

MANDATORY GRANT EXTENSION REQUEST



You can only submit a Mandatory Grant Application Extension Request if you have initiated a Mandatory Grant Application for the Company on CIMS.

1. Log into your SDF Profile, navigate to and click, SDF/ Mandatory Grant Application and click to view/edit the grant for the selected Company.
2. The Mandatory Grant Applications for the Company will be displayed.
3. You will be required to click the Calendar Icon to submit a Mandatory Grant Application extension request for the Company.

ID	Financial Year	Status	Decision Date	Applied for extension	Due Diligence Status	View/Edit
1651	2022	Not Submitted-In Progress	N/A	✗	N/A	
421	2021	Approved	01 September 2020	✗	N/A	

4. You will be required to submit a reason for the extension request and click a letter on your company letterhead.
5. Once you have uploaded the letter and captured a reason for the request click submit.

Type	Original File Name	Uploaded By	Uploaded	Version	Original is required	
Reason for Extension	download.pdf				✗	

MANDATORY GRANT EXTENSION REQUEST



- Once you have submitted the Mandatory Grant Application Extension Request for the company, a **green tick** will be displayed in the “Applied for Extension” field.

The screenshot displays the Cathsseta web application interface. On the left is a navigation sidebar with options like Profile, Logout, Dashboard, SDF, Company Management, Mandatory Grant Application, Discretionary Grant Application, Learner Management, Legacy Learner Management, Mentor Management, Skills Development, Provider Certification, Stakeholder Relations, User Resources, and Support. The main content area is divided into two sections:

Available Companies

Company Name	Entity ID	Email	Status	Size of Company	Levy Paying	RAG	View / Edit
		Hst@a.com	Active	Medium (50 - 149)	✓	●	
		Testingemail@a.com	Active	Medium (50 - 149)	✓	●	

Page (4 of 4) < 1 2 3 4 5 >

LODGE PTY LTD Mandatory Grant Applications

ID	Financial Year	Status	Decision Date	Applied for extension	DG Verification Status	View/Edit
200	2021	Not Submitted-In Progress	N/A	✓	N/A	

Page (1 of 1) < 1 > 5

Developed and powered by Dajo Technologies | Cathsseta © All Rights Reserved