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Arcadia, Pretoria

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0001 South Africa

Tel: +27 12 304 9700 (Switchboard)  
Fax: +27 12 323 8153



## **SUPPLIER DATABASE REGISTRATION FORM**

**COMPANY NAME:**

**PLEASE PROVIDE AND TICK ALL RELEVANT AND REQUIRED INFORMATION STATED BELOW.  
INCOMPLETE AND OUTDATED INFORMATION WILL DEEM THE REGISTRATION FORM AS INVALID.**

### **CHECKLIST**

- FAX NUMBER /E-MAIL ADDRESS**
- PHYSICAL ADDRESS / POSTAL ADDRESS**
- COMPANY CONTACT NUMBERS**
- ALTERNATIVE CONTACT NUMBERS**
- DESCRIPTION OF THE PRODUCT OR SERVICE**
- BRAND NAMES THAT YOUR COMPANY SUPPLIES**
- BANKING DETAILS ON A BANK LETTER HEAD OR A CANCELLED CHEQUE**
- ORIGINAL SARS TAX CLEARANCE CERTIFICATE**
- CERTIFICATE OF INCORPORATION FROM REGISTRATION OF COMPANIES**
- BEE COMPLIANCE CERTIFICATE OR A LETTER STATING YOUR COMPLIANCE EXEMPTION**

### **Council**

Dr. B Hlatshwayo (Chairperson), Dr. T Auf der Heyde, Prof. N B Biekpe, Dr. J Daniel, Adv. S N Khutsoane, Dr. K S Kongwa,

Mrs. S Padayachy, Dr. N Ramdhani, Prof. Y Sadie, Dr. T Sidzumo-Mazibuko, Dr. S Zondi, Dr. M P Matlou (Ex-officio)

***www.ai.org.za***

**Legal name of the Company:**

- Sole proprietor
- Close corporation
- Ltd
- Section 21 company
- Parastatal
- Other
- Partnership
- (Pty) Ltd
- Government
- Trust

