

FOR OFFICE USE

System code:

Supplier Application Form

In order to qualify as an approved supplier/contractor, complete the following application and mail or deliver an original copy with supporting documents to:

Finance division Enterprises University of Pretoria Enterprise Building 140 Lunnon Road Hillcrest	Telephone: +27 (0)12 434 2241 Fax: +27 (0)86 270 6877 Email: carla.kruger@enterprises.up.ac.za
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Person submitting supplier form		Date submitted to finance division:	
Signature of approval – Division manager		Date:	
Finance approval – Finance manager		Date:	
Motivation			

Ethics/value statement

Enterprises University of Pretoria will ensure that all its procedures and practices related to the purchase of goods and services are consistent with industry best practice and the highest standards of ethical conduct.

We require all providers of goods and services to observe the following principles:

- Compliance with relevant industry best practice.
- Act ethically, fairly and honestly in all dealings with Enterprises University of Pretoria.
- Refrain from engaging in any form of collusive practice, including offering employees inducements or incentives which may influence the conduct of their duties.

Company details

Registered name of enterprise:	STRATEGIC KEY TRADING (PTY) LTD		
Trading name of enterprise:			
How long has the enterprise been in business for?			
Enterprise registration number:	2017/1531596/7	Vat registration number:	

Postal address

Postal address:			
		Postal code:	

Physical address

Physical address:	139 GREENWAY, GREENSIDE		
		Postal code:	2034
Email:		Website:	
Tel:		Fax:	

Bank details

Name of account:	STRATEGIC KEY TRADING		
Bank:	FNB		
Account number:	62688500141	Branch:	ALBERTON
Account type:	Business Cheque	Branch code:	250942

As a result of problems experienced in respect of cheque fraud and the delivery of mail, Enterprises University of Pretoria no longer issues cheques. As an additional security measure, Enterprises University of Pretoria requires independent confirmation of the banking details that are provided above. In the case of a transmission account or a savings account, original written confirmation of the account details must be provided by the bank concerned in the form of an original bank letter. In the case of a current account, confirmation of the account details must be provided via an original cheque or original bank letter. No scanned documents will be accepted.

Account contact details				
Contact person:	RAEES MOONSAMY		Tel:	011 025 8296
Fax:			Email:	Raees@iconcept.co.za
May payment advice be forwarded by email?			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Type of enterprise (tick the appropriate box)			
Public company	<input type="checkbox"/>	Private company	<input checked="" type="checkbox"/>
Sole proprietor	<input type="checkbox"/>	Joint venture	<input type="checkbox"/>
		Partnership	<input type="checkbox"/>
		Other	<input type="checkbox"/>
If you have ticked "Other", please specify			

B-BBEE status

☒ Empowering Supplier status

An Empowering Supplier within a context of B-BBEE is a B-BBEE compliant entity, which is a good citizen South African Entity, comply with all regulatory requirements of the country and should meet at least **three** if it is a **large enterprise** or **one** if it is a **QSE** of the following criteria:

Please indicate your company's compliance status by ticking the appropriate box:

<input type="checkbox"/>	At least 25% of cost of sales excluding labour cost and depreciation must be procured from local producers or local suppliers in SA, for service industry labour cost are included but capped to 15%.
<input type="checkbox"/>	Job Creation – 50% of jobs created are for Black people provided that the number of Black employees since the immediate prior verified B-BBEE Measurement is maintained.
<input type="checkbox"/>	At least 25% transformation of raw material/beneficiation which include local manufacturing, production and/or assembly, and/or packaging.
<input type="checkbox"/>	Skills transfer – at least spend 12 days per annum of productivity deployed in assisting black EMEs and QSEs beneficiaries to increase their operation or financial capacity.
<input type="checkbox"/>	At least 85% of labour costs should be paid to South African employees by service industry entities.

