

CHIEF EXECUTIVE	CE/ESD/FORM/03
ESD DATABASE REGISTRATION FORM	REV. 03

COMPANY NAME: _____

The completed Enterprise & Supplier Development database registration form must be submitted by email to the following address securityco.database@umgeni.co.za

Enquiries: 033 341 1304

Umgeni Water uses its external whistle-blowing hotline service managed by an external service provider as means of fraud detection. This 24hour/ 365 days facility provides an anonymous and confidential communication channel for all stakeholders to report suspicious of fraud or otherwise unethical conduct.

- Toll Free number: 0800 864 463
- Email: umgeniwater@whistleblowing.co.za
- Toll Free Fax: 0800 212 698
- Postal: FREEPOST KZN665, MUSGRAVE, 4062
- SMS: 33490
- ONLINE: www.whistleblowing.co.za

**IMPORTANT
NOTES**
Kindly read carefully before
completion

- 1 Form to be completed in full (Incomplete documents will not be considered)
- 2 Please print, complete and attach the supporting documents.

CHECKLIST	Submitted	
	YES	NO
Company Registration Certificate (Strictly at least 51% Black ownership or more)		
Share Holding Certificate)		
VAT registration Certificate (If Applicable)		
Tax Clearance Certificate		
Proof of Banking Details (Stamped bank letter)		
Original/ certified copy of a B-BBEE rating certificate OR an original Sworn affidavit if you are an EME/QSE		
List of shareholders & certified ID copies		
The company letter head		
Proof of business address (A Fixed, Immovable Office within Umgeni Water's area of supply)		
Independently reviewed Annual Financial Statements (AFS) for the last three years		
Central Supplier Database report		
PSIRA Registration		
COIDA Letter of Good Standing		
Copy of three months' Payroll		
Proof of Disability (where applicable)		
UIF Registration		
Military Force Number (where applicable)		

3. PLEASE NOTE

3.1 The document must be completed in full. Non submission of valid pre-requisite documents and incomplete forms will not be considered.

3.2 No registered mail will be accepted.

3.3 Only successful suppliers will be notified in writing of the status of their application

1. COMPANY DETAILS

Company Name of Business as registered with the Registrar of Companies			
Trading As			
Company Registration Number			
VAT Registration number (if applicable)			
National Treasury Central Supplier Database (CSD) Number			
Postal Address			
	Code:		
Physical Address			
	Code:		
District Municipality			
Local Municipality			
Ward No.			
Contact Person:			
Telephone No:			
Cellular No:			
Fax Number			
E- mail address			
Core Business <i>(e.g Construction, Electrical, Mechanical, Civil, Health & Safety, Specialty Works SQ, Cathodic protection)</i>			
Current Major Customers	Customer'	Contact Person	Contact Details
			Tel:
			Fax:
			Email:
			Tel:
			Fax:
			Email:
			Tel:
			Fax:
			Email:
			Tel:
			Fax:
			Email:

2. TYPE OF BUSINESS (PLEASE TICK ONE (1))

TYPE OF BUSINESS	'X'	DOCUMENTS REQUIRED
A. Sole Proprietor (One-Person Business)		ID Copy
B. Public Company LTD		Copy of certificate of Incorporation (CM 1)
C. Private Company (PTY) Ltd		ID Copies & Company Registration Certificate (CM 1)
D. Close Co-operation		ID Copies & Company Registration Certificate (CK 1 and CK 2)
E. Incorporated		Copy of certificate of Incorporation (CM 1 and CM 19)
F. Partnership		Partnership Agreement, ID Copies and Tax Certificates of members
G. Co-operatives		Co-operative Registration Certificate, ID Copies & Constitution
H. Joint Venture		JV Agreement, Member's ID Copies & Tax Certificates

3. OWNERSHIP GROUPS

Umgeni Water is committed to developing and providing people from previously disadvantaged communities with business opportunities. Please indicate the number of shares held by people from previously disadvantaged group.

BEE EQUITY OWNERSHIP	PERCENTAGE OF TOTAL SHARES OWNED BY EACH OF THE					
	Group (this must add-up to 100% of ownership)	Percentage	Group	Percentage	Group	Percentage
	African Ownership of the whole company	%	African Female	%	African Disabled	%
Coloured Ownership of the whole company	%	Coloured Female	%	Coloured Disabled	%	

	Indian Ownership of the whole company	%	Indian Female	%	Indian Disabled	%
	White Ownership of the whole company	%	White Female	%	White Disabled	%
	Foreign Ownership of the whole company	%	Foreign Female	%	Foreign Disabled	%

4. OWNERSHIP INFORMATION

List ALL persons/entities who are owners in the business. (Compulsory)

Full name	Designation	Exec/ Non	Race	ID Number

5. BOARD MEMBERS IF ANY

Please indicate percentage BEE control at board level if any. **Additional Documentation to be attached**

Full name	Designation	Exec/ Non Exec	Race	ID Number

6. STAFF ESTABLISHMENT (Please attach if there are more staff members than the space provided)

Full name	Designation	Race	ID Number

7. E-COMMERCE

Umgeni Water conducts its business by means of email.	
Would your company be able to receive quotations and accept orders electronically?	
If yes, what is the email address for receiving the quotations and orders	

8. VESTED INTEREST

Any financial interest in your company by an Umgeni Water employee and/or its family must be declared in detail, failing which will result in the immediate termination of the business relationship	
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9. DECLARATION

I, THE UNDERSIGNED (NAME) _____ CERTIFY THAT THE INFORMATION FURNISHED TO UMGANI WATER IS CORRECT. I ACCEPT THAT UMGANI WATER MAY REJECT THE DATABASE APPLICATION FORM OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

SIGNATURE _____

DATE _____