Registration Number or Practice Number: \_\_\_\_\_

VAT Number: \_\_\_\_\_

Name the company trades as: \_\_\_\_\_

Holding company: \_\_\_\_\_

Other names that the company is known by (not subsidiaries): \_\_\_\_\_

**HEAD OFFICE DETAILS**

Physical address \_\_\_\_\_  
\_\_\_\_\_

Town: \_\_\_\_\_

Postal address: \_\_\_\_\_

Postal code: \_\_\_\_\_

Telephone number \_\_\_\_\_

Dial code: \_\_\_\_\_

Other numbers: \_\_\_\_\_

Facsimile number: \_\_\_\_\_

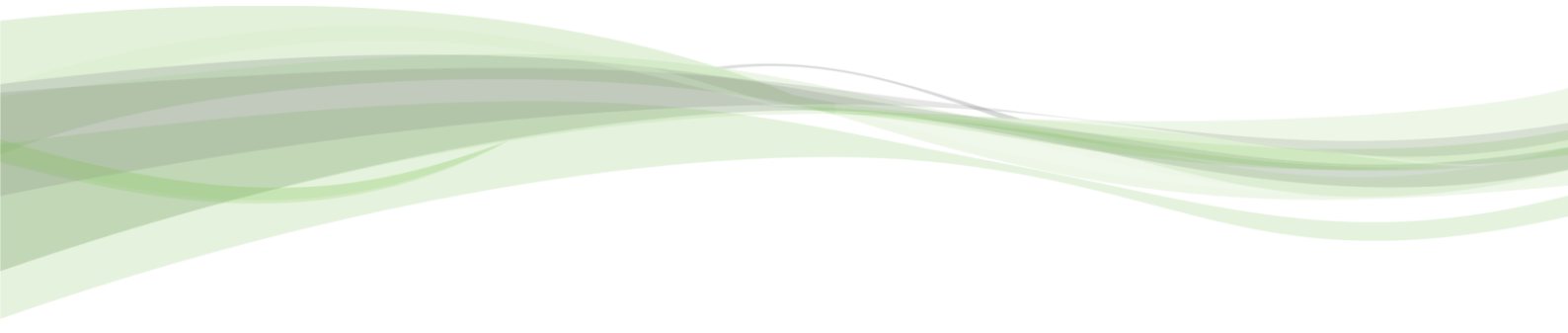
Additional telephone number: \_\_\_\_\_

Additional facsimile number: \_\_\_\_\_

Email address for general correspondence: \_\_\_\_\_

Email for e-commerce quotations and order: \_\_\_\_\_

Website: \_\_\_\_\_



In what year was the company established? \_\_\_\_\_

Is the company listed on the JSE? \_\_\_\_\_

JSE code: \_\_\_\_\_

Does the company have an ISO 9001:2000 listing? \_\_\_\_\_

Date of current ISO listing: \_\_\_\_\_

Does the company have a safety rating or listing? \_\_\_\_\_

With which organization is the safety rating? \_\_\_\_\_

Date of current Safety Rating: \_\_\_\_\_

What grading or star value does your company have for the safety rating? \_\_\_\_\_

How many staff work for the whole company? \_\_\_\_\_

How many sales staff works for the company? \_\_\_\_\_

How many vehicles does the company have? \_\_\_\_\_

#### Information to be used for Basic BBBEE Assessment

What percentage of the company is owned by Historically Disadvantaged South Africans (HDSA) or Black South Africans?  5% or less  5.1% to 25%  25.1% to 50%  50.1% or more

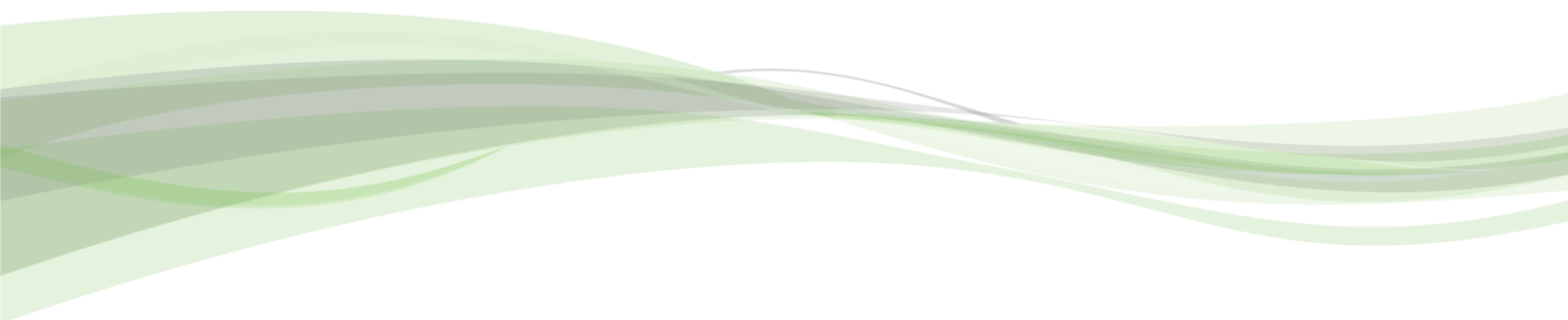
Has the company been accredited by a registered BEE accreditation body? \_\_\_\_\_

Which accreditation body? \_\_\_\_\_

What score has been awarded to the company? \_\_\_\_\_

Date of accreditation? \_\_\_\_\_

What is the annual turnover of the company? (Nearest Million Rand) \_\_\_\_\_



*Please include a copy of the BEE accreditation certificate.*

To which SETA does the company report? \_\_\_\_\_

Provide a brief description of the main activities of the company (no more than twenty words):

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List the organizations, associations and professional institutes that the company is a member of:

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## **DIRECTORS AND MANAGEMENT**

