

Request For Supplier Information



INFORMATION IS NEEDED EITHER FOR: Payment pending OR routine database maintenance OR we are building up a database (network) of suppliers with specific goods and services nationally we intend to establish or review.

MANDATORY DOCUMENTATION

- Building Services (*cleaning, alterations to building, etc*)
- **Proof of Bank Details** – *cancelled cheque or bank stamped bank statement or a letter from your bank*
- **CIPRO / CIPS Registration Certificate** – *if a registered business;*
- **Owners ID** – *ID's, copies of owner(s)/directors*
- **VAT Document**
 - A SARS VAT Registration Certificate - if vat registered; OR
 - SARS Tax Clearance Certificate - if not VAT registered
- **BEE Document** – *current & valid;*
 - Valid BEE certificate issued by an approved SANAS (South African National Accreditation agency); OR
 - BEE Affidavit in the attached formats if applicable to your database; OR
 - A letter from your accountant stating that your annual company turnover is less than R10 million & that you are a EME Company; OR
 - If no scorecard yet but in progress, please give us a "BEE In-Progress" Letter stating the expected issue date of the scorecard; OR
 - If your company is classified as "BEE Exempt" (e.g. NPO, 100% internationally owned, etc.) Please give us a letter confirming this; OR
 - If your company do not intend becoming BEE, please give us a letter stating this;

DISCLAIMER:

- Hollard is under no contractual obligation or guarantee that a relationship will be entered into with the company herein
- Hollard Reserves the right to request proof or more info
- Please advise Group Procurement of any changes to your company or details

VAT REQUIREMENTS:

- Use the correct VAT company name & Nrs under which you trade & issue invoices
- Hollard's VAT Nrs must also appear on your invoices. Please use the correct one
 - Hollard Insurance Company 4450117405
 - Hollard Life Assurance 4890176532

GENERAL INFORMATION

COMPANY'S REGISTERED NAMES							
Full trading name							
Full registered name (CIPRO / CIPC)					CIPC Number		
VAT registered name (SARS)					VAT Number		
PHYSICAL ADDRESS (Physical address is mandatory)							
Street nr	Street name		Suburb	City	Postal code	Province	Country
PO Box Number	P/Bag Number		Suburb	City	Postal Code	Province	Country
GENERAL OFFICE DETAILS							
Main Office Contact Name		Tel Nr	Fax Nr	Email address			
Payments Contact Name		Tel Nr	Fax Nr	Email address			
CONTACT DETAILS OF OWNER (TO BE USED FOR OFFICIAL BUSINESS / LEGAL MATTERS)							
Owner Name		ID	Cell number	Email			
BBBEE CREDENTIALS							
BBBEE Rated Yes/No	EME, SME, QSE	Issue Date Expiry Date	Level 1-8	Black Women Owned %	Black Owned %		
BANK DETAILS & PAYMENT TERMS (PLEASE SUBMIT A COPY OF A CANCELLED CHEQUE)							
Account holder's name (<i>as printed on company cheques</i>)							
Account number	Bank name	Branch code	Branch name	Type of account			
Payment terms	Payment term days	State % early settlement		Currency			
OTHER							

Have you ever been refused by an Insurance Company before & why?

SERVICES CATEGORIES & FOOTPRINT

FOOTPRINT (geographical coverage)		MEMBERSHIP WITH RELEVANT ASSOCIATIONS	
GOODS OR SERVICE SPECIALISE IN OR PROVIDE - TICK WHERE RELEVANT			
<u>OFFICE EXPENSES</u> • Building Services (cleaning, alterations to building, etc) • Business Delivery Services (mail services, courier services) • Training (courses, seminars) • Business Infrastructure (equipment rental, furniture, office machines, security, vehicles) • Marketing (advertising, promotion items, merchandising) • Information Technology (computer software & maintenance, networking) • Offices Services & Supplies (stationery, catering, food services, flowers) • Telecommunications (telephone systems, data lines) • Professional Services (accounting, consulting, legal services, staff recruitment) • Travel & Accommodation	<u>AUTOMOTIVE</u> Auto Services • Accident Reconstruction Specialists • Assessors (assessments & estimates for damages to vehicles; 2nd level assessments; work-in-progress & compliance management) • Auto Dealer Guide • Car Hire • Salvage Contractors • Towing • Vehicle Pre-Inspection Services (Inspections are done to confirm the vehicle; its details; condition; security systems & driver details.) • Vehicle Tracking Equipment & Services Automotive Specialist - Fitment, Repair & Replace • Agricultural • Air Conditioning • Body Customisation • Canopies • Caravans / Motor Homes • Electricians • Engine Modifications • Glass • Mechanical • Motorcycles & Quads • Panelbeaters • Racing Vehicles • Save-a-Car Programme • Service & Maintenance • Sound & Security • Specialist Repairs • Trailers • Trucks & Trailers • Tyres & Mags Automotive Suppliers • Accessories • Parts Procurement • Vehicle Dealers Used & New	<u>GENERAL SPECIALIST SERVICES</u> Emergency Services • 24/7/365 Contact Services On-Line Systems & Services • E-dealer Guide; Tenders; Vouchers; Credit Checks; Weather Reports • Credit Bureau / ITC • Weather Bureau • Value Card Supplier Professional Services • Accident Reconstruction • Motor Assessors • Attorneys; Appraisers • Auditors • BEE Verification Agency & Consultants • Non Motor Investigators • Motor Investigators • Loss Adjusters (Building & Content Assessors) • Specialised Service Providers (List) • Surveyors • Third Party Recoveries & Defence Matters • Tracing Solutions & Agents • Upliftment Agents Central Network of Service Providers • Motor Assessing • Building Contractors • Panelbeaters • List.....	<u>BUILDING & CONTENT</u> Building Construction & General Services • Awnings • Carpentry & Joinery • Carpets • Carports • Ceilings & Partitioning • Demolition • Electrical Fencing • Electrical Incident Managers • Electrical Repairs • Excavation & Filling • Fencing & Walling • Flooring, Tiling, Paving • Gate & Garage Motors • Geysers • Glazing • Gutters & Down pipes • Ironmongery • Plastering • Plumbing • Pools & Spa's • Roof Repair • Security & Alarms • Thatching • Tree felling • Waterproofing • Fire & Flood Restoration General Retailers / Dealers • Audio Visual Equipment • Clothing & Accessories • Information Technology • Jewellery • Kitchen & Household Appliances & Furniture • Outdoor & Camping Equipment • Peripherals & Accessories. • Photography Equipment • Sport Equipment & Accessories Commercial Valuations • Value at Risk Valuations (Building & Contents) Specialist Fitment, Repair & Replace • List.....

PLEASE COMPLETE & RETURN WITH ALL MANDATORY DOCUMENTATION WITH THIS FORM TO

Email: Procurement@holland.co.za

DIRECT ALL QUERIES REGARDING THIS DOCUMENT TO THE EMAIL