

**VRAELYS VIR VOORKEURVERKRYGINGSBELEID
QUESTIONNAIRE FOR PREFERENTIAL PROCUREMENT POLICY
IPHEPHA LEMIBUZO YENKQUBO EKHETHEKILEYO YOKUFUMANA**

Besigheid of persoon se naam:- / Business or person's name:- / Igama leshishini okanye lomntu

- **1.** Persentasie aandeelhouing van persone (HBI) in die besigheid wat histories benadeel is as gevolg van onregverdige diskriminasie gebaseerd op **ras**.
Percentage of shareholding of persons (HDI) in the business historically disadvantaged because of unfair discrimination based on **race**.
Ipersenti yesabelo sabantu kwishishini elalisakuthinteleka ekuxhamleni amalungelo athile ngenxa yobandlululo **ngokobuhlanga**. %
- 2.** Persentasie aandeelhouing van persone (HBI) in die besigheid wat histories benadeel is as gevolg van onregverdige diskriminasie gebaseerd op **geslag**.
Percentage of shareholding of persons (HDI) in the business historically disadvantaged because of unfair discrimination based on **gender**.
Ipersenti yesabelo sabantu kwishishini elalisakuthinteleka ekuxhamleni amalungelo athile ngenxa yobandlululo **ngokwesini**. %
- 3.** Persentasie aandeelhouing van persone (HBI) in die besigheid wat histories benadeel is as gevolg van onregverdige diskriminasie gebaseerd op **gestremdheid**.
Percentage of shareholding of persons (HDI) in the business historically disadvantaged because of unfair discrimination based on **disability**.
Ipersenti yesabelo sabantu kwishishini elalisakuthinteleka ekuxhamleni amalungelo athile ngenxa yobandlululo **ngokobulwewe**. %
- 4.** Persentasie aandeelhouing van persone geklassifiseer as **jeug**. (18 – 35 Jaar oud).
Percentage of shareholding of persons in the business classified as **youth**. (18 – 35 Years old)
Ipersenti labantu abanezabelo kwinkonzo zoshishino ababizwa ngokuba **lulutsha** (18 – 35 Yeminyaka) %
- 5.** Is u besigheid geleë binne die jurisdiksie van die Distriksmunisipaliteit ? In / Uit
Is your business established within the area of jurisdiction of the District Municipality? In / Out
Ingaba ishishini lakho limi kwingingqi elawulwa nguMasipala wesithili? Ngaphakathi / Ngaphandle ☐ In/Ngaphakathi
- 6.** Maak u gebruik van plaaslike arbeid (werkskepping)? Ja / Nee
Do you make use of local labour (job creation)? Yes / No
Uyawasebenzisa amathuba avelayo odalo lomsebenzi (ukudala umsebenzi)? Ewe / hayi ☐ Uit/Out/Ngaphandle
☐ Ja/Yes/Ewe
☐ Nee/No/Hayi

Hiermee sertifiseer ek/ons die ondergetekende en die getuies dat bogenoemde inligting korrek is.
I/We hereby certify that the abovementioned information is correct signed by myself/ourselves and the witnesses.
-Mna/Thina siqinisekisa ukuba ezi nkukacha zingasentla zilungile kwaye zisayinwe ndim/sithi kunye namangqina

Getuie/As Witness/--Njengengqina

Handtekening / Signature / Osayinileyo

1.
2.

LW! / NB! / -QAPHELA!

Om Voorkeerpunte te eis **MOET** gesertifiseerde afskrifte van Identiteitsdokumente hierby aangeheg word.

To claim Preference points, certified copies of Identity Documents **MUST** be attached.