Please provide the details of all directors and managers

### **Directors/Members/Partners**

Title (position) Chairman / CEO

Surname: \_\_\_\_\_ Title: \_\_\_\_\_

First Names: \_\_\_\_\_ Initials: \_\_\_\_\_

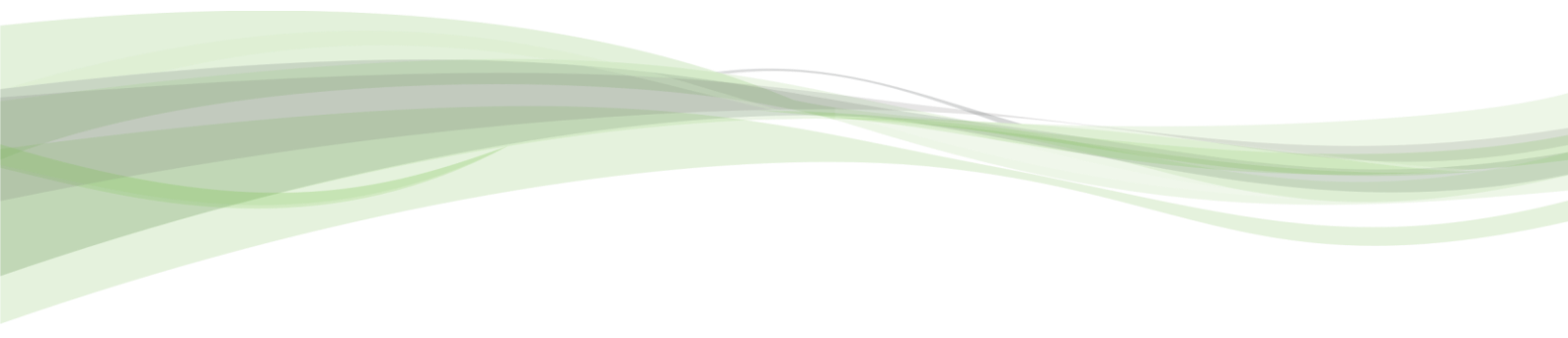
Email: \_\_\_\_\_ Cell No.: \_\_\_\_\_

Title (position) Managing director / member / partner

Surname: \_\_\_\_\_ Title: \_\_\_\_\_

First Names: \_\_\_\_\_ Initials: \_\_\_\_\_

Email: \_\_\_\_\_ Cell No.: \_\_\_\_\_



Title (position) Financial director / member / partner

Surname: \_\_\_\_\_ Title: \_\_\_\_\_

First Names: \_\_\_\_\_ Initials: \_\_\_\_\_

Email: \_\_\_\_\_ Cell No.: \_\_\_\_\_

Title (position) Operations director/member/member

Surname: \_\_\_\_\_ Title: \_\_\_\_\_

First Names: \_\_\_\_\_ Initials: \_\_\_\_\_

Email: \_\_\_\_\_ Cell No.: \_\_\_\_\_

Title (position)

