



Application to register as Supplier to the office of Tourism Kwazulu Natal

(Please complete all fields on form, attach a company profile, CK, Tax Clearance certificate and I.D. Copies of owner, BEE Certificate(s))

Name of Business: _____

Business registration Number: _____

Income Tax Number: _____

VAT Number: _____

Contact Person: _____

Postal Address: _____

Physical Address: _____

Code: _____

Code : _____

Tel: _____

Fax Number: _____

Mobile Number: _____

Other Contact Number: _____

Email: _____

Web Address: _____



Supplier Grouping Details – Type of Firm: (please tick the relevant box)

1.	Public Company (Ltd)		7.	Sole Proprietor	
2.	Private Company (Pty) Ltd		8.	Foreign company	
3.	Close Corporation		9.	Partnership	
4.	Other (Specify below)		10.	Trust	
5.	Joint Venture		11.	Section 21 Company	
6.	Consortium		12.	Government / Parastatal	

Small, Medium and Micro Enterprise (SMME) status of your enterprise:

Please use this table to determine the SMME Status of your enterprise

A. Sector	B. Full-time paid Employees				C. Annual Turn-Over(Millions)				D. Total Gross Asset Value (property excluded (millions)			
	Medium	Small	Very Small	Micro	Medium	Small	Very Small	Micro	Medium	Small	Very Small	Micro
Agriculture	100	50	10	5	4	2	0.4	0.15	4	2	0.4	0.14
Mining and quarrying	200	50	20	5	30	7.5	3	0.15	18	4.5	1.8	0.1
Manufacturing	200	50	20	5	40	10	4	0.15	15	3.75	1.5	0.1
Construction	200	50	20	5	20	5	2	0.15	4	1	0.4	0.1
Retail and motor trade	100	50	10	5	30	15	3	0.15	5	2.5	0.5	0.1
Wholesale trade	100	50	10	5	50	25	5	0.15	8	4	0.5	0.1
Catering and Accommodation	100	50	10	5	10	5	1	0.15	2	1	0.2	0.1
Transport and Storage	100	50	10	5	20	10	2	0.15	5	2.5	0.5	0.1
Finance and business services	100	50	10	5	20	10	2	0.15	4	2	0.4	0.1
Communications	100	50	10	5	30	15	3	0.15	5	2.5	0.5	0.1
Repair/allied services	100	50	10	5	20	10	2	0.15	5	2.5	0.5	0.1
Other trade	100	50	10	5	10	5	1	0.15	2	1	0.2	0.1
Commercial agents	100	50	10	5	50	25	5	0.15	8	4	0.5	0.1
Community and social services	100	50	10	5	10	5	1	0.15	5	2.5	0.5	0.1
Personal service	100	50	10	5	10	5	1	0.15	5	2.5	0.5	0.1

(Please tick the relevant box in each column)

SMME status enterprise (Compulsory) (according to SMME table above) please tick the relevant box



Micro		Very Small		Small		Medium		Large	
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HDI Ownership Status: Please read notes below very carefully

Instructions and Definitions:

(Please read carefully before completing HDI Ownership Status)

Legislation:

- Procedures are set out in the **Accounting Officers Procurement Procedures (AOPP)**, as referred to in the **Public Finance Management Act, 1999 (Act 1 of 1999)**(PFMA), to give all prospective suppliers an equal opportunity to submit quotations to a State Department or Entity.

Terminology:

- **Commodities:** The commodities the company wishes to be registered for as a supplier to TKZN
- **Trade Names:** The trade names that the company own or distribute, which you wish to be registered for as a supplier to TKZN.
- **Owned:** Having all the customary elements of ownership, including the right of decision making and sharing all the risks and profits commensurate with the degree of ownership interests as demonstrated by an examination rather than the form of ownership arrangements.
- **Previously Disadvantaged Individuals (PDI):** For the purpose of registering as a supplier for TKZN, the refutable presumption shall be made that SA citizens who fall into population groups that had no franchise in national elections prior to the introduction of the 1983 and 1993 constitution are Previously Disadvantaged Individuals. It is incumbent on individuals to demonstrate their claims to fall into such population groups on the basis of identification and association with and recognition by the members of such a group.
- **Women:** A female person who is a SA citizen.
- **Establishment of PDI / Women Equity Ownership in a enterprise:** Equity ownership shall be equated to the percentage of an enterprise which is owned by individuals, or in the case of a company, the percentage shares that are owned by individuals who are actively involved in the management and daily business operations of the enterprise and exercise control over the enterprise, commensurate with their degree of ownership.

