

The following documentation must be attached to the application

1. Certificate of registration issued by the Commissioner of Customs and Excise (only for international events, and not applicable for missions or investment meetings). The application form (DA 185) can be obtained from me or downloaded at SARS website under “customs”, the Tel no is 012 334 6400.
2. Proof of registration of the enterprise in the form of CIPRO certificate if a CC or (Pty) Ltd or A certified copy of your ID document in the case of a sole proprietor.
3. Valid Original Tax Clearance Certificate – Including Login Pin

NOTE: If your certificate will expire during the London Book Fair application process (August 2018 – March 2019) ensure that you apply and receive a valid certificate before or at the time of the expiry date.

4. Comprehensive colour brochure/ CD ROM, Photographs or Pictures of the relevant products marketed by the company.
5. Broad-Based Black Economic Empowerment (B-BBEE) certificate
6. Audited Financial Statements or bank statements of at least three months (Bank statements must be in the name of the business making application.
7. A valid/ certified copy of the passport of the representative of the firm to be travelling to the exhibition.
8. Completed Signed: **SECTOR SPECIFIC ASSISTANCE SCHEME (SSAS) form.**
9. **Company profile should include all the details as listed below 1-8 (on a company letterhead - see below information required)**

1. Name of the entity
2. Contact details and physical address
3. Background of the entity
4. Ownership
5. Vision
6. Mission
7. Products or Services
8. Conclusion