Ukuba ufuna ukwenza ibango lamanqaku akhethekileyo, **KUFUNeka** ukuba isicelo sakho sihambe kunye nekopi yencwadi yesazisi sakho (ID) eqinisekisiweyo.

| |
|---|
| <p>** "Histories Benadeelde Individu (HBI)" 'n Suid-Afrikaanse burger – (1) wat weens die apartheidsbeleid wat in plek was, voor die instelling van die Grondwet van die Republiek van Suid-Afrika, 1983 (Wet Nr 110 van 1983) of die Grondwet van die Republiek van Suid-Afrika, 1993 (Wet Nr 200 van 1993) ("die tussentydse Grondwet") geen stemreg in nasionale verkiesings gehad het nie; en/of (2) wat 'n vrou is; en/of (3) wat gestremd is; Met dien verstande dat 'n persoon wat Suid-Afrikaanse burgerskap bekom het by of na die inwerkingtreding van die tussentydse Grondwet, geag word nie 'n HBI te wees nie;</p> |
| <p>** "Historically Disadvantaged Individual (HDI)" means a South African citizen - (1) who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No 110 of 1983) or the Constitution of the Republic of South Africa, 1993 (Act No 200 of 1993) ("the Interim Constitution"); and / or (2) who is a female; and / or (3) who has a disability; Provided that a person who obtained South African citizenship on or after the coming to effect of the Interim Constitution, is deemed not to be an HDI.</p> |
| <p>**Xa kuthethwa ngomntu owanyashelwa amalungelo akhe kuthethwa ngommi waseMzantsi Afrika (1) owathi ngenxa yenkqubo yocalucalulo ekwakusakulawulwa ngayo akabi nalo ilungelo lokuvota phambi kokwaziiswa komgaqo siseko weRiphabliki yoMzantsi Afrika, 1983 (Umthetho ongunombolo 110 ka-1983) okanye Umgqo siseko weRiphabliki yoMzantsi Afrika, 1993 (Umthetho ongunombolo 200 ka-1993) ("Umgqo siseko wethutyana"); kunye / okanye (2) ongumfazi; kunye/okanye (3) okhubazekileyo; Xa ubani efumene ilungelo lokuba ngummi waseMzantsi Afrika ngexesha okanye emva kokusetyenziswa komgaqo siseko wethutyana lowo akathatyathwa njengomntu onyashelwa amalungelo ake.</p> |

LW! IN GEVOLGE WETGEWING MOET 'N BELASTINGUITKLARING HIERDIE REGISTRASIE VERGESEL.

NB! IN TERMS OF LEGISLATION A TAX CLEARANCE MUST ACCOMPANY THIS REGISTRATION.

**-QAPHELA! NGOKUPHATHELELE KWEZOMTHETHO OLU BHALISO KUFUNeka LUKHATSHWE
SISIQINISEKISO SOKUBA AKUNATYALA LARHAFU.**



DECLARATION BY SUPPLIER

1. This document serves as a declaration to be used by the municipality in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system. No Registration will be accepted from persons in the service of the state*.
- 2.(a) Any prospective supplier, having a kinship with persons in the service of the state, including a blood relationship, may in terms of current legislation register on the Municipality's Database. In view of possible allegations of favouritism, should a resulting bid, or part thereof, be awarded to suppliers connected with or related to persons in the service of the state, it is required that the supplier or his/her authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.
- 2.(b) The request for registration on the Municipality's database may be rejected if the supplier, or any of its directors/members/partners have:
 - (i) abused the municipality's supply chain management system or committed any improper conduct in relation to such system;
 - (ii) been convicted for fraud or corruption during the past five years;
 - (iii) wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years;
 - (iv) being a person whose tax matters are not cleared by the South African Revenue Services; or
 - (v) been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).

In order to give effect to the above, the following questionnaire must be completed and signed before a Commissioner of Oaths.

