



**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 **ngokobulwelwe**. %
- 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 munisipaliteit? In / Uit  
 Is your business established within the area of jurisdiction of the 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 getuienisse 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 Voorkeurpunte 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><b>** "Histories Benadeelde Individu (HBI)" 'n Suid-Afrikaanse burger –</b>          (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><b>** "Historically Disadvantaged Individual (HDI)" means a South African citizen -</b>          (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><b>**Xa kuthethwa ngomntu owanyhashelwa amalungelo akhe kuthethwa ngommi waseMzantsi Afrika</b>          (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 Umgagqo siseko weRiphabliki yoMzantsi Afrika, 1993 (Umthetho ongunombolo 200 ka-1993) ("Umgagqo siseko wethutyana "); kunye / okanye          (2) ongmufazi; kunye/okanye          (3) okhubazekileyo;          Xa ubani efumene ilungelo lokuba ngummi waseMzantsi Afrika ngexesha okanye emva kokusetyenziswa komgaqo siseko wethutyana lowo akathatyathwa njengomntu onyhashelwe amalungelo akhe.</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:**

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2001  
PROMOTION OF SMALL BUSINESSES**

**National Small Business Act No. 102 of 1996 Classification**

1. Indicate your Economic Sector - Give full description in 1.4 on page 1		2. Indicate the size of your Business if the National Small Business Act applies to your enterprise.				
Sector or sub-sectors in accordance with the Standard Industrial Classification		Size of class	Total full-time equivalent of paid employees	Total annual turnover	Total gross asset value (fixed property excluded)	Indicate the category of your business
Please indicate your Sector "X"			Less than:	Less than:	Less than:	"X"
All Tiers of Government 00001 - 09999		Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
Agriculture 11001 - 14999		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	
Mining and Quarrying 21001 - 29999		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	
Manufacturing 30001 - 39999		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	
Electricity, Gas and Water 41001 - 42999		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	
Construction 50001 - 50999		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	
Wholesale Trade, Commercial Agents and Allied Services 58001 - 61999		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	
Retail and Motor Trade and Repair Services 62101 - 63500		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	
Catering, Accommodation and other Trade 64101 - 64299		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	
Transport, Storage and Communications 71001 - 75999		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	
Finance and Business Services 81001 - 88999		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	
Community, Social and Personal Services 91001 - 99999		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	✓
<b>100:</b>	<b>CONSTRUCTION EQUIPMENT AND SUPPLIES</b>		226	Road marking Painting	
101	Air conditioning and temperature control equipment		227	Renovations	
102	Building equipment and accessories (cement mixers, scaffolding, trowels, levels, etc)		228	Waterproofing	
103	Building materials (bricks, cement, sand, painting, plastic, stone, steel, tiles, etc)		229	Recycling and restoration	
104	Ceiling boards, skirting, etc		230	Concrete structural repairs	
105	Construction machinery		231	Re-decoration	
106	Doors and windows		232	Asbestos removal	
10601	Carpenter (cabinets, cupboards)		233	Landscaping	
107	Electrical systems, lighting, components accessories and supplies		234	Asphalt supplies	
10701	Electricity asset verification		235	Chemical dosing equipment	
10702	Electricity networks technical audits		236	Sewage pump sales, installation & servicing	
10703	Electrical meter audits		237	Water pump sales, installation & servicing	
10704	Electrical consumer data collection		238	Control panel sales, installation , servicing	
10705	Electrical network planning & design		239	Glass fibre reinforced polyester (GRP) Poles	
10706	House connection s (electrical)				
108	Flooring materials (Carpets, tiles, etc)		<b>300:</b>	<b>ELECTRICAL AND MECHANICAL EQUIPMENT, SERVICES AND SUPPLIES</b>	
109	Glass		301	Bearing supplies	
110	Plumbing ware and materials		302	Bolts, nuts and fasteners	
111	Roofing materials		303	Electric cables	
112	Sanitation ware and equipment		30301	S.W.A. Underground cables	
113	Portable toilet rental		30302	Surfix, twin and earth cables	
114	Pumping of sewerage		304	Electrical component supplies	
115	Cleaning of grease traps and separators		305	Electrical equipment	
116	Dewatering – Pump of liquid waste		306	Electrical equipment repairs	
117	Toilet Rental		307	Hardware supplies	
118	Toilet trailer rental		308	Lifting equipment	
119	Electrical meter reading		309	Mechanical seals and packing	
			310	Pipe and irrigation supplies	
<b>200:</b>	<b>CONSTRUCTION SERVICES</b>		311	Power generation and distribution machinery and accessories	
201	Burglar proofing and systems		312	Pump spares	
202	Civil Engineering Structures		313	Small tools	
20201	Construction monitoring		314	Transformer services	
203	Concrete manufacture and works		31401	HV circuit breaker installation, maintenance, testing	
204	Construction-related transport		31402	HV protection relay installation, maintenance, testing	
205	Demolition services		31403	HV Transformer & tap charger testing	
206	Earthworks, drilling and landscaping		31404	Earth resistance & resistivity survey testing	
207	Electrical installation		31405	Bulk electricity meter installation & testing	
208	Fencing		31406	Battery trip unit installation, maintenance, testing	
209	General building work		31407	Substation control cable installation & testing	
210	Glazing		31408	Substation HV cable testing	
211	Mechanical contracts		315	Valves, couplings	
212	Metalwork		316	mPVC, polyethylene	
213	Painting		317	Manufacture transformers	
214	Paving		318	Service of transformers	
215	Plumbing		319	Refurbishment of sub stations	
216	Pre-cast concrete manufacture		320	Electrical installations	
217	Pump installation		321	Welding Equipment	
218	Road works		322	Shipping and industrial electrical suppliers	
219	Sewerage systems and construction		323	Piping and valves installation, sales & servicing	
220	Water works and pipelines				
221	Specialist Trade Contractors				
222	Forestry Cleaning				
223	CCTV Inspection				
224	Asphalt Paving				
225	Traffic Systems and Signage				
22501	Computerised road signs GIS inventory				

