

| | | |
|---------------------|--|----------------------|
| Naam / Name / Igama | Hoedanigheid / Designation / Ubume emsebenzini | Datum / Date / Umhla |
|---------------------|--|----------------------|

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

- | | |
|---|--|
| <p>**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.</p> | <div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div> <p>%</p> |
| <p>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.</p> | <div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div> <p>%</p> |
| <p>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.</p> | <div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div> <p>%</p> |
| <p>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)</p> | <div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div> <p>%</p> |
| <p>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</p> | <p><input type="checkbox"/> In/Ngaphakathi <input type="checkbox"/> Uit/Out/Ngaphandle</p> |
| <p>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</p> | <p><input type="checkbox"/> Ja/Yes/Ewe <input type="checkbox"/> Nee/No/Hayi</p> |

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 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 kokwaziswa 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) ongmfazi; kunye/okanye (3) okhubazekileyo; Xa ubani efumene ilungelo lokuba ngummi waseMzantsi Afrika ngexesha okanye emva kokusetyenziswa komgaqo siseko wethutyana lowo akathatyathwa njengomntu onyashelwe</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. **In order to give effect to the above, the following questionnaire must be completed and signed before a Commissioner of Oaths.**
- 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, 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.

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

| 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 | 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 | |
| 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 | |
| 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 | |

| CODE | COMMODITY | ✓ | CODE | COMMODITY | ✓ |
|--|--|---|--|--|---|
| 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 | |
| 00311 | Power generation and distribution machinery and accessories | | 00711 | Consulting engineering: Geo-technical | |
| 00312 | Pump spares | | 00712 | Consulting engineering: Solid waste | |
| 00313 | Small tools | | 00713 | Engineering services | |
| 00314 | Transformer services | | 00714 | Financial services | |
| 00315 | Valves, couplings | | 00715 | Land surveying | |
| 00316 | Water meter, pipes, fittings, galvanised PVC, uPVC, mPVC, polyethylene, etcetera | | 00716 | Legal services – contracts | |
| 00500: OFFICE AND FACILITIES EQUIPMENT AND SUPPLIES | | | 00717 | Legal services – conveyancing | |
| 00501 | Computer equipment, networks and software | | 00718 | Legal services – litigation | |
| 00502 | Consumables | | 00719 | Legal services – other | |
| 00503 | Corporate gifts | | 00720 | Consulting engineering: Mechanical | |
| 00504 | Domestic, industrial and cleaning equipment and supplies | | 00721 | Medical services | |
| 00505 | Electronic equipment, including audio-visual equipment | | 00722 | Project management | |
| 00506 | Fire protection equipment | | 00723 | Quantity surveying | |
| 00507 | Flowers and plants | | 00724 | Town and regional planning | |
| | | | 00725 | Tax Consulting Services | |
| | | | 00726 | Aerial Survey & Digital Mapping | |
| | | | 00727 | Occupational Health & Safety | |
| | | | | | |
| 00508 | Food and refreshments | | 00800: VEHICLE SUPPLY AND TRANSPORTATION SERVICES | | |
| 00509 | Households furniture and equipment | | 00801 | Alarm and tracking systems | |
| 00510 | Office furniture and equipments0 | | 00802 | Batteries | |
| 00511 | Office supplies and stationery | | 00803 | Engine overhauls | |
| 00512 | Printing, copying and photographic equipment and supplies | | 00804 | Fuel, oils and lubrications | |
| | | | 00805 | Hydraulics | |
| 00600: MISCELLANEOUS GOODS AND SUPPLIES | | | 00806 | Panel beating | |
| 00601 | Environmental cleansing equipment, goods and supplies | | 00807 | Radiator repairs | |
| 00602 | Fire protection equipment, goods and supplies | | 00808 | Radio & Electronic equipment | |
| 00603 | Garden tools | | 00809 | Spares and parts | |
| 00604 | Gas | | 00810 | Towing services | |
| 00605 | Material and warehousing machinery, equipment and goods | | 00811 | Transmissions | |
| 00606 | Measuring, testing and observation equipment | | 00812 | Tyres and tubes | |
| 00607 | Pharmaceutical | | 00813 | Upholstery | |
| 00608 | Protective clothing and uniforms | | 00814 | Vehicle fleet management | |
| 00609 | Security equipment, goods and services | | 00815 | Vehicle supply | |
| 00610 | Sports and recreational equipment and goods | | 00816 | Windscreens | |
| 00611 | Laboratory chemicals | | 00817 | Auto electrical repairs | |
| 00612 | Specialised imported chemicals | | 00818 | Proshaft Repairs and Balancing | |
| 00613 | Pharmacy | | 00819 | Rental of Crane Trucks and Forklifts | |
| 00614 | Swim and Watersport Training | | 00820 | Rigging | |
| | | | | | |

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

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 |
| 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 | |