3.
 - 3.1 Print full Name:
 - 3.2 Company/CC Registration or ID Number:
 - 3.3 Are you presently in the service of the state? * **YES / NO**
 - 3.3.1 If so, furnish particulars.
.....
 - 3.4 Have you been in the service of the state for the past twelve months? **YES / NO**
 - 3.4.1 If so, furnish particulars.
.....
 - 3.5 Do you, have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of any prospective bid? **YES / NO**
 - 3.5.1 If so, furnish particulars.
.....
 - 3.6 Are you, aware of any relationship (family, friend, other) between a supplier and any persons in the service of the state who may be involved with the evaluation and or adjudication of any bid? **YES / NO**
 - 3.6.1 If so, furnish particulars.
.....
 - 3.7 Are any of your company's directors, managers, principle shareholders or stakeholders in the service of the state? **YES / NO**
 - 3.7.1 If so, furnish particulars.
.....
 - 3.8 Are any spouse, child or parent of your company's directors, managers, principle shareholders or stakeholders in the service of the state? **YES / NO**
 - 3.8.1 If so, furnish particulars.
.....
 - 3.9 Is the supplier or any of its directors/partners listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? **YES / NO**
 - 3.9.1 If so, furnish particulars.
.....

- 3.10 Is the supplier or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? **YES / NO**
- 3.10.1 If so, furnish particulars.
.....
- 3.11 Was the supplier or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years? **YES / NO**
- 3.11.1 If so, furnish particulars.
.....
- 3.12 Does the supplier or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months? **YES / NO**
- 3.12.1 If so, furnish particulars.
.....
- 3.13 Was any contract between the supplier and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract? **YES / NO**
- 3.13.1 If so, furnish particulars.
.....

CERTIFICATION

I, THE UNDERSIGNED, CERTIFY
THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT. I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Position

.....
Date

* MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 19 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or an employee of Parliament or a provincial legislature.

Commissioner of Oaths

Signed and sworn to before me at
on this the day of 20 by the
Deponent, who has acknowledged that he/she knows and understands
the contents of this Affidavit, it is true and correct to the best of his/her
knowledge and that he/she has no objection to taking the prescribed
oath, and that the prescribed oath will be binding on his/her
conscience.

.....
COMMISSIONER OF OATHS:

Position:

Address:
.....

Tel:

Apply official stamp of authority on this page:

National Small Business Act No. 102 of 1996 Classification

1. Indicate your Economic Sector - Give full description in 1.4 on page 1

| Sector or sub-sectors in accordance with the Standard Industrial Classification | |
|--|-----|
| Please indicate your Sector | "X" |
| All Tiers of Government 00001 - 09999 | |
| Agriculture 11001 - 14999 | |
| Mining and Quarrying 21001 - 29999 | |
| Manufacturing 30001 - 39999 | |
| Electricity, Gas and Water 41001 - 42999 | |
| Construction 50001 - 50999 | |
| Wholesale Trade, Commercial Agents and Allied Services 58001 - 61999 | |
| Retail and Motor Trade and Repair Services 62101 - 63500 | |
| Catering, Accommodation and other Trade 64101 - 64299 | |
| Transport, Storage and Communications 71001 - 75999 | |
| Finance and Business Services 81001 - 88999 | |
| Community, Social and Personal Services 91001 - 99999 | |

