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## Hands On Virtual Business Incubation **2016/2017**

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**Powered by IED Consulting (Pty) Ltd**

**BUSINESS INFORMATION**

|                                    |  |
|------------------------------------|--|
| <b>Name Of Business</b>            |  |
| <b>Type Of Entity</b>              |  |
| <b>Industry</b>                    |  |
| <b>Registration Number</b>         |  |
| <b>Tax Number</b>                  |  |
| <b>Vat Number</b>                  |  |
| <b>Registered Business Address</b> |  |

**MAIN CONTACT INFORMATION**

|                         |  |
|-------------------------|--|
| <b>Cellphone Number</b> |  |
| <b>Telephone Number</b> |  |
| <b>Fax Number</b>       |  |
| <b>Email Address</b>    |  |
| <b>Website</b>          |  |

**INCUBATION REQUIREMENTS**

| <b>Please tick the relevant box:</b>   | <b>Yes</b>               | <b>No</b>               | <b>Not Applicable/Comment</b> |
|--|--------------------------|-------------------------|-------------------------------|
| <b>Is the business a legally registered entity and operational for the last six months</b> |                          |                         |                               |
| <b>Is the business Gauteng based</b>   |                          |                         |                               |
| <b>Does the business have a projected annual turnover of R400k minimum</b>                 |                          |                         |                               |
| <b>Is the entity 51% black owned</b>   |                          |                         |                               |
|  |                          |                         |                               |
| <b>Please indicate your desired incubation subscription</b>                                | <b>Start Up<br/>R299</b> | <b>Premium<br/>R499</b> | <b>Professional<br/>R1450</b> |
| <b>[tick appropriate box]</b>  |                          |                         |                               |

## INCUBATION SERVICES

- Workshop on Corporate Governance
- Workshop on Financial Management
- Workshop on Sales and Pricing
- Workshop on Internal Controls
- Workshop on Business Compliance
- Business Mentorship
- Networking invitations with reputable institutions
- Discount on Bookkeeping, Payroll and other selected services from IED Consulting and/or affiliated service providers.
- Face-to-Face Consultation
- Unlimited consultation via email or telephone

## WHAT THE VBI PROGRAMME ENTAILS

**Our Virtual Business Incubation programme is tailored for new and existing entities. The programme runs for 6-18 months and entails the following:**

- Undertake evaluations and due diligences of entrepreneurial ideas, with particular emphasis on feasibility and economic viability as well as potential to impact on the Gauteng economy.
- Advise SMEs on various aspects of their business plans, with particular emphasis on strategy, marketing, distribution channels, human resource management, operations/supply chain management, finances and fundraising, and the international business environment.
- Assist entrepreneurs in proposal writing, fundraising as well as relevant linkages to established companies for business development opportunities.
- Oversee business mentoring support and ensure that support is tailored to the specific business needs of each SME on a case-by-case basis.
- Ensure tight management of the milestones and progress of SMEs.
- Ensure that appropriate records are maintained to allow for monitoring and reporting the progress of incubation activities and ensure that contracted targets are met.
- Establish relevant stakeholder network linkages to facilitate market access opportunities.
- Facilitate collaborations, business development and market access opportunities.

## Terms and Conditions

1. There is a monthly charge per month payable by debit order, cash deposit or EFT for the Services by agreement between the Mentor and the Client for a minimum period of 12 months and maximum of 18 months. The first month is payable in advance to ensure full commitment to the Programme.
2. In providing the Services a Mentor is acting independently of any other party. Accordingly, the Client acknowledges that neither IED Consulting nor its subsidiary, IED Consulting is a party to any contract or agreement between a Mentor and a Client and neither shall have any liability for any acts or omissions on the part of a Mentor.
3. The Client agrees to co-operate with the Mentor in the performance of the Services and to provide such support, facilities and information as may be reasonably required. All decisions and actions taken by the Client in connection with its business or otherwise that may rely on any information or opinion received from a Mentor during the provision of the Services are solely the responsibility of the Client.

4. A Mentor shall have no liability to a Client or its business for any loss or damage whatsoever, whether direct, indirect, special or consequential, which arises in contract, tort, by statute or otherwise. Nothing in these conditions excludes or limits a Mentor's liability for death or personal injury caused by any wilful default or negligence.
5. If a Client provides a Mentor with information which infringes third party intellectual property rights, is defamatory, constitutes a breach of confidentiality or imposes some other liability upon the Mentor, the Client will indemnify the Mentor and IED Consulting against any liability they may assume by reason of the use of such information in the course of the Services or after they shall have been provided.
6. The Mentor undertakes not knowingly to cause or permit any action which may damage or endanger the intellectual property rights of the Client or the title thereto, nor to permit others to do so. The Client shall have no rights to, or to claim ownership of, any intellectual property provided or originated as part of the Services by the Mentor.
7. A Mentor shall not be deemed to have made any representations, warranties or undertakings of any kind to a Client in relation to the Services.
8. The Mentor and the Client will promptly disclose to each other any conflicts of interest of which either becomes aware during the provision of the Services.
9. Both Mentor and Client will keep confidential all information disclosed by one to the other that is not in the public domain provided that the Mentor may be permitted in good faith and with reasonable discretion to discuss issues arising with (a) other mentors duly appointed by the Client and (b), members of the Steering Committee of the IED Consulting Entrepreneurship Panel where it is likely to be beneficial to the Client and/or the ethos and standing of mentoring generally. It is further agreed that the Mentor will use all reasonable endeavours to ensure in relation to discussions within the Committee that (i) such detail as is disclosed remains confidential within the Committee and (ii) that insofar as records are maintained by the Committee on progress of a Client, these will remain internal to the Committee and may only be disseminated outside the Committee on a suitably anonymised basis.
10. Either party has the right to terminate the provision of the Services, without thereby incurring any liability to the other, by notice to such effect given in writing to that other. In the event of any termination before any Services shall have been completed, the terminating party undertakes to provide the other with reasonable explanation of the underlying reasons for so doing.
11. The South African law shall govern these terms and conditions.

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| <b>Annexes</b> |
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The mentor:

**Lebogang Makola**

The client:

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Agreed between the parties this

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Signed by the Mentor



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Signed by the Client

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