



## SUPPLIER REGISTRATION FORM

SUPPLIER NAME			
NEW APPLICATION	YES		NO
UPDATED APPLICATION	YES		NO
Contact person at your company			
Position			
Telephone number			
Cell phone number			
Fax number			
Email			
Signature			
Indicate if responding to an advert for our supplier database	Yes		No

### Checklist

*The following forms (where applicable) must accompany this document at the time of submission. Kindly refer to Annexure A of this document for a detailed list of required documentation pertinent to nature of registration of the enterprise*

Proof of company registration or CK documents	
Proof of ownership/shareholders certificate	
Certified copy of identity document( shareholders, directors, members)	
Tax clearance certificate(valid)	
Vat registration document(VAT 103)	
Certificate of incorporation (CM1)	
Memorandum of association (CM2)	
Register of directors (CM27 or CM 29)	
Relevant statutory body registration(e.g. PSIRA,CIDB etc)	
Valid TV license business and private	
Valid BBBEE certificate (generic enterprises and qualifying small enterprises)	
Auditor's letter confirming the annual turnover (exempted micro enterprise)	

Forms can be obtained from the SABC website at [www.sabc.co.za](http://www.sabc.co.za) (Reg 2003/023915/06) or from the SABC Supplier Master Office on the 20<sup>th</sup> Floor, Radio Park Building, Henley Road, Auckland Park, alternatively you can request them by e-mail at [ismailsb@sabc.co.za](mailto:ismailsb@sabc.co.za), alternatively call Telephone (011)714 6599

FOR OFFICE USE ONLY	
Received by (Print name and surname)	
Position	
Date received	
Signature	

Legal name										
Trading name										
Type of company			Public Company (Ltd)							
			Private Company (Pty) Ltd							
			Closed Corporation (CC)							
			Joint Venture (JV)							
			Non-Profit Organisation (NPO)							
			Non-Governmental Organisation (NGO)							
			Government Institution							
Sole Proprietor										
Company Registration number										
Income Tax Reference number										
VAT registration number (If applicable)										
Company's TV license number										
Number of TV sets										
<b>OWNERSHIP DETAILS</b>										
<b>Owner 1</b>										
Surname										
Names										
Position in the company										
ID number										
Nationality										
Owner's TV license number										
Nationality		Gender	Race	Shares owned			Disability			
							Yes		No	
<b>Owner 2</b>										
Surname										
Names										
Position in the company										
ID number										
Nationality										
Owner's TV license number										
Nationality		Gender	Race	Shares owned			Disability			
							Yes		No	
<b>Owner 3</b>										
Surname										
Names										
Position in the company										
ID number										
Nationality										
Owner's TV license number										
Nationality		Gender	Race	Shares owned			Disability			
							Yes		No	
<b>NOTE: If your company has more than three (3) owners, please attach a separate sheet with</b>										

<b>COMPANY CONTACT DETAILS</b>							
Contact Person (RFQ) & email address							
Contact Person (Remittances) & email							
Telephone number							
Cellphone number							
Fax number							
Email address							
Physical address	Line 1						
	Line 2						
	Line 3						
	Line 4						
	Postal code						
Postal address	Line 1						
	Line 2						
	Line 3						
	Postal code						
	<b>COMMODITIES AND/OR TYPE OF SERVICE YOU PROVIDE</b>						
Does your company provide	Products		Services		Both		
Area Of Delivery	National		Provincial		Local		
Main Product or Service supplied (e.g. Consulting)							
<b>COMPLIANCE REGULATORY BODY</b>							
	<i>e.g. Construction CIDB</i>						
Membership number							
Telephone number							
<b>PUBLIC INSURANCE AND INDEMNITY COVER</b>							
Does your company have public liability insurance?					Yes	No	N/A
Does your company indemnify the SABC in the event that someone is injured in the line of duty?					Yes	No	
<b>BANKING DETAILS</b>							
<b>(only original bank letters will be accepted and dated in the month of registration)</b>							
Account Holder	Bank Name	Account Number	Type of account	Branch name	Branch code		
			Cheque				
			Savings/Transmission				
<b>CERTIFIED BY BANK</b>							
Date Stamp of Bank	Employee name						
	Employee surname						
	Position						
	Telephone number						
	Fax number						
	Signature						
<b>In the absence of a bank stamp verification kindly furnish us with a bank stamped letter from your bank</b>							