Note:

- EME's automatically qualify as Empowering Suppliers
- Companies must have an Empowering Supplier status to have any value in the Preferential Procurement elements of the B-BBEE scorecard

☒ Business type

In terms of the definitions of enterprises in the Codes of Good Practice on B-BBEE, please indicate the status of your business:

Business type	Description	Required documents
<input checked="" type="checkbox"/> Exempt Micro Enterprise	(EME) Annual total revenue of R10 Million or less	Sworn affidavit on an annual basis confirming annual total revenue and level of black ownership
<input type="checkbox"/> Qualifying Small Enterprise	(QSE) Annual total revenue of between R10 Million and R50 Million	B-BBEE scorecard or sworn affidavit on an annual basis confirming annual total revenue and level of black ownership
<input type="checkbox"/> Large Enterprise	(Generic) Annual total revenue above R50 Million	B-BBEE scorecard

☒ Ownership

Please indicate the level of black ownership of your business:

<input checked="" type="checkbox"/>	No black ownership
<input type="checkbox"/>	51% or more black ownership
<input type="checkbox"/>	30% or more black woman ownership

Details of registered directors/owners			
Initials and surname	ID number	% of equity	Designated group status
R Moonsamy	8407125128081	100	Director

Are any of the directors, shareholders, members or proprietors or any of their family members employed by Enterprises University of Pretoria?	Yes	<input checked="" type="checkbox"/> No
If yes, please provide details:		

Trade reference		
Name	Telephone number	Contact person

What good/services do you provide?					
Accommodation		Furniture		Marketing, Ads & Subs	<input checked="" type="checkbox"/>
Catering		Insurance		Office related	
Consulting Services	<input checked="" type="checkbox"/>	IT related - maintenance		Postage & Courier	
Corporate wear		IT related - software		Printing	
Course material	<input checked="" type="checkbox"/>	IT related - license		Professional Services	<input checked="" type="checkbox"/>
Florist		Maintenance			
If other, please specify					

Documents required
<ul style="list-style-type: none"> Registration document of the enterprise. Vat Registration Certificate or certified copy thereof. Tax Clearance Certificate issued by SARS. B-BBEE scorecard certificate/affidavit

Total number of full time staff members employed that are not connected persons to the Enterprise:	3
Are there any University of Pretoria staff members involved in this entity:	Yes <input checked="" type="checkbox"/> No
If yes, please supply name, ID Number and UP staff number:	

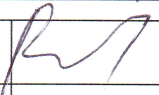
Notes
<ul style="list-style-type: none"> ENTERPRISES UNIVERSITY OF PRETORIA DOES NOT ACCEPT LIABILITY FOR PAYMENT OF GOODS SUPPLIED OR SERVICES RENDERED WITHOUT AN OFFICIAL ORDER. Invoices should be issued under the name Enterprises University of Pretoria. Please note that payment will only be done on original invoices, if the original is missing, a certified copy is required. Indicate the relevant purchase order number on all your invoices to ensure timeous payment. Enterprises University of Pretoria's terms of payment are 30 DAYS AFTER THE DATE OF THE FIRST MONTH-END STATEMENT and payments are made against monthly statements and not invoices.

Check List for a personal service company		
1. Are services rendered personally by any connected person (i.e. member, owner or any other person who has an interest in the company or trust), in relation to the company or trust?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
2. Would the person rendering the service be regarded as an employee of Enterprises University of Pretoria if the service was rendered directly to Enterprises University of Pretoria?	Yes	<input checked="" type="checkbox"/> No

3.	Is the company subject to the control/supervision of Enterprises University of Pretoria as to the manner in which the duties are performed or as to the hours of work and must be mainly performed at the premises of Enterprises University of Pretoria?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
4.	Does the income received from Enterprises University of Pretoria exceed 80% of the total income of the company or person?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
5.	Is three or more full-time employees employed throughout the year (not shareholders, members of connected persons) who are on a full-time basis engaged in the business of the company/trust?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
6.	What is the basis for payment? (e.g. daily, weekly, monthly or other intervals, regardless of output or result or with reference to result – Note: Not payment conditions)	monthly	
7.	Does the company or person have a valid IRP30 certificate? (If yes, please attach a copy thereof)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Declaration			
I,	<i>Print name</i> RAEES MOONSAMU	in my capacity as	<i>Insert title (owner, manager, etc.)</i> Owner
acting on behalf of	<i>Name of business</i> Strategic Key Trading	hereby confirm that I am duly authorised to do so and solemnly declare that all the information attached hereto is true and correct, and that the terms of payment is accepted.	

Day	Month	Year	Place
Signed on the 23	day of February	2018	at 139 Greenway

Signature:	
Tel no:	011 025 9296
Fax no:	
Emergency no:	083 373 5364

Should any change occur in respect of the details provided above, please notify the Creditors division within 30 days thereof.
(See address and/or email on page 1 of this document)