CODE	COMMODITY	✓	CODE	COMMODITY	✓
<b>400:</b>	<b>GENERAL SERVICES</b>		<b>500:</b>	<b>OFFICE AND FACILITIES EQUIPMENT AND SUPPLIES</b>	
401	Accommodation and lodging		501	Computer equipment, networks and software	
402	Advertising, communication, design, editorial, publication and marketing services		502	Consumables	
403	Auctioneering services		503	Corporate gifts	
40301	Vehicle, house, property, game, furniture auction		504	Domestic, industrial and cleaning equipment and supplies	
405	Bookkeeping and accounting services		505	Electronic equipment, including audio-visual equipment	
406	Catering and refreshments		506	Fire protection equipment	
407	Cleaning services		507	Flowers and plants	
408	Conferencing facilities and facilitation		508	Food and refreshments	
409	Contract administration		509	Households furniture and equipment	
410	Courier services		510	Office furniture and equipments0	
411	Education and training		512	Printing, copying and photographic equipment and supplies	
41101	Training in building environment				
412	Environmental impact studies		<b>600:</b>	<b>MISCELLANEOUS GOODS AND SUPPLIES</b>	
413	Freight forwarding and clearing services		601	Environmental cleansing equipment, goods and supplies	
414	General maintenance services		602	Fire protection equipment, goods and supplies	
415	Health care		603	Garden tools	
417	Horticulture		604	Gas	
418	Infrastructural maintenance		605	Material and warehousing machinery, equipment and goods	
419	Inspection services		606	Measuring, testing and observation equipment	
420	Insurance		607	Pharmaceutical	
421	IT, broadcasting and telecommunication services		608	Protective clothing and uniforms	
42101	Cellular phones		60801	Bullet proof vests, riot equipment	
42102	Prepaid cellphone vouchers		609	Security equipment, goods and services	
42103	Cellphone chargers		610	Sports and recreational equipment and goods	
42104	Cellphone pouches		611	Laboratory chemicals	
422	Interior decorating, refurbishment and upholstery		61101	Chemical dosing and equipment supplies	
423	Land valuation		612	Specialised imported chemicals	
424	Laundry and dry-cleaning services		613	Pharmacy	
425	Locksmith services		614	Swim and Watersport Training	
426	Mailing services		615	Plastic refuse containers	
427	Management services				
428	Miscellaneous equipment and goods hiring		<b>700:</b>	<b>PROFESSIONAL SERVICES</b>	
429	Personnel Services		701	Accounting, auditing and management services	
430	Pest control and removal services		702	Architectural services	
431	Photographic and graphic design services		703	Consulting engineering: Electrical	
432	Picture framing		704	Consulting engineering: Environmental	
433	Printing		705	Consulting engineering: Other	
434	Procurement services		706	Consulting engineering: Project management	
435	Real estate services		707	Consulting engineering: Roads & Storm water	
436	Research services		708	Consulting engineering: Sewerage systems	
437	Security and safety services		709	Consulting engineering: Structures, Building, Bridges, etc	
438	Site cleaning		710	Consulting engineering: Water systems	
439	Social Facilitating		711	Consulting engineering: Geo-technical	
440	Storage		712	Consulting engineering: Solid waste	
4401	Furniture removals		713	Engineering services	
4402	Relocation service		714	Financial services	
441	Translation and interpreting services		715	Land surveying	
442	Transport services, general		716	Legal services – contracts	
443	Travel services		717	Legal services – conveyancing	
444	Vehicle hire		718	Legal services – litigation	
445	Vending services		719	Legal services – other	
44501	Traffic controllers		720	Consulting engineering: Mechanical	
44502	Prepaid vending systems		721	Medical services	
44503	Road safety management solutions		722	Project management	
446	Area Cleaning		723	Quantity surveying	
447	Traffic signs		724	Town and regional planning	
448	Hairdressing		72401	Development & new establishments	
449	HR Services		72402	Strategic planning	
450	Dress-and pattern making		725	Tax Consulting Services	
451	Plot clearing		726	Aerial Survey & Digital Mapping	
			727	Occupational Health & Safety	