<b>BROAD-BASED BLACK ECONOMIC EMPOWERMENT INFORMATION</b>									
<b>CERTIFICATE ISSUED BY (NAME OF SANAS APPROVED)</b>									
<b>DATE OF ISSUE</b>					<b>EXPIRY DATE</b>				
What is your company's annual turnover?									
<R30K	>R30K <R0.3M	>R0.3M <R1M	>R1M <R5M	>R6M <R10M	>R11M <R15M	>R16M <R25M	>R26M <R30M	>R31M <R34M	<35M
What is the total number of full-time staff in your company?									
<b>BLACK</b>		<b>WHITE</b>			<b>COLOURED</b>			<b>INDIAN</b>	
Part time Staff									
<b>BLACK</b>		<b>WHITE</b>			<b>COLOURED</b>			<b>INDIAN</b>	
Ownership									
<b>BLACK</b>		<b>WHITE</b>			<b>COLOURED</b>			<b>INDIAN</b>	
<b>PROCUREMENT AND CONTRACTS INFORMATION</b>									
The number of contracts or Supplier Registration Forms obtained from the SABC in the previous financial <i>if applicable</i>									
The value of Supplier Registration Forms or contracts obtained from the SABC in the previous financial <i>if applicable</i>								R	
<b>TRADE REFERENCE</b>									
<b>Client/Company name</b>	<b>Contact person</b>	<b>Telephone number</b>	<b>Email address</b>			<b>Fax number</b>			
<b>TERMS AND CONDITIONS</b>									
<ol style="list-style-type: none"> <li>1. The SABC reserves the right to terminate supplier's contract should any form of misrepresentation (Fronting, etc.) be found.</li> <li>2. The supplier agrees to supply original or certified copies of documents to the SABC on request.</li> <li>3. The supplier agrees to supply original or certified copies of valid television (TV) license for shareholders before engaging in any form of business with the SABC.</li> <li>4. Failure to comply with the above terms and conditions shall give the SABC the right to reject the application or to terminate a pending or running contract.</li> </ol>									
<b>DECLARATION OF INTEREST(This must be completed and signed and is COMPULSORY)</b>									
I hereby acknowledge that I read and understood the contents of this application form and abide myself and my organization by the terms and conditions stipulated in this form. Moreover, I grant the SABC the right to investigate authenticate and verify information provided by me with or without my knowledge.									
<b>Name and surname</b>					<b>Date</b>			<b>Signature</b>	

**Please keep copies of REGISTRATION FORM and all DOCUMENTATION submitted**

# FICA REQUIREMENTS

## *SA Companies*

- Certificate of Incorporation (CM1) and Notice of Registered Office and Postal Address (CM22) containing Registrar's stamp and signed by the Company Secretary.
- A document(s) less than 3 months old containing trade name and business address (i.e.) utility bill, account of landline telephone, bank statement, municipality rates, tax invoice, and lease agreement.
- ID document/passport i.r.o the manager, all authorised representatives, all individuals holding 25% or more of the voting rights at a general meeting.
- Proof of authority to act for company (i.e.) Director's resolution.
- Applicable documents referred to in institutions holding 25% or more of the voting rights at a general meeting.

## *SA Close Corporations*

- Founding Statement and Certificate of Incorporation (CK1) and Amended Founding Statement (CK2) if applicable, containing Registrar's stamp and signed by an authorised representative/employee.
- A document(s) less than 3 months old containing trade name and business address (i.e.) utility bill, Account of landline phone, bank statement or municipality rates, tax invoice and lease agreement.
- ID document/passport i.r.o each member and all authorised representatives.
- Proof of authority to act for close corporation (i.e.) member's resolution.

## **SUPPLIER GUIDELINES**

### **Dear Supplier**

Suppliers do not need to be registered to participate in the SABC's bidding process, however, in order to receive a contract award they must be "Approved", which requires the completion of a Supplier Registration form, meeting all eligibility requirements and providing all required documentation which is outlined on page 1 of the Supplier Registration form and detailed in *Annexure A* of this document. Completion of a Supplier Registration form, however, does not guarantee that a supplier will be approved. Furthermore, the process of registration does not automatically qualify or entitle the supplier to receive work from the SABC. Once a supplier is approved it is added to the SABC Supplier Database.

In order to comply with the procedures set out in the Accounting Offices Procurement Procedures (AOPP), as referred to in the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and the National Treasury Regulations, the SABC's Procurement Division employs a supplier database to be used by the SABC Procurement Division in managing the procurement of goods and services as required by the organization as and when needed.

The SABC Vendor Office receives all fully completed supplier registration forms.

No form will be accepted/loaded if the following has been omitted at the time of submission

- a. If the document is not fully completed
- b. If the forms are not readable
- c. If all the required and valid documentation is received (eg., Tax Clearance, BBBEE certificate, TV License)
- d. If the banking details are not supported with either a bank stamp, letter from the bank or cancelled cheque is not attached
- e. If the Supplier registration form is not dated and signed

In the event of a request to amend a supplier's details becomes necessary, the SABC would require the supplier to communicate such changes to the office of the Vendor Master in writing. Depending on the nature of the request the following will apply:

#### **Change in banking details**

A signed letter by the Financial Director of the organization with a cancelled cheque or a stamped letter from the bank

### **Company name change**

A new supplier registration form has to be completed in the new name and relevant documentation submitted.

