



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

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

**Getuie/As Witness/--Njengengqina**

Handtekening / Signature / Osayinileyo

1. ....
2. ....

**LW! / NB! / -QAPHELA!**

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

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

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

<p><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 owanyashelwa 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 Umgqo siseko weRiphabliki yoMzantsi Afrika, 1993 (Umthetho ongunombolo 200 ka-1993) ("Umgqo siseko wethutyana"); kunye / okanye (2) ongumfazi; kunye/okanye (3) okhubazekileyo; Xa ubani efumene ilungelo lokuba ngummi waseMzantsi Afrika ngexesha okanye emva kokusetyenziswa komgaqo siseko wethutyana lowo akathatyathwa njengomntu onyashelwa amalungelo ake.</p>

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

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

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

## DECLARATION BY SUPPLIER

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

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

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

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

#### CERTIFICATION

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

.....  
Signature

.....  
Position

.....  
Date

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

- (a) a member of –
  - (i) any municipal council;
  - (ii) any provincial legislature; or
  - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 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:**

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

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

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

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

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

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

CODE	COMMODITY	✓	CODE	COMMODITY	✓
<b>00100:</b>	<b>CONSTRUCTION EQUIPMENT AND SUPPLIES</b>		<b>00400:</b>	<b>GENERAL SERVICES</b>	
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	
<b>00200:</b>	<b>CONSTRUCTION SERVICES</b>		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	
<b>00300:</b>	<b>ELECTRICAL AND MECHANICAL EQUIPMENT, SERVICES AND SUPPLIES</b>		<b>00700:</b>	<b>PROFESSIONAL SERVICES</b>	
00301	Bearing supplies		00701	Accounting, auditing and management services	
00302	Bolts, nuts and fasteners		00702	Architectural services	
00303	Electric cables		00703	Consulting engineering: Electrical	
00304	Electrical component supplies		00704	Consulting engineering: Environmental	
00305	Electrical equipment		00705	Consulting engineering: Other	
00306	Electrical equipment repairs		00706	Consulting engineering: Project management	
00307	Hardware supplies		00707	Consulting engineering: Roads & Storm water	
00308	Lifting equipment		00708	Consulting engineering: Sewerage systems	
00309	Mechanical seals and packing		00709	Consulting engineering: Structures, Building, Bridges, etc	
00310	Pipe and irrigation supplies		00710	Consulting engineering: Water systems	



AND SUPPLY SPECIFIC ITEMS WITHIN THE MAIN CATEGORIES:



KREDIET BEVEL INSTRUKSIE / CREDIT ORDER INSTRUCTION /  
UMYALELO NGOTYALO MALI

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

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

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

**BESONDERHEDE VAN FIRMA/INSTANSIE:**

**DETAILS OF FIRM/INSTITUTION:**

## IINKCUKACHA ZEFEMU/IZIKO

Naam / Name / Igama

[illegible]

Adres / Address / Idilesi

[illegible]

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

DETAILS OF MY/OUR BANK ACCOUNT ARE  
AS FOLLOWS:

linkcukacha zebhanki yam zimi ngolu hlobo

NAAM VAN BANK / NAME OF BANK / IGAMA LEBHANKI

[illegible]

NAAM VAN TAK / NAME OF BRANCH / IGAMA | ESEBE | EBHANKI

[illegible]

TAKKODE / BRANCH CODE / IKHOWUDI YESEBE

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REKENINGNOMMER / ACCOUNT NUMBER / INOMBOLO  
YE AKHAWUNTI[illegible]

TIPE REKENING / TYPE OF ACCOUNT / UHLOBO LWE AKHAWUNTI

7

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

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

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

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

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

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

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

Mna/Thina sicela/sigunyazisa uMasipala  
Wesithili saseOverstrand ukuba ahlawule  
yonke imali eziimfanelo zam/zethu kwi-  
akhawunti 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 yokudiphozitha imali ilungile

GEMAGTIGDE HANDTEKENING / AUTHORISED SIGNATURE / -Usavino oluqunyazisiwevo

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

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

## DOCUMENTS REQUIRED

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

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