



**It's Possible**

**Dear Supplier**

In order to register your company, products and services on South African Tourism's database of prospective suppliers, please follow the steps below:

1. Complete the supplier registration form below legibly;
2. Provide the following documentation:
  - Original Valid Tax Clearance Certificate;
  - Certified copy of Company Registration
  - Certified copy of Shareholders Agreement
  - Certified copies of ID documents of directors / owners / members / shareholders
  - Certified copy of B-BBEE verification / rating certificate
3. Completed registration forms, including all supporting documents, should be delivered or posted in a sealed envelope to:

Delivered To :	Posted To :
The Manager: Supply Chain Management Supplier Registrations South African Tourism Bojanala House 90 Protea Road, Chislehurst Sandton 2146	The Manager: Supply Chain Management Supplier Registrations South African Tourism Private Bag X10012 Sandton 2146

4. Supplier Registration forms may be collected from our reception between 08h30 and 16h00 on week-days only and are also available on our website (navigate to link): [www.southafrica.net](http://www.southafrica.net)

**Tab to highlighted field to complete**



*It's Possible*

**SUPPLIER REGISTRATION**  
Tab to highlighted area to fill detail

<b>GENERAL DETAILS</b>	Name of Supplier				
	Trading Name				
	Classification of Services				
	Status		<input type="checkbox"/> BEE	<input type="checkbox"/> SMME	<input type="checkbox"/> OTHER
	Company Registration Number				
	Tax Clearance No.			Tax Clearance Expiry Date	
	VAT No.				
<b>CONTACT DETAILS</b>	Physical Address Line 1				
	Physical Address Line 2				
	Physical Address Line 3				
	Physical Address Code				
	Physical Address City				
	Postal Address Line 1				
	Postal Address Line 2				
	Postal Address Line 3				
	Postal Address Code				
	Postal Address City				
	Telephone		Code :		
	Fax		Code :		
	Cellular				
	Contact Person		Name		
			Designation		
E-Mail Address					
Web Site of Requesting Company		http://			

<b>BANKING DETAIL</b>	<i>Detail required to facilitate payment of invoices</i>		
	Account Holder Name		
	Bank		
	Branch Name		
	Branch Code		
	Account Number		
	Cheque Account	<input type="checkbox"/> (If cheque account is utilised, attach copy of cancelled cheque)	
	Savings Account	<input type="checkbox"/> (If savings account is utilised, obtain official stamp from bank or letter from bank)	
	Bank Stamp		
<b>SUPPLIER DETAIL</b>	Service / Product / Commodity that you wish to render to South African Tourism	1	
		2	
		3	
		4	
	Ownership Percentage:	Black Equity Ownership %	
		Black Woman Equity %	
		White Women Equity %	
	Percentage of annual turnover of Outsourced Business to SMME's		
	Total number of years the firm has been in business		
	Total number of employees		
	Full time		
Part time			

<b>BEE EQUITY OWNERSHIP</b>	Percentage of total shares owned by each of the following groups					
	Group (should add up to 100%)	Percentage	Group	Percentage	Group	Percentage
	African		African Female		African disabled	
	Coloured		Coloured Female		Coloured disabled	
	Indian		Indian Female		Indian disabled	
	White		White Female		White disabled	

<b>BEE EQUITY - EMPLOYMENT</b>	Percentage of total number of employees working for the company					
	Group (should add up to 100%)	Percentage	Group	Percentage	Group	Percentage
	African		African Female		African disabled	
	Coloured		Coloured Female		Coloured disabled	
	Indian		Indian Female		Indian disabled	
	White		White Female		White disabled	

<b>B-BBEE STATUS</b>	<b>B-BBEE compliance indicator</b> (> INDICATES MORE THAN, < INDICATES LESS THAN, = INDICATES EQUAL TO)		<b>Tick relevant box</b>
	1	(>=100 points)	<input type="checkbox"/>
	2	(>=85 but <100 points)	<input type="checkbox"/>
	3	(>=75 but <85 points)	<input type="checkbox"/>
	4	(>=65 but <75 points)	<input type="checkbox"/>
	5	(>=55 but <65 points)	<input type="checkbox"/>
	6	(>=45 but <55 points)	<input type="checkbox"/>
	7	(>=40 but <45 points)	<input type="checkbox"/>
	8	(>=30 but <40 points)	<input type="checkbox"/>
	9	(Non-compliant contributor)	<input type="checkbox"/>
Enterprises with an annual turnover not exceeding R5,0 million per annum are deemed to have the status of a B-BBEE level 4 contributor and therefore qualify as Exempted Micro Enterprises			

<b>REFERENCES</b> (NB. must be completed)	Three Commercial references		Telephone numbers

SIGNED AT			Date	
RESPONSIBLE PERSON NAME				
SIGNATURE (Confirms that the information provided is true and correct)				
Confirm Attachments:	<input type="checkbox"/> Original Valid Tax Clearance Certificate <input type="checkbox"/> Certified copies of Company Registration <input type="checkbox"/> Certified copies of Shareholders Agreement <input type="checkbox"/> Certified copies of ID doc of directors/owners/members/shareholders <input type="checkbox"/> Certified copies of B-BBEE verification / rating certificate			

END OF SUPPLIER DETAILS

<b>FOR SA TOURISM'S OFFICIAL USE</b>
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Name of Supplier	
Vendor Number allocated	

Checked By :	Print name:	<input type="text"/>
	Date:	<input type="text"/>
	Signature:	<input type="text"/>
Approved by :	Print name:	<input type="text"/>
	Date:	<input type="text"/>
	Signature:	<input type="text"/>