### **Change in contact details, change of address and/or contact persons**

Written notification on a company letterhead of request.

Verification – the verification of the information supplied will be performed against third party sources such as SARS, CIPRO and SANAS.

Your Tax Clearance certificate and BBBEE certificate is only valid for a period of one (1) year from the date of issue. You are required to submit an updated original, valid Tax Clearance Certificate and BBBEE Certificate on, or before the currently submitted Tax Clearance Certificate and BBBEE Certificate to maintain your verified status on the SABC's supplier database. Failure to do so may result in your status becoming inactive until the valid documentation is received.

The SABC fully endorses and supports the Government's Broad-based Black Economic Empowerment Programme and it is strongly of the opinion that all South African Business Enterprises have an equal obligation to redress the imbalances of the past.

**If your annual turnover is less than R5 million**, then in terms of the DTI codes, you are classified as an Exempted Micro Enterprise (EME). Your company is classified as an EME, please include in your submission, a signed letter from your Auditor/Accountant confirming your company's most recent annual turnover is less than R5 million and percentage of black ownership and black female ownership in the company AND/OR BBBEE certificate and detailed scorecard from an accredited rating agency (e.g. permanent SANAS Member), should you feel you will be able to attain a better BBBEE score.

**If your annual turnover is between R5 million and R35 million**, then in terms of the DTI codes, you are classified as a Qualifying Small Enterprise (QSE) and you claim a specific BEE level based on any 4 of the 7 elements of the BBBEE scorecard, please include your BEE certificate in your submission as confirmation of your status. BBBEE certificate and detailed scorecard should be obtained from an accredited SANAS rating agency.

**If your turnover is in excess of R35 million**, then in terms of the DTI codes, you are classified as a Large Enterprise and you claim a specific BEE level based on all seven elements of the BBBEE generic scorecard. Please include your BEE certificate in your submission as confirmation of your status. BBBEE certificate and detailed scorecard should be obtained from an accredited SANAS rating agency.

No payments can be made to a supplier until the supplier has been registered.

Once a supplier has been registered on the SABC's supplier database, a letter of confirmation will be forwarded to the supplier advising of the registration number. The supplier registration number can be quoted on all future correspondence to the SABC.

## DECLARATION OF INTEREST

1. Any legal or natural person, excluding any permanent employee of SABC, may make an offer or offers in terms of this Supplier Registration Form invitation. In view of possible allegations of favouritism, should the resulting Supplier Registration Form, or part thereof be awarded to-
- (a) any person employed by the SABC in the capacity of , consultant or service provider; or
  - (b) any person who acts on behalf of SABC; or
  - (c) any person having kinship, including a blood relationship, with a person employed by, or who acts on behalf of SABC; or
  - (d) any legal person which is in any way connected to any person contemplated in paragraph (a), (b) or (c),

it is required that:

The Supplier or his/her authorised representative shall declare his/her position *vis-à-vis* SABC and/or take an oath declaring his/her interest, where it is known that any such relationship exists between the Supplier and a person employed by SABC in any capacity.

Does such a relationship exists? [YES/NO]

If YES, state particulars of all such relationships (if necessary, please add additional pages containing the required information):

	[1]	[2]
NAME	:	.....
POSITION	:	.....
OFIFICE WHERE EMPLOYED.....		
TELEPHONE NUMBER	:	.....
RELATIONSHIP	:	.....



2. Failure on the part of a Supplier to fill in and/or sign this certificate may be interpreted to mean that an association as stipulated in paragraph 1, *supra*, exists.
  
3. In the event of a contract being awarded to a Supplier with an association as stipulated in paragraph 1, *supra*, and it subsequently becomes known that false information was provided in response to the above question, SABC may, in addition to any other remedy it may have:
  - recover from the Supplier all costs, losses or damages incurred or sustained by SABC as a result of the award of the contract; and/or
  - cancel the contract and claim any damages, which SABC may suffer by having to make less favourable arrangements after such cancellation.

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**SIGNATURE OF DECLARANT**

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**POSITION OF DECLARANT**

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**DATE**

# SUPPLIER REGISTRATION FORM

By signing the **SUPPLIER REGISTRATION FORM** documents, the Supplier is deemed to acknowledge and accept that all the conditions governing this SUPPLIER REGISTRATION FORM.

SIGNED at \_\_\_\_\_ this \_\_\_\_\_

day of \_\_\_\_\_ 2013.

