsuccessful.

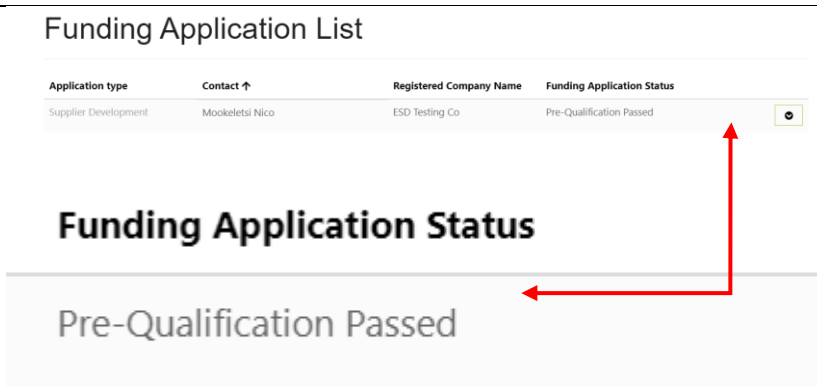
For any other queries, please email esd@exxaro.com or call our call centre on 087 283 9704

Regards
Exxaro ESD

If you have more than one application or would like to view your applications list:

- Select 'Enterprise and Supplier Development';
- Select 'Update loan/grant application';

You can review the list of applications on your profile by selecting the drop-down arrow on each application row to update any details if necessary.



Funding Application List

Application type	Contact ↑	Registered Company Name	Funding Application Status
Supplier Development	Mooketsi Nico	ESD Testing Co	Pre-Qualification Passed

Funding Application Status

Pre-Qualification Passed

EXXARO ENTERPRISE AND SUPPLIER DEVELOPMENT

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For any enquiries related to the ESD funding:

esd@exxaro.com

012 307 4008

087 283 9704