2. Indicate the size of your Business if the National Small Business Act applies to your enterprise.

| Size of class | Total full- time equivalent of paid employees Less than: | Total annual turnover Less than: | Total gross asset value (fixed property excluded) Less than: | Indicate the category of your business "X" |
|----------------|---|--|--|--|
| Not applicable | Not applicable | Not applicable | Not applicable | Not applicable |
| Medium | 100 | R 5 m | R 5 m | |
| Small | 50 | R 3 m | R 3 m | |
| Very small | 10 | R 0.50 m | R 0.50 m | |
| Micro | 5 | R 0.20 m | R 0.10 m | |
| Medium | 200 | R 39 m | R 23 m | |
| Small | 50 | R 10 m | R 6 m | |
| Very small | 20 | R 4 m | R 2 m | |
| Micro | 5 | R 0.20 m | R 0.10 m | |
| Medium | 200 | R 51 m | R 19 m | |
| Small | 50 | R 13 m | R 5 m | |
| Very small | 20 | R 5 m | R 2 m | |
| Micro | 5 | R 0.20 m | R 0.10 m | |
| Medium | 200 | R 51 m | R 19 m | |
| Small | 50 | R 13 m | R 5 m | |
| Very small | 20 | R 5.10 m | R 1.90 m | |
| Micro | 5 | R 0.20 m | R 0.10 m | |
| Medium | 200 | R 26 m | R 5 m | |
| Small | 50 | R 6 m | R 1 m | |
| Very small | 20 | R 3 m | R 0.50 m | |
| Micro | 5 | R 0.20 m | R 0.10 m | |
| Medium | 200 | R 64 m | R 10 m | |
| Small | 50 | R 32 m | R 5 m | |
| Very small | 20 | R 6 m | R 0.60 m | |
| Micro | 5 | R 0.20 m | R 0.10 m | |
| Medium | 200 | R 39 m | R 6 m | |
| Small | 50 | R 19 m | R 3 m | |
| Very small | 20 | R 4 m | R 0.60 m | |
| Micro | 5 | R 0.20 m | R 0.10 m | |
| Medium | 200 | R 13 m | R 3 m | |
| Small | 50 | R 6 m | R 1 m | |
| Very small | 20 | R 1.50 m | R 0.90 m | |
| Micro | 5 | R 0.20 m | R 0.10 m | |
| Medium | 200 | R 26 m | R 6 m | |
| Small | 50 | R 13 m | R 3 m | |
| Very small | 20 | R 3 m | R 0.60 m | |
| Micro | 5 | R 0.20 m | R 0.10 m | |
| Medium | 200 | R 26 m | R 5 m | |
| Small | 50 | R 13 m | R 3 m | |
| Very small | 20 | R 3 m | R 0.50 m | |
| Micro | 5 | R 0.20 m | R 0.10 m | |
| Medium | 200 | R 13 m | R 6 m | |
| Small | 50 | R 6 m | R 3 m | |
| Very small | 20 | R 1 m | R 0.60 m | |
| Micro | 5 | R 0.20 m | R 0.10 m | |

Please indicate the nature of operations, products or services applicable to your business by ticking the appropriate box:

