

**Dear Supplier** 

The CSIR values its supplier relationships and wishes to ensure that information about your company/organisation is accurately reflected on our system. In the interest of good corporate governance and the opportunity to do business with you in future, we kindly request that you complete the attached form and provide us with the requested documents. This will enable the timeous issuing of orders and payment.

## Information and instructions

Please complete all details on the supplier registration form to enable the CSIR to register your entity on our supplier database and ensure future transactions are conducted efficiently.

All completed forms can be be faxed to: +27 (0) 12 841 5024 or emailed to supplier@csir.co.za.

For more information, please contact the CSIR call centre at: +27 (0) 12 841 3267

**PLEASE NOTE:** All original forms must be submitted for the process to be completed and payment to occur.

OR	Hand delivered to
	CSIR Scientia Site
	Strategic Procurement Unit - Building 17C
	Meiring Naude Road; Brummeria
	Pretoria
	OR

Attention: Supplier Registration Office. Tel: +27 (0) 12 841 3609

	SUPPLIER INFORMATION													
1	Supplier name:													
2	2 Trading as 'name':													
3	Business description code: (8-digit segment code from UNSPSC* list)													
4	Provide up to 10 keywords that describe the nature of your business and the products and/or services that you are able to supply to the CSIR: ( <i>Answers to questions 3 &amp;</i> 4 are important as they enable CSIR units & centres nationally to find your products & services on our supplier database)													
5	Company registration number:													
6	VAT registration number:											 		
7	Postal address (in block letters):													
8	Physical address (in block letters):													
9	Geographic location (s) served in RSA:													
10	0 Web site address:													
	Banking details are compulsory and must be	complet	ed											
	Bank													
	Branch name and town													
11	Branch code													
	Account name											 		
	Account number													
	Account type													
12	Do you have a B-BBEE certificate?	YES	Please attach certificate											
Ì		NO	Please in	ndicat	e any	inter	ntion	s in t	his r	egar	d			



## **CSIR LOCAL SUPPLIER REGISTRATION FORM**

	Annual turnover: (The CSIR gives preference to SMMEs & need this information for supplier classification)			relevant box below									
13	< R5m												
	> R5m & < R35m												
	> R35m												
14	4 Is 50% or more of your business owned by South African black people?				S	NO	What %:						
15	Is 30 % or more of you African black women?	r business owned	by South	YE	S	NO	What %:						
16	Is your organisation an indicate?	y of the following	– please	Orga of sta		Public entity	NGO*	NPO*	Labour broker	Other – provid	de details		
17	Are you a Value-Adding Enterprise as defined legally? (your net profit plus total labour costs exceeds 25% of your revenue)					NO							
18	8 Are you a 'start up' organisation? (< 12 months in business)					NO							
CONTACT DI			ETAILS for orders										
	Contact name:			Des	signat	tion:							
19	Tel (inc area code):				Fax (inc area code):								
	Cell:				ail:								
CONTACT DE			TAILS for payments										
20	Contact Name:			Des	signat	tion:							
20	Tel (inc area code):		e advise e-mail address:										
TRADE RI					REN	ICE							
	Name of company:												
21	Contact name:												
	Tel (inc area code):				ail:								
22	Who at the CSIR re	quested you to co	omplete this form	ı?									
Mandatory Documents to be submitted:								Ple	ease $$ if atta	ched			
	1. Completed sup	olier registration f	orm signed by a	autho	rised	l signat	tory of er	ntity					
	2 A valid tax clear												

2.	A valid tax clearance certificate	
3.	Original cancelled cheque	OR

original copy of cheque certified by commissioner of oath OR

original letter from bank, verifying banking details.

Supporting Documents to be submitted - it will be advantageous to both parties if you can submit these documents:

4.	A valid B-BBEE verification certificate obtained from an accredited verification agency	OR	
	For entities with turnover of less than R5m for previous financial year:		
	A letter from auditor confirming turnover	OR	
	A letter certified by the commissioner of oath confirming turnover		

A letter certified by the commissioner of oath confirming turnover

5. Shareholder certificates (for companies) or association agreements (for close corporations) or partnership agreements (for partnerships and joint ventures) confirming the percentage of black ownership. 

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## **CSIR LOCAL SUPPLIER REGISTRATION FORM**

All payments will be made by means of electronic transfer only, by paying the amount due directly into a supplier's bank account through the ABSA Cashfocus System. This procedure is implemented not only to pay our creditors as conveniently as possible, but also to ensure the maximum protection to interested parties against loss, theft and cheque fraud.

We hereby request and authorise the CSIR to pay any amounts that may accrue to us directly to the credit of our account with the above-mentioned bank by electronic transfer.

We confirm that payment into our bank account, as set out above, will constitute a discharge of your payment obligations in respect of the amount so paid.

Changes to any of the above information or provided certificates, bank account or any other related information will be given in writing, approved by fully authorised persons.

In case of changes to bank account details, these should be submitted together with an original company cheque or stamped and certified by the relevant bank.

We, the undersigned, hereby confirm that we are duly authorised to bind the entity/company or close corporation into the above agreement and we certify that all information provided in this form is true and correct.

Authorised signature	Initials and surname (please print)
Title	Date
Authorised signature	Initials and surname (please print)
Title	Date

## Please note that the CSIR retains the right to withhold registration if information cannot be verified.

\*UNSPSC list can be found at: http://www.csir.co.za/contacts.htm B-BBEE – Broad Based Black Economic Empowerment NGO – Non Government Organisation NPO – Non Profit Organisation