Surname: \_\_\_\_\_ Title: \_\_\_\_\_

First Names: \_\_\_\_\_ Initials: \_\_\_\_\_

Email: \_\_\_\_\_ Cell No.: \_\_\_\_\_

Title (position) General Manager

Surname: \_\_\_\_\_ Title: \_\_\_\_\_

First Names: \_\_\_\_\_ Initials: \_\_\_\_\_

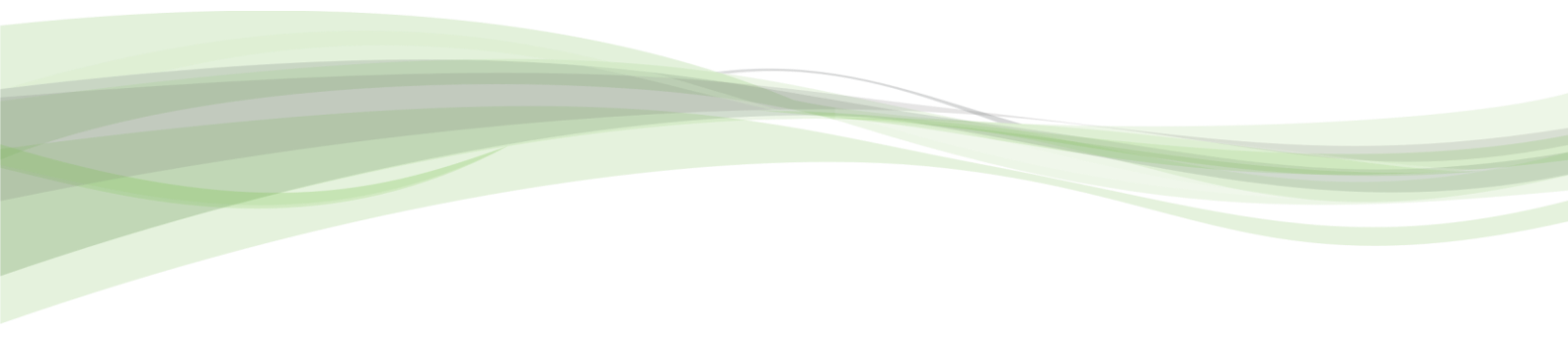
Email: \_\_\_\_\_ Cell No.: \_\_\_\_\_

Title (position) Human Resources Manager

Surname: \_\_\_\_\_ Title: \_\_\_\_\_

First Names: \_\_\_\_\_ Initials: \_\_\_\_\_

Email: \_\_\_\_\_ Cell No.: \_\_\_\_\_



Title (position) Financial Manager

Surname: \_\_\_\_\_ Title: \_\_\_\_\_

First Names: \_\_\_\_\_ Initials: \_\_\_\_\_

Email: \_\_\_\_\_ Cell No.: \_\_\_\_\_

Title (position) Procurement / Purchasing Manager

Surname: \_\_\_\_\_ Title: \_\_\_\_\_

First Names: \_\_\_\_\_ Initials: \_\_\_\_\_

Email: \_\_\_\_\_ Cell No.: \_\_\_\_\_

Title (position) Buyer

Surname: \_\_\_\_\_ Title: \_\_\_\_\_

First Names: \_\_\_\_\_ Initials: \_\_\_\_\_

Email: \_\_\_\_\_ Cell No.: \_\_\_\_\_

Title (position) Materials manager

Surname: \_\_\_\_\_ Title: \_\_\_\_\_

First Names: \_\_\_\_\_ Initials: \_\_\_\_\_

Email: \_\_\_\_\_ Cell No.: \_\_\_\_\_

Title (position) Engineering Manager

Surname: \_\_\_\_\_ Title: \_\_\_\_\_

First Names: \_\_\_\_\_ Initials: \_\_\_\_\_

Email: \_\_\_\_\_ Cell No.: \_\_\_\_\_



Title (position) Factory manger

Surname: \_\_\_\_\_ Title: \_\_\_\_\_

First Names: \_\_\_\_\_ Initials: \_\_\_\_\_

Email: \_\_\_\_\_ Cell No.: \_\_\_\_\_

Title (position) Works / Operations Manager

Surname: \_\_\_\_\_ Title: \_\_\_\_\_

First Names: \_\_\_\_\_ Initials: \_\_\_\_\_

Email: \_\_\_\_\_ Cell No.: \_\_\_\_\_

Title (position) Safety Manager / Officer

Surname: \_\_\_\_\_ Title: \_\_\_\_\_

First Names: \_\_\_\_\_ Initials: \_\_\_\_\_

Email: \_\_\_\_\_ Cell No.: \_\_\_\_\_

Title (position) Marketing Manager

Surname: \_\_\_\_\_ Title: \_\_\_\_\_

First Names: \_\_\_\_\_ Initials: \_\_\_\_\_

Email: \_\_\_\_\_ Cell No.: \_\_\_\_\_

Title (position) IT Manager

Surname: \_\_\_\_\_ Title: \_\_\_\_\_

First Names: \_\_\_\_\_ Initials: \_\_\_\_\_

Email: \_\_\_\_\_ Cell No.: \_\_\_\_\_

Title (position) QA Manager

Surname: \_\_\_\_\_ Title: \_\_\_\_\_

First Names: \_\_\_\_\_ Initials: \_\_\_\_\_

Email: \_\_\_\_\_ Cell No.: \_\_\_\_\_



Title (position) Plant Engineer

Surname: \_\_\_\_\_ Title: \_\_\_\_\_

First Names: \_\_\_\_\_ Initials: \_\_\_\_\_

Email: \_\_\_\_\_ Cell No.: \_\_\_\_\_