| CODE | COMMODITY | ✓ | CODE | COMMODITY | ✓ |
|---------------|--|---|---------------|---|---|
| 00100: | CONSTRUCTION EQUIPMENT AND SUPPLIES | | 00400: | GENERAL SERVICES | |
| 00101 | Air conditioning and temperature control equipment | | 00401 | Accommodation and lodging | |
| 00102 | Building equipment and accessories (cement mixers, scaffolding, trowels, levels, etc) | | 00402 | Advertising, communication, design, editorial, publication and marketing services | |
| 00103 | Building materials (bricks, cement, sand, painting, plastic, stone, steel, tiles, etc) | | 00403 | Auctioneering services | |
| 00104 | Ceiling boards, skirtings, etc | | 00404 | | |
| 00105 | Construction machinery | | 00405 | Bookkeeping and accounting services | |
| 00106 | Doors and windows | | 00406 | Catering and refreshments | |
| 00107 | Electrical systems, lighting, components accessories and supplies | | 00407 | Cleaning services | |
| 00108 | Flooring materials (Carpets, tiles, etc) | | 00408 | Conferencing facilities and facilitation | |
| 00109 | Glass | | 00409 | Contract administration | |
| 00110 | Plumbing ware and materials | | 00410 | Courier services | |
| 00111 | Roofing materials | | 00411 | Education and training | |
| 00112 | Sanitation ware and equipment | | 00412 | Environmental impact studies | |
| | | | 00413 | Freight forwarding and clearing services | |
| | | | 00414 | General maintenance services | |
| | | | 00415 | General Wholesale | |
| | | | 00416 | Health care | |
| | | | 00417 | Horticulture | |
| | | | 00418 | Infrastructural maintenance | |
| 00200: | CONSTRUCTION SERVICES | | 00419 | Inspection services | |
| 00201 | Burglar proofing and systems | | 00420 | Insurance | |
| 00202 | Civil Engineering Structures | | 00421 | IT, broadcasting and telecommunication services | |
| 00203 | Concrete manufacture and works | | 00422 | Interior decorating, refurbishment and upholstery | |
| 00204 | Construction-related transport | | 00423 | Land valuation | |
| 00205 | Demolition services | | 00424 | Laundry and dry-cleaning services | |
| 00206 | Earthworks, drilling and landscaping | | 00425 | Locksmith services | |
| 00207 | Electrical installation | | 00426 | Mailing services | |
| 00208 | Fencing | | 00427 | Management services | |
| 00209 | General building work | | 00428 | Miscellaneous equipment and goods hiring | |
| 00210 | Glazing | | 00429 | Personnel Services | |
| 00211 | Mechanical contracts | | 00430 | Pest control and removal services | |
| 00212 | Metalwork | | 00431 | Photographic and graphic design services | |
| 00213 | Painting | | 00432 | Picture framing | |
| 00214 | Paving | | 00433 | Printing | |
| 00215 | Plumbing | | 00434 | Procurement services | |
| 00216 | Pre-cast concrete manufacture | | 00435 | Real estate services | |
| 00217 | Pump installation | | 00436 | Research services | |
| 00218 | Road works | | 00437 | Security and safety services | |
| 00219 | Sewerage systems and construction | | 00438 | Site cleaning | |
| 00220 | Water works and pipelines | | 00439 | Social Facilitating | |
| 00221 | Specialist Trade Contractors | | 00440 | Storage | |
| 00222 | Forestry Cleaning | | 00441 | Translation and interpreting services | |
| 00223 | CCTV Inspection | | 00442 | Transport services, general | |
| 00224 | Asphalt Paving | | 00443 | Travel services | |
| 00225 | Traffic Systems and Signage | | 00444 | Vehicle hire | |
| 00226 | Roadmarking Painting | | 00445 | Vending services | |
| | | | 00446 | Area Cleaning | |
| | | | 00447 | Traffic Signs | |
| | | | 00448 | Hairdressing | |
| | | | 00449 | HR Services | |
| 00300: | ELECTRICAL AND MECHANICAL EQUIPMENT, SERVICES AND SUPPLIES | | 00700: | PROFESSIONAL SERVICES | |
| 00301 | Bearing supplies | | 00701 | Accounting, auditing and management services | |
| 00302 | Bolts, nuts and fasteners | | 00702 | Architectural services | |
| 00303 | Electric cables | | 00703 | Consulting engineering: Electrical | |
| 00304 | Electrical component supplies | | 00704 | Consulting engineering: Environmental | |
| 00305 | Electrical equipment | | 00705 | Consulting engineering: Other | |
| 00306 | Electrical equipment repairs | | 00706 | Consulting engineering: Project management | |
| 00307 | Hardware supplies | | 00707 | Consulting engineering: Roads & Storm water | |
| 00308 | Lifting equipment | | 00708 | Consulting engineering: Sewerage systems | |
| 00309 | Mechanical seals and packing | | 00709 | Consulting engineering: Structures, Building, Bridges, etc | |
| 00310 | Pipe and irrigation supplies | | 00710 | Consulting engineering: Water systems | |

AND SUPPLY SPECIFIC ITEMS WITHIN THE MAIN CATEGORIES:

**KREDIET BEVEL INSTRUKSIE / CREDIT ORDER INSTRUCTION /
UMYALELO NGOTYALO MALI**

Dit is die Overstrand Munisipaliteit se beleid om alle krediteure deur middel van direkte bankoorplasinge te vereffen. Verskaf meegaande inligting en verkry asb. u bankiers se bevestiging.

