

The Financial Director or Company Secretary

Nedbank Vendor Management have received a request to load your company as a Nedbank vendor. We would like to take this opportunity to welcome you as a potential vendor and request that you assist with the following to enable us to progress this request:

- Complete the “New Vendor Application Form”, as given on page 2 of this letter.
- Supply a copy of your company profile.
- Supply a copy of a cancelled cheque/bank details on a signed letterhead (To confirm bank details for EFT payments).

In addition,

- If your Annual turnover is less than R5million:
 - Supply a signed letter confirming your annual turnover is under R5 million.
- If your turnover exceeds R5million and you claim a specific BEE status:
 - Supply a copy of your BEE certificate.
- If you supply services or are a labour broker:
 - You will be contacted to complete the vendor tax classification by the Nedbank person who lodged this request on your behalf, and you will need to supply a certified copy of your SARS Tax directive or IRP30 (If your company has such).

IMPORTANT NOTES:

1. **If you have already completed this process**, we thank you and you can then simply ignore this request.
2. **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) and automatically qualify for a level four BEE status. If your company is classified as an EME, please include in your submission, a signed letter on your company letterhead confirming that your company’s annual turnover is less than R5 million.
3. **If your annual turnover exceeds R5 million**, and you claim a specific BEE level, please include your BEE certificate in your submission as confirmation of your status.
4. **To avoid PAYE tax being automatically deducted from any invoices received from yourselves**, you must also contact the Nedbank person who lodged this request on your behalf, so as to be correctly classified in terms of Tax legislation. The following link provides further information regarding this legislation: <http://www.quansim.com/ess>
5. Unfortunately, **No payments can be made to a vendor** until the vendor has been registered, and no Vendor can be registered until the vendor details form, together with its supporting documentation, has been received and processed.

Regards,

Nedbank Vendor Management

Company Name						
Company Registration Number or ID number if a sole proprietor						
Form of entity	CC	Trust	Pty Ltd	Limited	Partnership	Sole Proprietor
VAT Number (if registered for VAT)						

Annual turnover range (last financial year)	< R5 million	R5-35 million	> R35 million
Does your company provide	Products	Services	Both
Area of delivery	National	Provincial	Local
Is your company a Public or Private entity	Public		Private
Does your company have a tax directive or IRP30 certificate	Yes		No
Main product or service supplied (eg: Stationery/Consulting)			

Is the majority of your company owned by Women	Yes	No
Is the majority of your company owned by Disabled Person/s	Yes	No
Is 30%+ of your company owned by black women	Yes	No
Does your company have a BEE certificate	Yes	No
Share of your company owned by black persons	%	
What is your Broad Based BEE status (Level 1 to 8 / Unknown)		

Company Telephone Number/s	
Company Fax Number/s	
Company Email Address	
Company Website Address	

Postal Address	
Physical Address	

Contact Person	
Designation	
Telephone	
Email	

Nedbank person procuring your services:	
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I/We confirm that the information as captured is correct as at this date:			
Name	Signature	Designation	Date

Please complete the application, and together with the necessary supporting documents, send it to:	
Email Delivery:	vendorsapplication@nedbank.co.za
Fax Delivery:	011 294 8818
Hand Delivery:	Vendor Application, D-Block, 4th FLOOR, 135 Rivonia Road, Sandton
Postal Delivery:	Vendor Application, D-Block 4th Floor, PO Box 1144, Johannesburg, 2000