

SUPPLIER REGISTRATION FORM

Section1: General Details

Registered Name:

Trading Name:

Street Name & No:

Registration Number (Please provide copy of Registration Document):

City: Postal Code:

Region: Country:

P.O Box & Postal Code:

Postnet Suite No:

Private Bag:

B-BBEE Compliant Yes

No

If Yes please provide us with a copy of your B-BBEE certificate

Section 2: Contact Details for Vendor

Company Representative for Sales and Orders

Company Accounts Clerk

Name:

Name:

Telephone No:

Telephone No:

Mobile No:

Mobile No:

Fax No for Orders:

Fax No for Remit:

Ordering Email:

Remit Email:

Website Address:

Preferred method of communication: Fax Email SMS

Section 3: Tax Control

Vat Reg No:

Income Tax No: (Provide a copy of the latest Tax Clearance Certificate)

Section 4: Payment/Banking Details

Bank Name: Branch Code:

Account Number:

Account Type:

Account Holder:

Please provide proof of Bank Account:

e.g. Certified copy of Bank Statement or copy of a cancelled Cheque or original letter from the bank

Section 5: Declaration of Interests

The declarations of interest must be completed and signed. (Compulsory.) If there is any known potential conflict of interest or if any owner, partner or member of the applicant is an official, an employee or a board member of Cape Town Tourism, or is related to an official, an employee or a Board Member of Cape Town Tourism, that relationship must be placed on record here.

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THE APPLICANT

SIGNED AT **THIS**..... **DAY OF**..... **2**.....

1. {Print Name}.....{Signature}.....

AS WITNESSES

1. {Print Name}.....{Signature}.....

2. {Print Name}.....{Signature}.....

Section 6: Affidavit

The affidavit must be completed and signed {compulsory}

I, the undersigned who warrants that I am duly authorised to do so on behalf of the business, confirms that the contents of this Affidavit are within my personal knowledge to the best of my belief both true and correct.

I, hereby agree that in the event of false, incorrect or misleading information being provided in this declaration, Cape Town Tourism shall have the right to:

- Recover any losses or damages sustained by Cape Town Tourism Works under such agreement
- Restrict the supplier from further business with Cape Town Tourism depending on the materiality of the misinterpretation and the degree of the prejudice suffered.

Name:.....

Identity No:

Signature:

{Duly authorised to sign for and on behalf of the above entity}

Commissioner of Oath:

Signed and sworn before me at..... (place) this the..... (day) of (month) (year) 2..... by the above mentioned who acknowledges that he/she knows and understands the contents of this Affidavit and that it is true and correct to the best of his/her knowledge and that he/she has no objection to taking the prescribed oath will be binding on his/her conscience.

Commissioner of Oaths signature.....

Print name.....

Date.....

Commissioner of Oath stamp:

Section 7: Terms and Conditions

1. CTT to receive a quote/estimate to be approved by the person commissioning the work.
2. Purchase Order number emailed to you to signal that the quote has been approved & that work can commence. Please do not proceed without PO number.
3. Email or fax your Tax Invoice with the PO number on it to your contact at CTT as soon as the work is completed.
4. Our payment terms are strictly 30 days from Invoice date.

*Please note: After the completion of this application document and you have obtained your Cape Town Tourism supplier number, it remains the responsibility of the supplier to keep Cape Town Tourism informed of any changes of their Supplier Data.

Section 8: For Office Use:

This section needs to be completed by the Cape Town Tourism Employee requesting the service:

Application submitted by:

The type of service to be rendered to Cape Town Tourism:

CAPTURED BY:

{Print Name}.....{Signature}.....{Date}.....

CREDITORS CLERK

{Print Name}.....{Signature}.....{Date}.....

ACCOUNTANT

CHECKLIST:

- Copy of Registration Documents
- Copy of B-BBEE Certificate (if applicable)
- Copy of Tax Clearance Certificate (if applicable)
- Certified copy of Bank Statement or copy of a
cancelled Cheque or original letter from the bank