NAME OF COMPANY \_\_\_\_\_

NAME OF THE SIGNATORY (IES) \_\_\_\_\_

CAPACITY: \_\_\_\_\_

Are you authorised to sign on behalf of the company (YES/NO) \_\_\_\_\_

## WITNESSES:

1. \_\_\_\_\_

2. \_\_\_\_\_

**ANNEXURE A**

DOCUMENTS REQUIRED	SOLE PROPRIETOR	CLOSE CORPORATIONS	PARTNERSHIPS	PUBLIC/PRIVATE COMPANY	BUSINESS TRUST	NON PROFIT ORGANISATIONS (NPO)	INSTITUTIONS
<b>Company Registrations (certified copies)</b>	N/A	Certificate of Incorporation <b>CK1 &amp; CK2</b>	Duly signed partnership agreement which is still in full force and effect	<b>CM1</b> Incorporation of a company & <b>CM9</b> Change of Name of Company <b>CM22</b> Notice of Registered Office & Postal Address of Company	Deed of Trust Agreement	<b>CM3</b> Incorporation Certificate Section <b>CM4</b> Memorandum of Association <b>CM22</b> Notice of Registered Office & Postal Address of Company	Registrar of Close Corporation & Companies
<b>Proof of Ownership</b>	Copy of ID ( <i>Certified</i> )	Membership/Shareholding <b>CK1/CK2</b>	Duly signed partnership agreement which is still in full force and effect	<b>CM29</b> Contents of Register of Directors, Auditors and Officers	Trust Deed, Power of Attorney, Beneficiaries & Trustees	<b>CM29</b> Contents of Register of Directors, Auditors and Officers	Register of Close Corporations & Companies
<b>Proof of Banking</b>	Banking details on original <u>bank</u> letterhead signed and stamped by bank ( <i>See Annexure 1</i> )	Banking details on original <u>bank</u> letterhead signed and stamped by bank ( <i>See Annexure 1</i> )	Banking details on original <u>bank</u> letterhead signed and stamped by bank ( <i>See Annexure 1</i> )	Banking details on original <u>bank</u> letterhead signed and stamped by bank ( <i>See Annexure 1</i> )	Banking details on original <u>bank</u> letterhead signed and stamped by bank ( <i>See Annexure 1</i> )	Banking details on original <u>bank</u> letterhead signed and stamped by bank ( <i>See Annexure 1</i> )	Banking details on original <u>bank</u> letterhead signed and stamped by bank ( <i>See Annexure 1</i> )
<b>Original Tax Clearance Certificate</b>	For the owner of the business	For the company	For the partnership	For the company	For the Trust	Proof of Exemption	Receiver of Revenue (SARS)
<b>Proof of P.A.Y.E. Registration</b>	Latest proof of payment	Latest proof of payment	Latest proof of payment	Latest proof of payment	Latest proof of payment	Latest proof of payment	Receiver of Revenue (SARS)
<b>U.I.F. Certificate</b>	Latest proof of payment	Latest proof of payment	Latest proof of payment	Latest proof of payment	Latest proof of payment	Latest proof of payment	Receiver of Revenue (SARS)
<b>VAT 103 Registration</b>	If registered VAT	If registered VAT	If registered VAT	If registered VAT	If registered VAT	If registered VAT	Department of Labour
<b>Certified Copy of Identity Document (I.D.)</b>	Clear copy of Identity Document(s)	Clear copy of Identity Document(s)	Clear copy of Identity Document(s)	Clear copy of Identity Document(s)	Clear copy of Identity Document(s)	Clear copy of Identity Document(s)	N/A
<b>Compensation for Occupational Injuries &amp; Diseases Certificate</b>	Certified copy of letter of good standing from Compensation Commissioner	Certified copy of letter of good standing from Compensation Commissioner	Certified copy of letter of good standing from Compensation Commissioner	Certified copy of letter of good standing from Compensation Commissioner	Certified copy of letter of good standing from Compensation Commissioner	Certified copy of letter of good standing from Compensation Commissioner	Compensation Commissioner
<b>Audited Financial Statement</b>	Latest statement (If applicable) or letter from auditor	Latest statement (If applicable) or letter from auditor	Latest statement (If applicable) or letter from auditor	Latest statement (If applicable) or letter from auditor	Latest statement (If applicable) or letter from auditor	Latest statement (If applicable) or letter from auditor	Personal Auditor
<b>BBBEE Certification</b>	Copy of valid compliance certification by accredited institution	Copy of valid compliance certification by accredited institution	Copy of valid compliance certification by accredited institution	Copy of valid compliance certification by accredited institution	Copy of valid compliance certification by accredited institution	Copy of valid compliance certification by accredited institution	Copy of valid compliance certification by accredited institution