Title (position) Chief Engineer

Surname: \_\_\_\_\_ Title: \_\_\_\_\_

First Names: \_\_\_\_\_ Initials: \_\_\_\_\_

Email: \_\_\_\_\_ Cell No.: \_\_\_\_\_

Title (position) Project / Electrical / Mechanical / Engineer

Surname: \_\_\_\_\_ Title: \_\_\_\_\_

First Names: \_\_\_\_\_ Initials: \_\_\_\_\_

Email: \_\_\_\_\_ Cell No.: \_\_\_\_\_

Title (position) Maintenance Foreman

Surname: \_\_\_\_\_ Title: \_\_\_\_\_

First Names: \_\_\_\_\_ Initials: \_\_\_\_\_

Email: \_\_\_\_\_ Cell No.: \_\_\_\_\_

Title (position) \_\_\_\_\_

Surname: \_\_\_\_\_ Title: \_\_\_\_\_

First Names: \_\_\_\_\_ Initials: \_\_\_\_\_

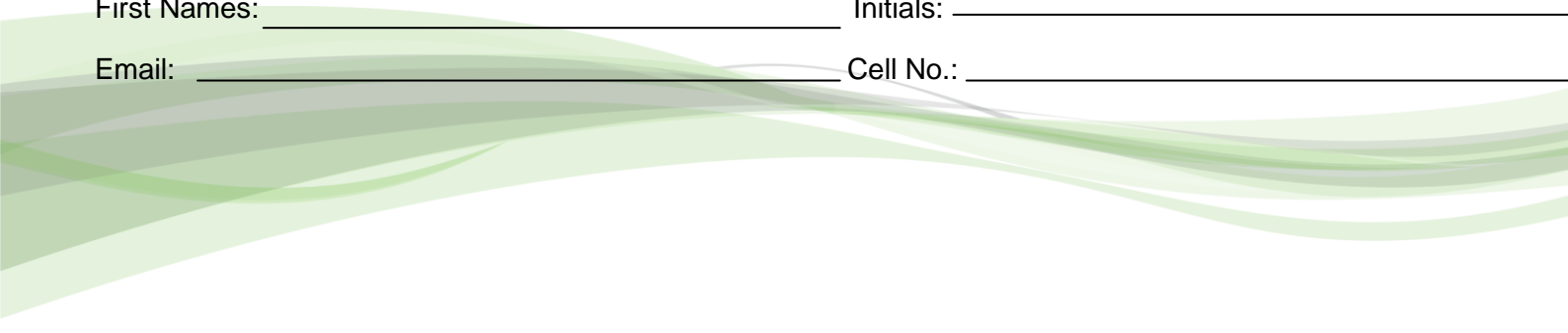
Email: \_\_\_\_\_ Cell No.: \_\_\_\_\_

Title (position) \_\_\_\_\_

Surname: \_\_\_\_\_ Title: \_\_\_\_\_

First Names: \_\_\_\_\_ Initials: \_\_\_\_\_

Email: \_\_\_\_\_ Cell No.: \_\_\_\_\_





## BRANCH AND AGENT DETAILS

Branch or agent name: \_\_\_\_\_

*Repeat this section or add extra pages if your company has several branches or agents. There is no limit to the number of branches or agents.*

Physical address \_\_\_\_\_  
\_\_\_\_\_

Town: \_\_\_\_\_

Postal address: \_\_\_\_\_

Postal code: \_\_\_\_\_

Telephone number \_\_\_\_\_

Dial code: \_\_\_\_\_

Other numbers: \_\_\_\_\_

Facsimile number: \_\_\_\_\_

Additional telephone number: \_\_\_\_\_

Additional facsimile number: \_\_\_\_\_

Email address for general correspondence: \_\_\_\_\_

### Branch or agents contacts

Title (position) \_\_\_\_\_

Surname: \_\_\_\_\_ Title: \_\_\_\_\_

First Names: \_\_\_\_\_ Initials: \_\_\_\_\_

Email: \_\_\_\_\_ Cell No.: \_\_\_\_\_

Title (position) \_\_\_\_\_

Surname: \_\_\_\_\_ Title: \_\_\_\_\_

First Names: \_\_\_\_\_ Initials: \_\_\_\_\_

Email: \_\_\_\_\_ Cell No.: \_\_\_\_\_





**This questionnaire was completed by:**

:

Full name \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*WITH YOUR PERMISSION This information will be accurately captured onto "Ezee-Dex's Disc", the leading commercial and industrial sourcing and purchasing system in South Africa, as well as on the Ezee-Dex website ([www.edx.co.za](http://www.edx.co.za)). Ezee-Dex has been contracted to AISA to maintain the Service Provider Database of AISA.*



**Message From:**

- REDUCE PURCHASING COSTS
- CREATE SALES LEADS
- GENERATE BUYING ENQUIRIES

and still leading the way  
**59**  
YEARS

**ezee-dex**  
THE POWER OF RESEARCHED INFORMATION  
ESTABLISHED IN 1950