



## TERS CHECKLIST

	YES (X)	NO(X) – IF NO PROVIDE REASON
1. “Request to Participate” form completed and signed by applicant		
2. “Agreement to Participate” (signed by worker representative and employer representative).		
3. “Terms and Conditions” (initialled at the bottom of each page by worker representative and employer representative).		
4. Employer’s slide presentation prepared and attached (motivation for TERS and Business Case).		
5. Completed list of employees identified for participation in the scheme (complete “Annexure A & B”) returned in an excel format ( <b>not PDF</b> ).		
6. Consent and declaration form completed by employees identified to participate (only applicable in the absence of a trade union in the workplace) “Annexure C”		
7. Compliance		
a. UIF certificate / UIF Number.		
b. TAX Clearance Certificate.		
8. Financial Information		
a. Latest Audited Annual Financial Statements (full financial statements)		
b. Current Management Accounts (with comparative figures) where the AFS are older than 3months		
c. Cash flow projections		
d. Any other information to support the request such as Order Book, Production Schedules and Notice of Cancellation of Order.		

I \_\_\_\_\_, (name and surname) confirm that I have submitted the aforementioned documents.

Signature \_\_\_\_\_