

DATABASE REGISTRATION FORM

VAT/BTW REG. NO: 4140106396

www.overstrand.gov.za

OM-C1

HERMANUS Magnoliastraat 1 Magnolia Street <input checked="" type="checkbox"/> 20 7200 Tel. 028 313 8152 Faks/Fax. 028 313 8182	HANGKLIP-KLEINMOND 5de Laan 39 5th Avenue Privaatsak X3 Private Bag 7195 Tel. 028 271 8100 Faks/Fax. 028 271 4100	 <small>Municipaliteit Oos-Mosselbaai • Municipality</small>	STANFORD Queen Victoriastraat 15 Queen Victoria Street <input checked="" type="checkbox"/> 84 7210 Tel. 028 341 0640 Faks/Fax. 028 341 0445	GANS-BAAI Hoofstraat Main Road <input checked="" type="checkbox"/> 26 7220 Tel. 028 384 0111 Faks/Fax. 028 384 0241
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KREDITEURE: Registrasie op databasis ingevolge:	1. Wet op die Raamwerk vir Voorkeurverkrygingsbeleid, 2000 (Wet No. 5 van 2000) (Goewermentskennisgewing No.97 van 03 Februarie 2000 – Staatskoerant No.20854) 2. Voorkeurverkrygingsregulasies (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 iindawo ezaziwa ngento ngokuphathelele..	1. Ubume benkubo ekhethekileyo yokufumana Umthetho ongunombolo 5 ka-2000 (Isaziso sikaRhulumente esingunombolo 97 we-3 kaFebruari 2000- Iphepha-ndaba lombuso likaRhulumente unombolo 20854) 2. Imlithetho yenkubo ekhethekileyo yokufumana (Nombolo R725 ka-Agasti 2001) umthetho owaziswe ngokubhekiselele ngumthetho ongasentla (Iphepha-ndaba lombuso likaRhulumente elingunombolo 22549) 3. Umasipala wengingqi: Umthetho wokulawula ezemali kamasipala ongunombolo 56 ka -2003

Handelsnaam van onderneming Trade name of enterprise Igama lokushishina loshishino	
Posadres / Postal address Idilesi yeposi	
Plaasnaam/Besigheid straat adres / Name of Farm/Business street address / Igama lefama/idilesi yesitrato soshishino	
Aard van bedrywigheid wat beoefen word / Nature of activities conducted / Uhlobo lwemisebenzi eyenziwayo necandelo	

Tipe onderneming (Merk met X) / Type of enterprise (Mark with X) / 1 Uhlobo loshishino (Phawula ngo-X)	Eenmansaak / Sole Proprietor/ Ushishino lomntu omnye	2	Venootskap/ Partnership/ Utshelwano	3	Openbare Sektor / Public Sector / Icandilo lomntu wonke	4	Maatskappy/Beslote Korporasie / Company /Close Corporation / Inkampani/mbumba eval-ekileyo	5	Ander: Klub, Trust, ens. / Other: Club, Trust, etc. / Ezinye: umbutho, itrasti, njil-njili
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CIDB nommer / CIDB number / inombolo ye-CIDB (Construction Industry Development Board)	
BTW nommer / VAT number/ inombolo ye-VAT	
Inkomstebelastingverwysingsnommer van persoon/onderneming in 1. / Income Tax reference number of person/enterprise in 1. / Inombolo yesalathiso serhafu yengeniso yomntu/yoshishino olubalulwa ku-1.	
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 ungazibaleli nayiphi na into engapezulu, nika izizathu:	

Besonderhede van verantwoordelike persoon of eienaar / Particulars of responsible person or owner / liinkukacha zomntu othatha uxanduva okanye zomnini									
Van / Surname / Ifani									
Voornaam / First name / Amagama									
Hoedanigheid / Designation / Ubume emsebenzini									

Besonderhede van skakelbeampte / Particulars of liaison officer / linkukacha zomntu womanyano (Umntu onika iimbuyiselo)									
Voorletters en van / Initials and surname / Oonobumba bokujala bamagama nefani									
Hoedanigheid/Designation/Ubume omsebenzini									
Selfoon / Cell phone / Iselfoni									
Telefoon nr./Telephone no. /inombolo yefoni									
Faksnr. / Fax no. / Inombolo yeFeksi									
e-pos adres / e-mail address / I-imeyile									
Meld taalvoortrek / Indicate language preference	Afrikaans				English				

Ek verklaar dat die inligting wat hierin verstrekk word, waar en juis is. / I declare that the information herein furnished, is true and correct. / Ndxela ukuba ulwazi olunkiweyo apha luyinyaniso kwaye lulungile.									
Handtekening van persoon verantwoordelik vir hierdie verklaring / Signature of person responsible for this declaration / Usayino lomntu othathela uxanduva le ngxelo.									

