

File Reference:



APPLICATION TO LEASE LAND AND DEVELOP PROPERTY

SECTION A: CUSTOMER DETAILS

A.1 BUSINESS DETAILS OF COMPANY

Registered name of business: _____

Registered number: _____

Trading name of business: _____

Registered address of business: _____

Physical address from which the
business operates (head office): _____

Physical address from which the
business operates (Kzn office): _____

Postal address: _____

Business phone number: _____

Key contact person:
Full name: _____
Phone number: _____
Email address: _____

DIRECTOR DETAILS

Name: _____ Surname: _____

Title: _____ ID No.: _____

Mobile: _____ Email: _____

% shareholding: _____ **Gender:** Male: Female:

BEE Classification: African: Coloured: Indian: White: Other: _____

2nd Director (if applicable)

Name: _____ **Surname:** _____

Title: _____ **ID No.:** _____

Mobile: _____ **Email:** _____

% shareholding: _____ **Gender:** Male: Female:

BEE Classification: African: Coloured: Indian: White: Other: _____

3rd Director (if applicable)

Name: _____ **Surname:** _____

Title: _____ **ID No.:** _____

Mobile: _____ **Email:** _____

% shareholding: _____ **Gender:** Male: Female:

BEE Classification: African: Coloured: Indian: White: Other: _____

4th Director (if applicable)

Name: _____ **Surname:** _____

Title: _____ **ID No.:** _____

Mobile: _____ **Email:** _____

% shareholding: _____ **Gender:** Male: Female:

BEE Classification: African: Coloured: Indian: White: Other: _____

A.2 EMPLOYMENT PROJECTION

Employment Projection refers to the direct permanent jobs projected to be created by the development over the projected period

1st Year

Total jobs: _____

Skilled: _____%

Semi Skilled: _____%

Unskilled: _____%

5th Year

Total jobs: _____

Skilled: _____%

Semi Skilled: _____%

Unskilled: _____%

A.3 SITE DETAILS

Planned construction commencement date: _____

Expected commencement date of operations: _____

Approximate Size of Building in m²: _____

Approximate GLA in m²: _____

Estimated value of Investment

Building: R _____

Other: R _____

A.4 ENVIRONMENTAL CRITERIA

A. ENVIRONMENTAL GOVERNANCE

Does the company have an Environmental Policy?

Yes:

No:

Does the company have an Environmental Management System (EMS)?

Yes:

No:

Does the company have a history of environmental violations/paid any fines?

Yes:

No:

A.5 PROPOSED TENANT(S)

Proposed Anchor tenant: _____

Percentage GLA occupancy by local traders: _____

A.7 CONSENT

The customer hereby consents that, and authorises Ithala Development Finance Corporation Limited or its agent, to at all

times:

- a) Contact, request and obtain information from any credit provider (or potential credit provider) or registered credit bureau relevant to an assessment of the behaviour, profile, payment patterns, indebtedness, whereabouts, and creditworthiness of the Company and its Directors;
- b) Furnish information concerning the behaviour, profile, payment patterns, indebtedness, whereabouts, and creditworthiness of the prospective Tenant to any registered credit bureau or to any credit provider (or potential credit provider) seeking a trade reference regarding the tenant's dealings with the landlord; and
- c) Conduct any necessary company or criminal checks.

Name: _____

Signature: _____

*** Must be signed by an authorised signatory (Resolution / Delegation to be provided)**

A.8 CONFIDENTIALITY

The information contained herein is confidential. Accordingly, the reader undertakes to keep all the information herein as confidential and further undertakes not to disclose the information herein to anyone without the prior written approval of the writer and / or Ithala.

Checklist of required documentation for applications:

1. Letter of good standing from Department of Labour _____

2. The basis on which the entity will occupy the proposed premises _____

3. Financial projections: _____

4. Business Plan to include:

4.1 Indicate Economic & Social benefits _____

4.2 Provide plans if any for the promotion of SMME's _____

Additional notes:

SECTION B: FICA

Prior to conclusion of a formal lease, the following documentation will be required for all developments in order for Ithala to fulfill FICA requirements (certified copies):

1. All Directors' ID's _____

2. Resolution (Compulsory if more than 1 Director) _____

3 Current BEE Certificate _____

4. Company Profile _____

5. Certificate of incorporation (form cm1) or (cor14.1) _____

6. Certificate to commence business (form cm46)
or (COR14.3) _____

7. Notice of registered office and postal address
(form CM22) or (cor21) _____

8. Original current tax clearance certificate _____

9. Value-Added Tax (VAT) registration certificate _____

10. Banking details of entity on bank letterhead
(not older than 3 months) _____

11. Audited financial statements for the past 3 years _____

Additional notes: _____

FOR INTERNAL OFFICE USE ONLY

Date of original application: _____(DD/MM/YYYY)

Stage 1:

○ Submitted for Due Diligence _____(DD/MM/YYYY)

○ Received from Due Diligence _____(DD/MM/YYYY)

Stage 2: Development Committee _____(DD/MM/YYYY)

Stage 3: Governance Approval _____(DD/MM/YYYY)