CHRIS HANI DISTRICT MUNICIPALITY

PRIVATE BAG X7121
QUEENSTOWN 5320

TEL (045) 808 4600
FAX (045) 839 2437

VENDOR REGISTRATION FORM

READ EXPLANATORY NOTES BEFORE YOU COMPLETE.

COMPLETE IN BLOCK LETTER: USE ONE BLOCK PER LETTER.

NB **ATTACH THE FOLLOWING DOCUMENTS WHEN SUBMITTING THIS FORM**

1. **Tax Clearance Certificate**
2. **Company Profile**
3. **Company Registration Certificate**
4. **Product Brochures**
5. **Certified ID Copies of Company owners**
6. **Professional Certificates where applicable**
7. **Proof of Residence(Services Acc)**
8. **Bank Statement / Cancelled Cheque**

PART 1 **PARTICULARS OF ENTERPRISE/EMPLOYER/OWNER**

TRADE NAME OF ENTERPRISE/EMPLOYER

POSTAL ADDRESS

BUSINESS ADDRESS

OWNER RESIDENTIAL ADDRESS

NATURE OFPRIMARY ACTIVITIES CONDUCTED

TYPE OF ENTERPRISE (Mark with X)

☐ 01 SOLE PROPRIETOR ☐ 02 PARTNERSHIP ☐ 03 PUBLIC SECTOR ☐ 04 COMPANY/CLOSE CORPORATION ☐ 05 OTHER: CLUBS, TRUST, etc

IS YOUR BUSINES TURNOVERS > R5M YES ☐ NO ☐

COMPANY/CLOSE CORPORATION REFERENCE NUMBER

EMPLOYER'S PAYE REFERENCE NUMBER

VAT REFERENCE NUMBER

INCOME TAX REFERENCE NUMBER OF PERSON/ENTERPRISE MENTIONED IN 2.1

IF YOU ARE NOT REGISTERED FOR ANY OF THE ABOVE, FURNISH REASONS:

IF BUSINESS WAS ACQUIRED AFTER 1 JANUARY 1990 FURNISH:
PREVIOUS TRADE NAME

PART 2 **PARTICULARS OF OWNERS**

NAME

E-MAIL ADDRESS

TEL NUMBER FAX NUMBER CELL NUMBER

PREFERRED METHOD OF COMMUNICATION EMAIL ☐ SMS ☐ BOTH ☐

DOES YOUR COMPANY HAVE A VALID SCORECARD? YES ☐ NO ☐

ARE ANY OF THE OWNERS DISABLED YES ☐ NO ☐

WHAT PERCENTAGE OF THE BUSINESS IS OWNED BY WOMEN? ☐☐ %

WHAT PERCENTAGE OF THE BUSINESS IS BLACK OWNED ☐☐ %

IF BUSINESS WAS ACQUIRED AFTER 1 JANUARY 1990 FURNISH:
2.3.1 PREVIOUS TRADE NAME

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PART 3 PARTICULARS OF BANKING DETAILS OF EMPLOYER/COMPANY/OWNER/INSITUTION/CLUB ETC

3.1 BANK NAME (THE NAME OF BANK WHERE YOU HOLD AN ACCOUNT)

.....

3.2 ACCOUNT NAME (THE NAME INTO WHICH THE ACCOUNT IS IN)

.....

3.3 BRANCH NAME (NAME OF BRANCH IN WHICH THE ACCOUNT WAS OPENED)

.....

3.4 BRANCH CODE

3.5 ACCOUNT NUMBER

3.6 BANK STAMP (TO BE OBTAINED AT THE BANK)

3.7 DECLARATION: FOR BANK USE

This is to certify that to the best of my knowledge, the above information is true and correct

.....	.....	.....
AUTHORISED SIGNATURE OF BANK	NAME OF BANK OFFICIAL(PRINT)	DATE

CHRIS HANI DISTRICT MUNICIPALITY
List of Categories for Service Providers

PLEASE SELECT YOUR RELEVANT SERVICE CATEGORIES AND ATTACH THE REQUIRED DOCUMENTATION

	X	REQUIRED PROFESSIONAL CERTIFICATES
GOODS & SERVICES		
1. Furniture		
2. Catering		
3. Stationery & Printing		
4. Building Suppliers		
5. Cleaning Service		
6. Suppliers of motor vehicles, mobile clinics, fire fighters etc		
6. Maintainance of Vehicles		
7. Supply fuel, oil, tyres		
8. Courier Services		
9. Security Services		
10. Travel Agencies : Accommodation, Flights, car hire		
11. Hiring Services: Chairs,tables,tents, podium, PA System		
12. Decoration, drapping		
13. Carpenter to build desks		
14. Plumber		
15. Painters		
16. Carpet and tile layer		
17. Repairmen		
MARKETING & PROMOTION		
1. Events Management		
2. Advertising		
3. Video & Photography		
4. Annual Report Production		
5. Branding		
6. Signange, billbaords,banners, promotional material		
7. Corporate gifts		
8. Design & Development of brochures, pamphlets		
9. Translation services		
INFORMATION TECHNOLOGY		
1. Server maintainance		
2. Installation & maintainance of networks		
3.Repairing and updgrading of computers		
4. Printers, monitors, switches & hubs		
5. Computers		
6. Software suppliers, support & training		
7. Data or telephone network maintainance		
8. Computer hire		
9. Business Telephone providers, VOP e.g. Neotel		
ACCOUNTING & FINANCE		
1. Audit & taxation consulting services		
2. Corporate governance and related consulting		
3. Financial Management Consulting		
4. Forensic investigations and accounting services		
EDUCATION, HUMAN RESOURCE & TRAINING SERVICES		
1. Accredited training providers		
2. mentorship providers		
3. Academic Research Institutions		
4. Human Resource Planning Consultants		
5. Environmental Consultants		
6. HIV/AIDS Consultants		
7. ISD Consultants		
8. Agricultural consultants & suppliers		
9. Recruitment & Placement Agency		
10. Orgarnisational Development Agencies		
11. Job Evaluation Suppliers		
12. Salary Surveys		
13. Salary & benefits Administration		
14. Performance Management		
15. Employee Relations & Industrial Relations		
16. Employee Wellness Programmes		
17. Labour Relations Consultants		
18. Training & Development Institutions		
FUND MANAGEMENT ACTUARIAL SERVICES & RISK		
1. Actuarial Services		
2. Risk Management Services		
3. Internal Audit Services		
TECHNICAL		
1. Laboratory Equipment & Consumables		
2. Vegetation Specialist		
3. Herbisite		
4. Laboratory funiture & fittings		
5. Civil Engineering		
6. Machanical & Electrical Engineering		
7. Architectural Consulting		
8. Quantity Surveys		
9. Building Construction		
10. Soil specialist		
11. Hydrologist		
12. Waste management expert		
13. Recycling specialists		
14. Technology specialists		
15. Town and Regional Planners		
16. Land Surveyors		
17. GIS Specialists		
18. Cartegraphers Auctioneers		
19. IDP and LED Specialist		
LEGAL & LAW FIRMS		
1. Legal Consultants		
2. Employment Law		
3. Insurance Law		
4. Intelectual Property Law		
CULTURER		
1. Cultural groups and bands		
2. Cultural Designs & Material		