

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 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.

Original forms must be posted to	OR	Hand delivered to
CSIR Strategic Procurement Unit		CSIR Scientia Site
PO Box 395		Strategic Procurement Unit - Building 17C
Pretoria		Meiring Naude Road; Brummeria
0001		Pretoria

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

SUPPLIER INFORMATION				
1	Supplier name:			
2	Trading as 'name':			
3	Business description code: <i>(8-digit segment code from UNSPSC* list)</i>			
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 & 4 are important as they enable CSIR units & centres nationally to find your products & services on our supplier database)</i>			
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	Web site address:			
Banking details are compulsory and must be completed				
11	Bank			
	Branch name and town			
	Branch code			
	Account name			
	Account number			
	Account type			
12	Do you have a B-BBEE certificate?			
	<table border="0"> <tr> <td style="text-align: center;">YES</td> <td>Please attach certificate</td> </tr> <tr> <td style="text-align: center;">NO</td> <td>Please indicate any intentions in this regard</td> </tr> </table>	YES	Please attach certificate	NO
YES	Please attach certificate			
NO	Please indicate any intentions in this regard			

13	Annual turnover: <i>(The CSIR gives preference to SMMEs & need this information for supplier classification)</i>		√ relevant box below					
	< R5m		<input type="checkbox"/>					
	> R5m & < R35m		<input type="checkbox"/>					
	> R35m		<input type="checkbox"/>					
14	Is 50% or more of your business owned by South African black people?		YES	NO	What %:			
15	Is 30 % or more of your business owned by South African black women?		YES	NO	What %:			
16	Is your organisation any of the following – please indicate?		Organ of state	Public entity	NGO*	NPO*	Labour broker	Other – provide details
17	Are you a Value-Adding Enterprise as defined legally? <i>(your net profit plus total labour costs exceeds 25% of your revenue)</i>		YES	NO				
18	Are you a 'start up' organisation? <i>(< 12 months in business)</i>		YES	NO				
CONTACT DETAILS for orders								
19	Contact name:		Designation:					
	Tel (inc area code):		Fax (inc area code):					
	Cell:		Email:					
CONTACT DETAILS for payments								
20	Contact Name:		Designation:					
	Tel (inc area code):		Remittance advise e-mail address:					
TRADE REFERENCE								
21	Name of company:							
	Contact name:							
	Tel (inc area code):		Email:					
22	Who at the CSIR requested you to complete this form?							

Mandatory Documents to be submitted:

Please √ if attached

1. Completed supplier registration form signed by authorised signatory of entity
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. **ce**

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** **ce**
For entities with turnover of less than R5m for previous financial year:
A letter from auditor confirming turnover **OR** **ce**
A letter certified by the commissioner of oath confirming turnover **ce**
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. **ce**

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*