It is the policy of the Overstrand Municipality to pay all creditors by means of direct bank transfers. Please complete this information and acquire your banker's confirmation.

Yinkqubo kaMasipala wesithili
saseOverstrand ukuhlawula abo
kufuneka bebahlawule ngokufaka
imali ebhankini. Nceda ke ngoko
uzalise olu xwebhu lungezantsi
ngeenkcukacha zakho ucele ibhanki
yakho ukuba yenze isiqinisekiso zezi
nkcukacha.

BESONDERHEDE VAN FIRMA/INSTANSIE:

DETAILS OF FIRM/INSTITUTION:

IINKCUKACHA ZEFEMU/IZIKO

[illegible][illegible]

**BESONDERHEDE VAN MY/ONS
BANKREKENING IS AS VOLG:**

DETAILS OF MY/OUR BANK ACCOUNT ARE
AS FOLLOWS:

linkcukacha zebhanki yam zimi ngolu hlobo

[illegible][illegible]

| | | | | | |
|--|--|--|--|--|--|
| | | | | | |
|--|--|--|--|--|--|

[illegible]

7

| | | | | | |
|-----|---|-----|---|-----|---|
| 1 = | Tjekrekening Cheque Account I-akhawunti yetshekhi | 2 = | Transmissierekening Transmission Account I-akhawunti yokugqithisela | 3 = | Spaarrekening Savings Account I-akhawunti yemali egciniweyo |
| 4 = | Verbandrekening Bond Account I-akhawunti vebhondi | 5 = | (Nie in gebruik) (Not in use) Avisetvenzisiwai | 6 = | Subskripsieaandeelrekening Subscription Share Account I-akhawunti vomrhumo wezabelo |

Ek/ons versoek en magtig hiermee die Overstrand Munisipaliteit om enige bedrae wat my/ons mag toeval, in my/ons bankrekening te krediteer.

Ek/ons verstaan dat 'n betalingsadvies deur die Overstrand Munisipaliteit in die normale wyse verskaf sal word wat die datum sal aantoon wanneer die fondse beskikbaar sal wees, asook besonderhede van die betaling.

Ek/ons onderneem verder om die Overstrand Munisipaliteit vroegtydig in kennis te stel van enige verandering in my/ons bankbesonderhede en erken dat hierdie magtiging slegs deur my/ons met dertig dae kennis gekanselleer kan word deur middel van voorafbetaalde geregistreerde pos.

I/we hereby request and authorise the Overstrand Municipality to pay any amounts that may accrue to me/us to the credit of my/our bank account.

I/we understand that a payment advice will be supplied by the Overstrand Municipality in the normal way that will indicate the date on which funds will be available in my/our bank account and details of payment.

I/we further undertake to inform the Overstrand Municipality in advance of any change in my/our bank details and accept that this authority may only be cancelled by me/us by giving thirty days notice by prepaid registered post.

Mna/Thina sicela/sigunyazisa uMasipala Wesithili saseOverstrand ukuba ahlawule yonke imali eziimfanelo zam/zethu kwi-akhawunti yebhanki vam/yethu.

Ndi/Siyaqonda ukuba isiqinisekiso semali ehlawulwe ngumasipala siza kufumaneka kwaye eso siqinisekiso siza kubonisa umhla ekuhlawulwe ngawo kunye nezinye iinkcukacha zentlawulo.

Ndi/Siya kumazisa umasipala xa iinkcukacha zebhanki yam zitshintshile kwaye ndiza kubanika isaziso seentsuku ezingama-30 ndisithumele ngeleta erejiistarishiwevo.

