

Cast Products

South Africa (Pty) Ltd

Page 1 of 9

NON TRADE – VENDOR REGISTRATION

OFFICE USE ONLY	Vendor number :
Date :	Authorised :

Please complete all 8 sections.

Vendor Registration Section 1 Vendor Information/Account Details

<p>Vendors shall forward the following information to Cast Products SA together with an original cancelled cheque :</p>		
<p>To : Cast Products South Africa (Proprietary) Limited P O Box 61721 MARSHALLTOWN 2107</p>		
<p>Attention : Procurement Department</p>		<p>Fax : 086 669 5949</p>
<p>Full name of legal entity :</p>		
<p>Trading as :</p>		
<p>Company Registration :</p>		
<p>Core business function :</p>		
Physical address	Street/House number	
	City	
	Postal code	
	Country	
Postal Address	P O Box	
	Suburb/City	
	Postal Code	
	Country	
Accounts Communication	Telephone number	
	Fax number	
	Contact person	
	Email address of person receiving remittance	
Accounts Communication alternate	Telephone number	
	Fax number	

	Cell number	
	Contact person	
	Email address of person receiving remittance	
Purchase order communication	Telephone number	
	Fax number	
	Cell number	
	Email address of person receiving purchase orders	
	Website/URL	
Purchase order communication (alternate)	Telephone number	
	Fax number	
	Cell number	
	Email address of person receiving purchase orders	
	Website/URL	
Tax information	VAT registration number	
	SARS registration number	
Payment Data	Account holder	
	Account type	
	Bank	
	Branch	
	Branch code	
	Account number	
	Payment terms	
Workmen's compensation fund registration number (provide copy of certificate)		
Quality certification (provide copy of certificate)		
Safety accreditation (provide copy of certificate)		

Vendor Registration / Section 2 Vendor Information / financial details

Please provide your current audited financial results				
Note		Year 3	Year 2	Year 1 (current)
ROE	Profit after Tax			
	Owner's Equity			
Return on Assets	Profit before interest & Tax			
	Total Assets			
Asset Turnover	Sales			
	Total Assets			
Net Margin	Profit before interest & Tax			
	Sales			
Gross Margin	Gross profit			
	Sales			

This serves to confirm that the above information is true and correct :

Name : _____

Signature : _____

Date : _____

Financial Director's name : _____

Signature : _____

Date : _____

Vendor registration / Section 3
Vendor Information / Broad Based Black Economic Empowerment (BBBEE)

BBBEE Level : _____

Certificate attached : Yes / No

Shareholding and other details	Black (African, Indian, Coloured)	Black women (African, Indian, Coloured)	White
% Shareholding			
CEO / MD			
% Executive Management			

Is your sales turnover between R10mil and R50mil per annum	Yes	No
--	-----	----

This serves to confirm that the Shareholding and financial information is true and correct.

Name : _____

Signature : _____

Position / title : _____

Date : _____

Financial Director's name : _____

Signature : _____

Vendor Registration / Section 4 Vendor information / Industry Sector details

Please indicate which industry is applicable to your company			
Civil & maint, material		Consulting services	
Civil & maint, service		Financial & insurance services	
Electrical & instrumentation, maint		Telecommunications	
Industrial & mechanical, maint		Packaging	
Transportation		Service industry, other	
New vehicle & maint		Cleaning services	
Logistics		Apparel & related products	
Additives		Stationery & supplies	
Chemical & allied products		Office equipment	
Marketing & advertising		Food & related products	
Promotional items		Parastatals	
IT & IM		Global procurement	
Professional services		Crude oil	

The majority of the business offered to Cast Products SA fall under the following category	
Services	
Consumables	
Capital	

Vendor Registration / Section 5
Vendor information / Declaration of interest

DECLARATION OF INTEREST

All vendors are required to declare any interest that they or their employees may have in Cast Products SA, or that of any Cast Products SA employee may have in the vendor to that effect the following must be duly stated by the authorised signatory.

Yes No

- 1. Are you or any person associated with your company employees of Cast Products SA?

If so, state particulars :

- 2. Have you, or any person associated with your company, any relationship (family, friend, other) with any person employed by Cast Products SA?

If so, state particulars:

Name of Vendor : _____

.....

(Signature of declarant)

(Date)

.....

