

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

- **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 (as printed on company cheques)							
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			
<p><u>OFFICE EXPENSES</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Building Services (cleaning, alterations to building, etc) <input type="checkbox"/> Business Delivery Services (mail services, courier services) <input type="checkbox"/> Training (courses, seminars) <input type="checkbox"/> Business Infrastructure (equipment rental, furniture, office machines, security, vehicles) <input type="checkbox"/> Marketing (advertising, promotion items, merchandising) <input type="checkbox"/> Information Technology (computer software & maintenance, networking) <input type="checkbox"/> Offices Services & Supplies (stationery, catering, food services, flowers) <input type="checkbox"/> Telecommunications (telephone systems, data lines) <input type="checkbox"/> Professional Services (accounting, consulting, legal services, staff recruitment) <input type="checkbox"/> Travel & Accommodation <p><u>WATERCRAFT</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> List all <p><u>MOTOR BIKES</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> List all <p><u>SPORT / RACING</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> List all <p><u>OTHER</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> List all 	<p><u>AUTOMOTIVE</u></p> <p>Auto Services</p> <ul style="list-style-type: none"> <input type="checkbox"/> Accident Reconstruction Specialists <input type="checkbox"/> Assessors (assessments & estimates for damages to vehicles; 2nd level assessments; work-in-progress & compliance management) <input type="checkbox"/> Auto Dealer Guide <input type="checkbox"/> Car Hire <input type="checkbox"/> Salvage Contractors <input type="checkbox"/> Towing <input type="checkbox"/> Vehicle Pre-Inspection Services (Inspections are done to confirm the vehicle; its details; condition; security systems & driver details. <input type="checkbox"/> Vehicle Tracking Equipment & Services <p>Automotive Specialist - Fitment, Repair & Replace</p> <ul style="list-style-type: none"> <input type="checkbox"/> Agricultural <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Body Customisation <input type="checkbox"/> Canopies <input type="checkbox"/> Caravans / Motor Homes <input type="checkbox"/> Electricians <input type="checkbox"/> Engine Modifications <input type="checkbox"/> Glass <input type="checkbox"/> Mechanical <input type="checkbox"/> Motorcycles & Quads <input type="checkbox"/> Panelbeaters <input type="checkbox"/> Racing Vehicles <input type="checkbox"/> Save-a-Car Programme <input type="checkbox"/> Service & Maintenance <input type="checkbox"/> Sound & Security <input type="checkbox"/> Specialist Repairs <input type="checkbox"/> Trailers <input type="checkbox"/> Trucks & Trailers <input type="checkbox"/> Tyres & Mags <p>Automotive Suppliers</p> <ul style="list-style-type: none"> <input type="checkbox"/> Accessories <input type="checkbox"/> Parts Procurement <input type="checkbox"/> Vehicle Dealers Used & New 	<p><u>GENERAL SPECIALIST SERVICES</u></p> <p>Emergency Services</p> <ul style="list-style-type: none"> <input type="checkbox"/> 24/7/365 Contact Services <p>On-Line Systems & Services</p> <ul style="list-style-type: none"> <input type="checkbox"/> E-dealer Guide; Tenders; Vouchers; Credit Checks; Weather Reports <input type="checkbox"/> Credit Bureau / ITC <input type="checkbox"/> Weather Bureau <input type="checkbox"/> Value Card Supplier <p>Professional Services</p> <ul style="list-style-type: none"> <input type="checkbox"/> Accident Reconstruction <input type="checkbox"/> Motor Assessors <input type="checkbox"/> Attorneys; Appraisers <input type="checkbox"/> Auditors <input type="checkbox"/> BEE Verification Agency & Consultants <input type="checkbox"/> Non Motor Investigators <input type="checkbox"/> Motor Investigators <input type="checkbox"/> Loss Adjusters (Building & Content Assessors) <input type="checkbox"/> Specialised Service Providers (List) <input type="checkbox"/> Surveyors <input type="checkbox"/> Third Party Recoveries & Defence Matters <input type="checkbox"/> Tracing Solutions & Agents <input type="checkbox"/> Upliftment Agents <p>Central Network of Service Providers</p> <ul style="list-style-type: none"> <input type="checkbox"/> Motor Assessing <input type="checkbox"/> Building Contractors <input type="checkbox"/> Panelbeaters <input type="checkbox"/> List..... 	<p><u>BUILDING & CONTENT</u></p> <p>Building Construction & General Services</p> <ul style="list-style-type: none"> <input type="checkbox"/> Awnings <input type="checkbox"/> Carpentry & Joinery <input type="checkbox"/> Carpets <input type="checkbox"/> Carports <input type="checkbox"/> Ceilings & Partitioning <input type="checkbox"/> Demolition <input type="checkbox"/> Electrical Fencing <input type="checkbox"/> Electrical Incident Managers <input type="checkbox"/> Electrical Repairs <input type="checkbox"/> Excavation & Filling <input type="checkbox"/> Fencing & Walling <input type="checkbox"/> Flooring, Tiling, Paving <input type="checkbox"/> Gate & Garage Motors <input type="checkbox"/> Geysers <input type="checkbox"/> Glazing <input type="checkbox"/> Gutters & Down pipes <input type="checkbox"/> Ironmongery <input type="checkbox"/> Plastering <input type="checkbox"/> Plumbing <input type="checkbox"/> Pools & Spa's <input type="checkbox"/> Roof Repair <input type="checkbox"/> Security & Alarms <input type="checkbox"/> Thatching <input type="checkbox"/> Tree felling <input type="checkbox"/> Waterproofing <input type="checkbox"/> Fire & Flood Restoration <p>General Retailers / Dealers</p> <ul style="list-style-type: none"> <input type="checkbox"/> Audio Visual Equipment <input type="checkbox"/> Clothing & Accessories <input type="checkbox"/> Information Technology <input type="checkbox"/> Jewellery <input type="checkbox"/> Kitchen & Household Appliances & Furniture <input type="checkbox"/> Outdoor & Camping Equipment <input type="checkbox"/> Peripherals & Accessories. <input type="checkbox"/> Photography Equipment <input type="checkbox"/> Sport Equipment & Accessories <p>Commercial Valuations</p> <ul style="list-style-type: none"> <input type="checkbox"/> Value at Risk Valuations (Building & Contents) <p>Specialist Fitment, Repair & Replace</p> <ul style="list-style-type: none"> <input type="checkbox"/> List.....

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

Email: Procurement@hollard.co.za

DIRECT ALL QUERIES REGARDING THIS DOCUMENT TO THE EMAIL