VOORLETTERS EN VAN:
INITIALS AND SURNAME:
OONOBUMBA BOKUQALA
BEGAMA KUNYE NEFANI

GEMAGTIGDE HANDTEKENING:
AUTHORISED SIGNATURE:
USAYINO OLUGUNYAZISIWEYO

DATUM:
DATE:
UMHLA

TELEFOONNOMMER:
TELEPHONE NUMBER:
INOMBOLO YEFOWUNI

VIR BANKGEBRUIK ALLEENLIK / FOR BANK USE ONLY
KUSETYENZISWA YIBHANKI KUPHELA

Ek/ons sertifiseer hiermee dat die besonderhede van ons kliënt se bankrekening soos aangedui op die krediet bevel instruksie korrek is:

I/we hereby certify that the details of our clients bank account as indicated on the credit order instruction is correct:

-Ndi/Siqinisekisa ukuba iinkcukacha zabaxhasi bethu ezibhalwe kwimiyalelo yokudiphozitha imali ilungile

GEMAGTIGDE HANDTEKENING / AUTHORISED SIGNATURE / -Usavino oluqunyazisiwevo

**AMPTELIKE DATUMSTEMPEL:
OFFICIAL DATE STAMP:
-ISITAMPU SOMHLA
ESISESIKWENI**

FOR FULL SUPPLIER ACCREDITATION ALL PARTS MUST BE COMPLETED AND SIGNED:

DOCUMENTS REQUIRED

| DOCUMENTS REQUIRED | Sole Proprietor | CC's and Private Companies | Partnerships | Public Company | Business Trust | Non Profit Organisations (NPO) | Where to get documents |
|---------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|---------------------------------------|---|---------------------------------------|
| COMPANY REGISTRATION CERTIFIED COPIES | N/A | Certificate of incorporation CK1/CK2 | Partnership agreement | Certificate of Incorporation CM3 | Trust agreement | Certificate of Incorporation Section 21 | Registrar of CC's & Companies |
| PROOF OF OWNERSHIP CERTIFIED COPIES | N/A | Shareholding CK1/CK2 | Partnership agreement | Shareholding CM3 | Trustees details: Letter of Authority | Auditor's letter no shareholding | Registrar of CC'S & Companies |
| DISTRICT MUNICIPALITY REGISTRATION | Yes | Yes | Yes | Yes | Yes | Yes | Eden District Municipality GEORGE |
| PROOF OF BANKING | Bank statement/ cancelled cheque | Bank statement/ cancelled cheque | Bank statement/ cancelled cheque | Bank statement/ cancelled cheque | Bank statement/ cancelled cheque | Bank statement/ cancelled cheque | Branch of bank at which Account is. |
| TAX CLEARANCE CERTIFICATE | For the Owner or the business | For the company / cc | For each individual shareholder | For the company | For the trust | For the NPO | SARS |
| P.A.Y.E | If staff are employed | If staff are employed | If staff are employed | If staff are employed | If staff are employed | If staff are employed | SARS |
| VAT REGISTRATION | Yes | Yes | Yes | Yes | Yes | Yes | SARS |
| U.I.F Certificate | YES | YES, if staff remuneration | YES, if staff remuneration | YES, if staff remuneration | YES, if staff remuneration | YES, if staff remuneration | Department of Labour |
| Workman's Compensation | YES, if staff remuneration | YES, if staff remuneration | YES, if staff remuneration | YES, if staff remuneration | YES, if staff remuneration | YES, if staff remuneration | Department of Labour |
| Security Officer' s Board | If applicable –for security industry | If applicable –for security industry | If applicable –for security industry | If applicable –for security industry | If applicable –for security industry | If applicable – For security industry | Security Service Regulatory Authority |
| Proof of Disability | If owner is disabled | If Shareholder is disable | If Shareholder is disabled | If Is Shareholder is disable | If Shareholder is disable | If Shareholder is disabled | |
| Proof of Identity CERTIFIED | Owner | Directors / Members | Partners | Directors | Trustees | Directors | |

| | |
|------------------------------|--|
| BUSINESS NAME: | |
| DATE RECEIVED: | |
| ACCEPTED: | |
| DATE CAPTURED: | |
| DATABASE REGISTRATION NUMBER | |