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

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

VRAEYLES VIR VOORKEURVERKRYGINGSBELEID / QUESTIONNAIRE FOR PREFERENTIAL PROCUREMENT POLICY / IPHEPHA LEMIBUZO YENQUBO EKHETEKILEYO YOKUFUMANA

**1	Persentasie aandeelhouding van persone (HBI) in die besigheid wat histories benadeel is as gevolg van onregverdig 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 yoband-lululo ngokobuhlanga .	%
2	Persentasie aandeelhouding van persone (HBI) in die besigheid wat histories benadeel is as gevolg van onregverdig 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 yoband-lululo ngokwesini .	%
3	Persentasie aandeelhouding van persone (HBI) in die besigheid wat histories benadeel is as gevolg van onregverdig diskriminasie gebaseerd op gestremheid . / 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 yoband-lululo ngokbulwelwe .	%
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 Ilutsha (18 – 35 Yeminyaka)	%
5	Is u besigheid geleë binne die jurisdiksie van die munisipaliteit ? Is your business established within the area of jurisdiction of the Municipality? Ingaba ishishini lakho limi kwindingqi elawulwa nguMasipala wesithili?	In/Ngaphakathi Uit/Out/Ngaphandle
6	Maak u gebruik van plaaslike arbeid (werkskepping)? / Do you make use of local labour (job creation)? / Uywasebenzia amathuba avelayo odalo lomsebenzi (ukudala umsebenzi)?	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 zilungle kwaye zisayinwe ndim/sithi kanye namangqina

Handtekening / Signature / Osayinileyo

Getuie / As Witness / --Njengengqina

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 akhetekileyo, KUFUNEKA ukuba isicelo sakho sihambe kanye nekopi yencwadi yesazisi sakho (ID) eqinisekisiweyo

**** "Histories Benadeelde Individu (HBI)" 'n Suid-Afrikaanse burger –**

- (1) wat weens die apartheid beleid 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 inwerkintreding van die tussentydse Grondwet, geag word nie 'n HBI te wees nie;

**** "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.

****Xa kuthethwa ngomntu owanyhashelwa amalungelo 3ill kuthethwa ngommi waseMzantsi Afrika**

- (1) owathi ngenxa yenqubo yocalucalulo ekwakusakulawulwa ngayo akabi nalo ilunglelo lokuvota phambi kokwazisa komgaqo siseko weRiphabliko yoMzantsi Afrika,1983 (Umthetho ongunombolo 110 ka-1983) okanye Umgaoqo siseko weRiphabliko yoMzantsi Afrika,1993 (Umthetho ongunombolo 200 ka-1993) ("Umgaoqo siseko wethutyanu "); kanye / okanye

- (2) ongumfazi;kanye/okanye

- (3) okhubazelekileyo;

Xa ubani efumene ilunglelo lokuba ngummi waseMzantsi Afrika ngexesha okanye emva kokusetyenziswa komgaqo siseko wethutyanu lowo akathathyathwa njengomntu onyhashelwe amalungeloache.

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)	willfully 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).			

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 <i>in the service of the state?</i> *	YES	NO	
3.3.1	If so, furnish particulars.			
3.4	Have you been <i>in the service of the state</i> 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 <i>in the service of the state</i> 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 <i>in the service of the state</i> 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 <i>in the service of the state?</i>	YES	NO	
3.7.1	If so, furnish particulars.			
3.8	Is any spouse, child or parent of your company's directors, managers, principle shareholders or stakeholders <i>in the service of the state?</i>	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
- (f) an employee of Parliament or a provincial legislature.

