



# tourism

Department:  
Tourism  
REPUBLIC OF SOUTH AFRICA

### Postal Address

Private Bag x424  
Pretoria  
0001

### Physical Address

Tourism House  
17 Trevenna Street  
Sunnyside, 0002

### Contact Details

Call Centre: 0860 121 929  
Switch board: (+27) 12 444 6000  
Web: [www.tourism.gov.za](http://www.tourism.gov.za)  
Email: [tipapplications@tourism.gov.za](mailto:tipapplications@tourism.gov.za)

## TOURISM GRADING SUPPORT PROGRAMME APPLICATION FORM

### NOTES

- A. Please ensure that you have read and understood the guidelines for the assistance you are applying for.
- B. Please ensure that you have read and answered all questions in the application form.
- C. Only electronically filled applications will be accepted.
- D. It is important that you provide us with the correct and complete information to ensure that your application is processed timeously.
- E. All applications should be signed by a duly authorised representative of the enterprise.
- F. Please remember to initial each page.
- G. All applications should be dated and submitted to the National Department of Tourism before or on the closing date.
- H. Please ensure that you have attached all the required documents.
- I. Please note all information provided will be subjected to a verification process and security vetting may be conducted where required.
- J. Please note that should you use any application form other than the one provided by the National Department of Tourism (NDT), your application will not be considered.

### Checklist

Attached  
(for  
applicant)

1. A copy of certificate of Incorporation and certificates in respect of all name changes effected in Case of a *company, close corporation or co-operatives*,
  - A copy of a South African Identity Document (ID) in case of *Sole Proprietors*,
  - A copy of the Partnership agreement in the case of *Partnership* and;
  - A documentary proof of the establishment in case of a *Trust*
2. Invoice from TGCSA.
3. Certified copy of a B-BBEE level compliance certificate (only applicable to *enterprises qualifying for a transformation rebate*).
4. Grading Certificate (for current year and previous years).
5. Proof of payment to TGCSA for Grading (**copy of a bank statement, credit card statement, deposit slip and cheque**)
6. BAS Entity maintenance form (*Supplied by the Department of Tourism*)
7. Original valid tax clearance certificate (*Post or courier*)
8. Tax Invoice from the enterprise billing the Department of Tourism

Initial.....

**1. DETAILS OF APPLYING BUSINESS**

1.1. Registered Name of the Business

1.2. Registered Trading Name of the Business

1.3. Business Registration Type

1.3.1. If Other, specify:

1.4. Business Registration Number

1.5. Income Tax Number

1.6. Business Ownership Structure  
 (please attach separate sheet should more space be required)

Name of owner/director/etc.	ID Number	Race (Black, Coloured, White, Indian, other)	Gender (M/F)	Living with disability (Yes/No)	Number of owners under the age of 35	Percentage of Shareholding (%)

1.7. Postal Address of Registered Business  
 .....  
 .....  
 Province.....  
 Code .....

1.8. Physical Address of Registered Business  
 .....  
 .....  
 Province.....  
 Code.....

1.9. Contact Person

1.9.1 Title

1.9.2 Position

1.9.3 Work Telephone

1.9.4 Cell Phone

1.9.5 E-Mail Address

Initial.....

**2. OPERATIONAL DETAILS OF THE APPLYING BUSINESS**

2.1. Type of an Establishment?

<input type="checkbox"/>	Hotel
<input type="checkbox"/>	Bed and Breakfast,
<input type="checkbox"/>	Guest House
<input type="checkbox"/>	Caravan & Camping
<input type="checkbox"/>	Country House
<input type="checkbox"/>	Self-catering exclusive
<input type="checkbox"/>	Self-catering shared
<input type="checkbox"/>	Backpackers/Hosteling
<input type="checkbox"/>	Game Lodges
<input type="checkbox"/>	Lodges
<input type="checkbox"/>	Meetings, Incentive, Conference and Events establishment.

2.2. Brief description (not more than 100 words) of products or services offered?

2.3. Average number of clients/tourists served annually?

2.4. Is the business graded by the Tourism Grading Council of South Africa?

.....  
(if yes, how many stars?)

2.5. Date of First Grading Approval and number of stars

2.7. Latest Grading payment

2.6. Please indicate the business percentage split between domestic and international clients/tourists?

2.6.1. International

%

2.4.2. Domestic

%

Initial.....

2.7. Please indicate previous financial assistance received during the last three (3) years.

Mark (x)	Organisation
	Tourism Enterprise Programme (TEP)
	Industrial Development Corporation (IDC)
	Government Entity (TGCSA, the dti etc.)
	Private Sector Association (Banks, Funding Donors etc.)
	Other (Please specify)
	None
<b>Please specify the type of assistance and amount:</b>	

2.8. Please indicate your business's turnover category for the past three years:

2.8.1. Turnover category year one (recent)

2.8.2. Turnover category year two (past)

2.8.3. Turnover category year three (previous)

2.9. What is your business B-BBEE compliance level?

2.10. What is your level of UA compliance?

2.11. Is the business a member of the Tourism & Hospitality Associations?  (if yes, please list below)

2.12. Is the business registered as a TOMSA contributor?

(if yes, please list membership numbers)

Initial.....

2.13. Total number of permanent employees? (Please specify numbers)

Race	Gender		Total
	Male	Female	
Black			
White			
Coloured			
Indian			
Other			
Total			

2.14. Total number of part- time/temporary employees?

(Please specify numbers)

2.15. Total number of people living with disability?

(Please specify numbers)

### 3. DECLARATION

I ..... in my capacity as ..... hereby declares that the information in this application is a fair and true reflection (incl. relevant attachments) of the applying business. I am aware of the fact that the information submitted above (incl. attachments) will have a material bearing on the adjudication of the application. Therefore should it appear that any information in the application was not correct or omitted, the adjudication committee shall be entitled to withdraw or amend its decision and without prejudice to its rights, to recover any amounts already paid or to withhold further payments due. Should my application be successful, I further undertake to furnish follow-up reports on the successes achieved by the trip no later than two (2) weeks after my return and upon the request by the department further on.

Signature ..... Date .....

Initial.....