Where individuals are not actively involved in the management and daily business operations and do not exercise control over the enterprise commensurate with their degree of ownership, equity ownership may not be claimed.

EQUITY OWNERSHIP

HDI Status	%	Women Equity	%	Youth	%	Disability	%
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(Maximum of 5 commodities will be registered – please x a the relevant boxes)
(Failure to complete this section will result in the application being declined)

Commodity List	Tick
Accounting and Auditing Firms	
Advertising in the news papers	
Air-conditioning Supply, Installation &Repairs	
Artwork and painting	
Asset management Systems	
Audio Visual Aids and Equipment	
Bags/Conferences, promotional Material and Corporate Gift	
Blinds and awnings	
Brailing Services	
Cabling Services	
Carpet Cleaning services	
Printer Cartridges	
Catering Services	
Clothing and General protective equipment & Uniforms	
Computer Consumables	
Computer hardware , printers and Computer Software	
Corporate Gifts	
Courier Services	
DJ Services	
Documents Binding Services	
Documents management Solutions	
Drilling Services	
Editing Printing and Publishing	
Electrical Maintenance and Repairs	
Electrical Services (certified service providers)	
Electronic Equipment Repairs Services	
Entertainment (singers and Dancers)	
Event Management	
Facilities(Accommodation ,Conference and Restaurants)	
Fumigation Mites pest control and related Services	
Florist Services	
Supply of Furniture	
Furniture Removal Services	
General Building maintenance, blinds, tiling, painting, partition, renovations etc.	



Commodity List	Tick
Gifts and Promotional items	
HR and organizational Development	
Information Systems and Computer Process	
IT Support Services	
Lock Smith	
Management and Strategy Consultants	
News paper Suppliers	
Office Refurbishment	
Personal Recruitment Human Resource development	
Photocopiers	
Photographic and Filming Services	
Plumbing Contractors	
Policy Development	
Printing and Specialized printing	
Professional Services	
Protective Clothing and Uniform	
Radio Communication System	
Storage Services and Systems	
System Security Services	
Translation Services	
Training and Development	
Tools and Electrical Suppliers	
Tourism and Travel	
Other	Tick



DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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List all partners, proprietors and shareholders by name, I.D. number, citizenship, HDI status and ownership, as relevant.

Name	Date of Appointment and position occupied in the enterprise	Identity Number	Date RSA citizenship obtained	% Owned By HDI's	% Owned by a Women				% Owned by Youth	% Owned by Disabled Persons
					Black	coloured	Indian	White		



Zulu Kingdom. Exceptional

NOTE: Where owners are themselves a company or partnership, owners of the holding firm must be identified.

TRADE REFERENCES:

Name:

Position:

Organisation Name:

Tel Number: **Fax Number:**

E-mail Address: **Web Address:**

Name:

Position:

Name of the Organisation:

Tel Number: **Fax Number:**

E-mail Address: **Web Address:**



CONFIRMATION OF COMPANY BANKING DETAILS

BANK NAME: _____

BRANCH NUMBER: _____

NAME OF THE ACCOUNT HOLDER: _____

ACCOUNT NUMBER: _____

ACCOUNT TYPE: _____ (Current or Savings or Cheque or transmissions)

ORIGINAL BANK STAMP:

<p>SIGNATURE: _____</p> <p>DATE: _____</p>
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We _____ hereby authorize Tourism KwaZulu-Natal to make payment to this company by Electronic Fund Transfer (EFT). (The bank stamp must be verified by the supplier's bank.)

Please direct any queries/concerned you may have to Dumisa Masango or Thembekile Mdlophane on 031 366 7500

Tourism KwaZulu-Natal, Suite 303, Tourist Junction, 160 Monty Naicker RD, Durban, 4001, PO Box 2516, Durban 4000, South Africa

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