COMMISSIONER OF OATHS	Apply official stamp of authority on this page:
Signed and sworn to before me at _____, on this _____ 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: _____	

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.																																																																																																																																																																																																																																																																	
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NATURE OF OPERATIONS, PRODUCTS OR SERVICES

Please indicate the Primary and/or Secondary function applicable to your business by ticking the appropriate box ✓ (i.e by the nature of operations, products or services):

PRIMARY FUNCTION	SECONDARY FUNCTION	
PRODUCT	PRODUCT	
SERVICES	SERVICES	
LABOUR	LABOUR	
EQUIPMENT	EQUIPMENT	

KREDIETBEVEL INSTRUKSIE / CREDIT ORDER INSTRUCTION / UMYALELO NGOTYALO MALI

Dit is die Overstrand Munisipaliteit se beleid om alle krediteure deur middel van direkte bankoorplasings te vereffen. Verskaf meegaande inligting en verky 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 lungenzanti ngeenkukacha zakho ucele ibhanki yakho ukuba yenze isiqinisekiso sezi nkukacha.
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BESONDERHEDE VAN FIRMA/INSTANSIE / DETAILS OF FIRM/INSTITUTION / IINKUKACHA ZEFEMU/IZIKO:

Naam / Name / Igama													
Adres / Address / Idilesi													

BESONDERHEDE VAN MY/ONS BANKREKENING IS AS VOLG / DETAILS OF MY/OUR BANK ACCOUNT ARE AS FOLLOWS / IINKUKACHA ZEBHANKI YAM ZIMI NGOLU HLOBO:

NAAM VAN BANK / NAME OF BANK / IGAMA LEBHANKI													
NAAM VAN TAK / NAME OF BRANCH / IGAMA LESEBE LEBHANKI													
REKENING NR / ACCOUNT NO / INOMBOLO YE_AKHAWUNTI													
TAKKODE / BRANCH CODE / IKHOWUDI YESEBE													
TIPE REKENING / TYPE OF ACCOUNT / UHLOBO LWE_AKHAWUNTI													

1 = Tjekrekening Cheque Account I-akhawunti yetshekhi	2 = Transmissierekening Transmission Account I-akhawunti vokugithisela	3 = Spaarrekening Savings Account I-akhawunti vemali eaciniwevo
4 = Verbandrekening Bond Account I-akhawunti yebhondi	5 = (Nie in gebruik) (Not in use) Avisetvenziswai	6 = Subskripsieaandeelrekening Subscription Share Account I-akhawunti yomrhumo 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 eziumfanelo zam/zethu kwia-akhawunti yebhanki yam/yethu. Ndi/Siyaqonda ukuba isiqinisekiso semali ehlawulwe ngumasipala siza kufumaneka kwaye eso siqinisekiso siza kubonisa umhla ekuhlawulwe ngawo kunye nezinye iinkukacha zentlawulo. Ndi/Siya kumazisa umasipala xa iinkukacha zebhanki yam zitshintshile kwaye ndiza kubanika isaziso seentsuku ezingama-30 ndisithumele ngeleta erejistarishiweyo.
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GEMAGTIGDE HANDTEKENING / AUTHORISED SIGNATURE / USAYINO OLUGUNYAZISIWEYO			
VOORLETTERS EN VAN / INITIALS AND SURNAME / OONOBUMBA BOKUQALA BEGAMA KUNYE NEFANI			
TELEFOONNOMMER / TELEPHONE NUMBER / INOMBOLO YEFOWUNI		DATUM / DATE/ UMHLA	

VIR BANKGEBRUIK ALLEENLIK / FOR BANK USE ONLY / KUSETYENZISWA YIBHANKI KUPHELA	
Ek/ons sertifieer 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 iinkukacha zabaxhasi bethu ezibhal-we kwimiyalelo yokudipozitha imali ilungile	AMPTELIKE DATUMSTEMPEL / OFFICIAL DATE STAMP / -ISITAMPU SOMHLA ESISESIKWENI:
GEMAGTIGDE HANDTEKENING / AUTHORISED SIGNATURE / -Usayino olugunyazisiweyo	

DOCUMENTS REQUIRED

DOCUMENTS REQUIRED	SOLE PROPRIETOR	CC'S AND PRIVATE COMPANIES	PARTNER-SHIPS	PUBLIC COMPANY	BUSINESS TRUST	(NPO)ORGANIZATIONS NON PROFIT	DOCUMENTS GET WHERE TO
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 Shareholder is disable	If Shareholder is disable	If Shareholder is disabled	
Proof of Identity CERTIFIED	Owner	Directors / Members	Partners	Directors	Trustees	Directors	

FOR OFFICE USE ONLY:

BUSINESS NAME		
DATE RECEIVED		DATE CAPTURED
ACCEPTED		

**DATABASE REGISTRATION
NUMBER**