[illegible]



ADD ANY COMMODITIES / SERVICES NOT LISTED  
AND SUPPLY SPECIFIC ITEMS WITHIN THE MAIN CATEGORIES:

[illegible]

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  
ngeenkukacha zakho ucele ibhanki  
yakho ukuba yenze isiqinisekiso zezi  
nkukacha.

BESONDERHEDE VAN FIRMA/INSTANSIE:

Naam / Name / Igama

Adres / Address / Idilesi

## DETAILS OF FIRM/INSTITUTION:

## IINKCUKACHA ZEFEMU/IZIKO

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

DETAILS OF MY/OUR BANK ACCOUNT ARE  
AS FOLLOWS:

linkcukacha zebhanki vam zimi ngolu hlobo

NAAM VAN BANK / NAME OF BANK / IGAMA LEBHANKI

NAAM VAN TAK / NAME OF BRANCH / IGAMA LESEBE LEBHANKI

TAKKODE / BRANCH CODE / IKHOWUDI YESEBE

REKENINGNOMMER / ACCOUNT NUMBER / INOMBOLO  
YE AKHAWUNTI

TIPE REKENING / TYPE OF ACCOUNT / UHLOBO LWE AKHAWUNTI

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) Avisetvenziswaj	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 vebhanki 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 yokudiphazitha imali ilungile

GEMAGTIGDE HANDTEKENING / AUTHORISED SIGNATURE / -Usayino olugunyazisiweyo

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
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	