



**the dti**

Department:  
Trade and Industry  
REPUBLIC OF SOUTH AFRICA

**EXPORT MARKETING AND INVESTMENT ASSISTANCE  
GROUP OUTWARD INVESTMENT & OUTWARD SELLING TRADE MISSIONS**

**CLAIM FORM**

**2018**

All correspondence to EMIA should be sent to one of the following addresses:

<b>PHYSICAL ADDRESS (Hand/Courier Deliveries)</b>	<b>POSTAL ADDRESS (Registered Mail)</b>
<b>EMIA: Division Building A: Ground Floor 77 Meintjies Street Sunnyside Pretoria 0002</b>	<b>EMIA: Division Building A: Ground Floor Private Bag X84 Pretoria 0001</b>

**Correspondence that has not been properly addressed to the dti can be incorrectly forwarded to other departments.  
the dti does not accept responsibility for mail that has not been properly addressed**

**Under no circumstances should any application form and/or the claim form be altered. Amended application/claim forms will not be considered for evaluation**

### Section A - Claim Calculation Sheet

Company trade name <b>(As on Tax Clearance Certificate)</b>			
Name of Mission			
Date of Mission	From:		To:
Claim type	Outward Investment Mission		Outward Selling Mission
<b>Description of Approved expenditure item as per Approval letter</b>	<b>Actual Expense</b>	<b>Amount Approved</b>	<b>Office Use Only</b>
Economy class return air ticket			R
Subsistence Allowance: Number of days _____ x R 3,000			R
Transport cost of samples			R
<b>Total Claim</b>			R

### Section B - Claim Checklist

<b>Kindly ensure that all the required documentation is attached to the claim in the following order.</b>	Tick off documents submitted to <b>the dti</b>
Original /Certified copies of boarding passes for all the legs. Claims without boarding passes will not be considered.	
<b>Certified copy of passport</b> clearly showing: Personal Particulars & SA Passport control departure & re-entry date stamps.	
<b>Kindly ensure that above-mentioned documentation are either originals or certified copies. Please see the new financial assistance applicable to boats/yachts as specified in the Group Mission Guidelines, applicable 1 April 2016.</b>	
Original current/valid <b>Tax clearance certificate (if original certificate on the application / master file expired).</b>	
A fully completed <b>credit order instruction</b> form with a bank stamp.	

**Section C - Declaration** (To be completed by all claimants)

**AUTHORISED OFFICIAL OF THE ENTITY**

I,	
In my capacity as	
of	

hereby certify that the information submitted in the claim as well as the report back questionnaire is a true and correct statement of my participation and actual expenses incurred by me/my company/organisation at the mentioned event. I have not received any payments in this connection from any other source. I also undertake to submit a follow-up report on the export successes achieved as a result of participation in the event, within six months of the event. **I understand that failure to submit the follow-up report could result in me/my company/organisation being barred from further assistance from the EMIA scheme for a period of two (2) years from the date of the exclusion letter.**

I am aware that information which I have supplied will have a fundamental bearing on the adjudication of the claim and if it, therefore, subsequently transpires that any information as per this claim is incorrect, or that certain information was omitted, the Department of Trade and Industry (**the dti**) shall, without prejudice to any other of it's rights, be entitled to claim back any amounts already paid with interest as prescribed by the Public Finance Management Act or to withhold the payment of any amounts due to the entity for which this claim has been submitted.

<b>Signed</b> (Authorised Official of Entity)		<b>Designation</b>	Owner
<b>Name in Print</b>			
<b>Date</b>			

**Important Notice to EMIA Customers**

This claim form goes hand-in-hand with the Group Missions Guidelines booklet. The conclusion of a successful claim is only possible if it is done with cross-reference to the requirements as laid out in the guidelines booklet.

This claim form must be submitted within **three months** after the return date from the event. Late claims will not be considered for payment. **Incomplete claims will be rejected without exception**

Correspondence that has not been properly addressed to **the dti** can be incorrectly forwarded to other departments. This will result in delays in the processing of your application or claim. **the dti** does not accept responsibility for mail that has not been properly addressed.

An original, valid Tax Clearance Certificate is only required with the claim if not available on the Master file, not submitted with the application and/or expired at the claim stage.

The only acceptable means of payment are: cheque, credit card or electronic bank transfer. Bank statements and Electronic Bank Transfers must provide the name of the beneficiary. All proof of payments except for the original Bank statements drafted on the Bank's letterhead, should be stamped by the Bank.

In cases where approval was given to the participant to pay the air ticket upfront and claim the specific approved amount back, the exhibitor must submit copy of e-ticket , invoice from the service provider as well as proof of payment. If the bank statements do not reflect the name of the beneficiary, it should at least contain the e-ticket number as it appears on the e-ticket.

Participants are required to submit either all boarding passes from South Africa to the Trade Mission and back or in cases where some of the boarding passes are lost, at least the boarding passes to/ from the event back to South Africa.

EMIA no longer requires a copy of cancel cheque with the claim form.