



VAT/BTW REG. NO: 4140106396

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OM-C1
Verklaring/Declaration/Inkcazo

HERMANUS

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20 7200
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Kantore
Offices
Iofisi

HANGKLIP-KLEINMOND

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STANFORD

Queen Victoriastraat 15 Queen Victoria Street
84 7210
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GANSBAAI

Hoofstraat Main Road
26 7220
Tel. 028 384 0111 Faks/Fax. 028 384 0241

KREDITEURE:

Registrasie op databasis ingevolge:

- 1. Wet op die Raamwerk vir Voorkeurverkrigingsbeleid, 2000 (Wet No. 5 van 2000) (Goewermentskennisgewing No.97 van 03 Februarie 2000 - Staatskoerant No. 20854)
2. Voorkeurverkrigingsregulasies (No. R.725 van 10 Augustus 2001) uitgevaardig ingevolge bogemelde Wet (Staatskoerant No. 22549)
3. Wet Op Plaaslike Regering: Munisipale Finansiële Bestuur No. 56 Van 2003

CREDITORS:

Registration on data base in terms of:

- 1. Preferential Procurement Policy Framework Act No. 5 Of 2000 (Government Notice No.97 van 03 February 2000 - Government Gazette No. 20854)
2. Preferential Procurement Regulations (No. R.725 of 10 August 2001) promulgated in terms of abovementioned Act (Government Gazette No. 22549)
3. Local Government: Municipal Finance Management Act No. 56 Of 2003

Abantu eninamatyala kubo

Ubhaliso kwindawo ekugcinwa kuyo indawo ezaziwa ngento ngokuphathelele..

- 1. Ubume benkqubo ekhethekileyo yokufumana Umthetho ongunombolo 5 ka-2000 (Isaziso sikaRhulumente esingunombolo 97 we-3 kaFebruwari 2000- Iphepha-ndaba lombuso likaRhulumente unombolo 20854)
2. Imithetho yenkqubo ekhethekileyo yokufumana (Nombolo R725 ka-Agasti 2001) umthetho owaziswe ngokubhekiselele ngumthetho ongasentia (Iphepha-ndaba lombuso likaRhulumente elingunombolo 22549)
3. Umasipala wengingqi: Umthetho wokulawula ezemali kamasipala ongunombolo 56 ka -2003

1.1 Handelsnaam van onderneming - Trade name of enterprise - Igama lokushishina Ioshishino

Grid for trade name of enterprise

1.2 Posadres - Postal address - Idilesi yeposi

Grid for postal address

1.3 Plaasnaam / Besigheid straat adres - Name of Farm / Business street address - Igama lefama / idilesi yesitrato soshishino

Grid for farm/business street address

1.4 Aard van bedrywigheid wat beoefen word - Nature of activities conducted - Uhlobo lwemisebenzi eyenziwayo necandelo

PLEASE ATTACH A LIST OF SERVICES / COMMODITIES THAT YOU CAN SUPPLY

1.5 Tipe onderneming (Merk met X) - Type of enterprise (Mark with X) - Uhlobo loshishino (Phawula ngo-X)

Form for type of enterprise with options 01-05

1.6 CIBD nommer / CIBD number / inombolo ye-CIBD (Construction Industry Development Board)

1.7 BTW nommer / VAT number / inombolo ye-VAT

1.8 Inkomstebelastingverwysingsnommer van persoon / onderneming in 1.1 genoem
Income Tax reference number of person / enterprise mentioned in 1.1
Inombolo yesalathiso serhafu yengeniso yomntu / yoshishino olubalulwa ku-1.1

1.9 Indien u nie vir enige van bogenoemde geregistreer is nie, meld redes: / If you are not registered for any of the above, furnish reasons: /
Xa ungazibhaleli nayiphi na into engaphezulu, nika izezathu:

2.1 Besonderhede van verantwoordelike persoon of eienaar / Particulars of responsible person or owner / Iinkcukacha zomntu othatha uxanduva okanye zomnini

2.1.1 Van / Surname / Ifani

2.1.2 Voornaam / First name / Amagama

2.1.3 Hoedanigheid / Designation / Ubume emsebenzini

2.2 Besonderhede van skakelbeampte / Particulars of liason officer / Iinkcukacha zomntu womanyano (Umntu onika iimbuyiselo)

2.2.1 Voorletters en van / Initials and surname / Oonobumba bokuqala bamagama nefani

2.2.2 Hoedanigheid / Designation / Ubume bomsebenzi

2.2.3 Selfoon / Cell phone / Iselfoni

2.2.4 Telefoonnommer / Telephone number / inombolo yefoni

2.2.5 Faksnommer / Fax number / Inombolo yeFeksi

2.2.6 e-pos adres / e-mail address / I-imeyile

2.2.5 Meld taalvoorkeur / Indicate language preference: Afrikaans English

Ek verklaar dat die inligting wat hierin verstrek is, waar en juis is. / I declare that the information herein furnished, is true and correct. / Ndirixela ukuba ulwazi olunikiweyo apha luyinyaniso kwaye lulungile.

Handtekening van persoon verantwoordelik vir hierdie verklaring / Signature of person responsible for this declaration / Usayino lomntu othathela uxanduva le ngxelo.

Signature lines for Name, Designation, and Date

**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 aandeelhouding 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 aandeelhouding 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 aandeelhouding 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 aandeelhouding 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 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><b>** "Histories Benadeelde Individu (HBI)" 'n Suid-Afrikaanse burger –</b><br/>(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<br/>(2) wat 'n vrou is; en/of<br/>(3) wat gestremd is;<br/>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><br/>(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<br/>(2) who is a female ; and / or<br/>(3) who has a disability ;<br/>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><br/>(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<br/>(2) ongunmfaazi;kunye/okanye<br/>(3) okhuzekileyo;<br/>Xa ubani efumene ilungelo lokuba ngummi waseMzantsi Afrika ngexesha okanye emva kokusetyenziswa komgaqo siseko wethutyana lowo akathatyathwa njengomntu onyhashelwa amalungelo ache.</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.  
.....

|   |                   |               |
|---|-------------------|---------------|
| <b>CERTIFICATION</b>  |                   |               |
| 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. |                   |               |
| .....<br>Signature  | .....<br>Position | .....<br>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, 1999 (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.

|   |
|---|
| <b>Commissioner of Oaths</b>  |
| Signed and sworn to before me at<br>.....   |
| 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:-----<br>Position: .....  |
| Address:-----   |
| Tel: .....  |
| <b>Apply official stamp of authority on this page:</b>  |

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 -<br>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<br>00001 - 09999  |  | Not applicable   | Not applicable                               | Not applicable        | Not applicable                                    | Not applicable                         |
| Agriculture<br>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<br>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<br>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<br>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<br>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<br>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<br>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<br>64101 - 64299                        |  | Medium   | 200  | R13 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<br>71001 - 75999                          |  | Medium   | 200  | R26 m                 | R 6 m   |  |
|   |  | Small  | 50   | R13 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<br>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<br>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 equipments <sup>0</sup>               |   |
| 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                               |   |







## 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        | 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                   | SARS                                  |
| VAT REGISTRATION                      | Yes                                  | Yes                                  | Yes                                  | Yes                                  | Yes                                   | Yes                                     | SARS                                  |
| U.I.F Certificate                     | YES                                  | 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   | 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                               |                                       |