Position of declarant

Vendor registration / Section 6 Vendor information / Banking details

In order to register your banking detail on our system the following information is mandatory :

Section A	
For CHEQUE account holders	
All details on an original business/entity letterhead	
Account name – <i>This must be the same name as the business/entity</i>	
Bank	
Branch	
Branch Code	
Account number	
One of the following documents as proof (tick the one provided)	
Original letter (above) signed by a director/owner/partner (original signature) with original bank stamp	<input type="checkbox"/>
Original cancelled cheque	<input type="checkbox"/>
Credit order instruction (provided herewith) with original bank stamp	<input type="checkbox"/>
Section B	
For SAVINGS account holders	
All details on an original business/entity letterhead	
Account name – <i>This must be the same name as the business/entity</i>	
Bank	
Branch	
Branch code	
Account number	
One of the following as proof (tick the one provided)	
Original letter (above) signed by a director/owner/partner (original signature) with original bank stamp	<input type="checkbox"/>
Credit order instruction (provided herewith) with original bank stamp	<input type="checkbox"/>

PLEASE NOTE THAT NO SCANNED, EMAILED OR FAXED COPIES WILL BE ACCEPTED

Important requirement for both Sections A and B

The data on the business/entity letterhead must be the same as that submitted on the Vendor application form and cheque, for the following:

- Registered name of the legal entity
- VAT registration number
- Company Registration number

Vendor Registration / Section 7
Vendor Information / Restraint/Confidentiality

Restraint

The supplier or any of its' representatives will not , for a period of 12 (twelve) months after termination of its' agreement and/or purchase order completion either for itself or its representatives, or as the Agent of anyone else, persuade, induce, solicit, encourage or procure (or endeavour to do any of the foregoing), any of Cast Products' employees to become employed by or interested in any manner whatsoever in any business, firm, undertaking or company (collectively referred to herein as "any concern") directly or indirectly in competition with Cast Products; or terminate their employment with Cast Products. The supplier or any of its' representatives will not furnish any information or advise acquired by it as a result of its' association with the Company, to any person whomsoever, which results or may result in any of Cast Products's employees becoming employed by or interested in any manner whatsoever, whether directly or indirectly, in any concern.

Confidentiality Clause

The supplier shall at all times during the course of, and after the termination of its' agreement and/or purchase order completion maintain the content and information disclosed by Cast Products SA as confidential and shall not without the prior written approval of Cast Products (which approval shall not be unreasonably withheld or delayed), disclose, use or authorise the use of any information in whatever form in any way other than information that is or becomes in the public domain (other than through the default of the other party) and such information or documentation that is required by law to be delivered to any relevant Authority, stock exchange, or any other person.

The information supplied in this document is correct and complete to the best of my knowledge and accurately reflects the capability of _____ (Company name).

Signature

Date

Name

Designation

Vendor Registration / Section 8
 Vendor Information / Documents to be provided

The following documents are required in order to verify the information supplied in this Vendor registration document.

Should the following documents not be provided, this application will be considered to be incomplete and will not be processed.

Private Company (Pty) Ltd

1. CM1 - Certificate of incorporation of a company **AND**
2. CM9 - Certificate of change of name of company (if applicable) **AND**
3. CM29 - Contents of register of directors, auditors and officers, **AND**
4. CM22 - Notice of registered office and postal address of company, **AND**
5. Copy of VAT certificate and VAT clearance certificate **AND**
6. Banking details requirement (see attached document) **AND**
7. Broad based BEE certification

Public Company Ltd

1. CM1 - Certificate of incorporation of a company **AND**
2. CM9 - Certificate of change of name of company (if applicable) **AND**
3. CM29 - Contents of register of directors, auditors and officers **AND**
4. CM22 - Notice of registered office and postal address of company **AND**
5. Copy of VAT certificate and VAT clearance certificate **AND**
6. Banking details requirements (see attached document) **AND**
7. Broad based BEE certification

Closed corporation CC

1. CK1 - Founding statement of closed corporation **AND**
2. CK2 - Amended founding statement (if applicable) **AND**
3. Copy of VAT certificate and VAT clearance certificate **AND**
4. Banking details requirement (see attached document) **AND**
5. Broad based BEE certification

Sole Trader

1. Copy of South African Identification document of the owner **AND**
2. Copy of VAT certificate and VAT clearance certificate **AND**
3. Banking details requirement (see attached document) **AND**
4. Broad based BEE certification.