



**APPLICATION TO BE REGISTERED  
ON THE ACCOUNTING STANDARDS BOARD  
SUPPLIER DATABASE**

**TO ALL SUPPLIERS SEEKING REGISTRATION  
AS AN APPROVED SUPPLIER ON THE  
DATABASE OF THE ACCOUNTING STANDARDS BOARD**

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All suppliers are herewith invited to register as an approved supplier on the database of the Board.

In order to comply with the procedures set out in the Supply Chain Management Guidelines, as referred to in the Public Finance Management Act (PFMA)), the Board developed a supplier database to be used when procuring goods and services.

**The purpose of this database is to give all prospective suppliers an equal opportunity to submit quotations to the Board.**

The Board intends to utilise this database to obtain quotations for possible discrete elements of work and where appropriate the supply of products that may become necessary from time to time.

Preference will be given to registered suppliers but it does not necessarily follow that suppliers who are not yet registered will be totally exempted from quoting for the supplying of goods or services to the Board. It is envisaged, however, that this database will contribute to efficient administration and compliance with the PFMA.

**Attached please find an official registration form to assist us in updating our database according to legislation.**

**It is imperative that suppliers read the application document carefully, complete it in full and sign it.** Please note that a valid Tax Clearance Certificate must be attached.

**Suppliers without a valid tax clearance certificate must complete the SARS application form and forward it to SARS. The Board does and will not apply on your behalf.**

When completed this questionnaire, please fax to: **(011) 697 0666**

**For Attention: Ms Erna Swart  
Chief Executive Officer  
Accounting Standards Board**

or alternatively send it to:

**The Accounting Standards Board  
P O Box 74129  
Lynwood Ridge  
0040  
For Attention: Ms E Swart**





MAIN GROUP	SERVICE / GOODS	TICK RELEVANT BOX
	Offsite Storage	
	Photocopying services	
	Transcription Services	
	Document Binding Services	
	Document Duplicating Services	
Catering	Catering Services	
	Supply of Meeting refreshments	
Facilities	Air Conditioning Suppliers / Maintenance	
	Flower supplier	
	Electrical services	
	Security Services	
	Access Control Systems	
	Carpets	
	Blinds	
	Furniture Repairs	
	Office Furniture Procurement	
Marketing & Communications	Advertising	
	Artwork and Paintings	
	Audiovisual Aids & Equipment	
	Corporate Gifts & Products	
	Layout and design of corporate publications	
	Photography	
	Promotional gifts	
	Printing	
	Marketing & Event Management Consultants	
Travel	Flights & Accommodation Agents	
	Car Hire	
	Transport / Shuttle Services	
	Visa applications	
Professional	Legal Services/Advisors	
	Labour Lawyers	
	Dispute Resolution	
Brokers	Medical Aid Brokers	
	Pension Fund Brokers	
	Travel Agencies	
Other	<b><i>Please specify</i></b>	

**TRACK RECORD**

LIST THE FOUR LARGEST CONTRACTS/ASSIGNMENTS COMPLETED BY YOUR FIRM IN THE LAST THREE YEARS

WORK PERFORMED	FOR WHOM	CONTACT PERSON AND TELEPHONE NUMBERS	CONTRACT FEE

**PDI OWNERSHIP STATUS: PLEASE READ NOTES BELOW VERY CAREFULLY**

**Instructions and Definitions:**

**(Please read carefully before completing PDI Ownership Status)**

**Legislation:**

- Procedures are set out in the **Supply Chain Management Guidelines**, as referred to in the **Public Finance Management Act, 2003 (PFMA)**, to give all prospective suppliers an equal opportunity to submit quotations to the Board.

**Terminology:**

- Commodities:** The commodities the company wishes to be registered for as a supplier to the Board.
- Trade Names:** The trade names that the company own or distribute, which you wish to be registered for as a supplier to the Board.
- Owned:** Having all the customary elements of ownership, including the right of decision-making and sharing all the risks and profits commensurate with the degree of ownership interests as demonstrated by an examination rather than the form of ownership arrangements.
- Previously Disadvantaged Individuals (PDI):** For the purpose of registering as a supplier for the Board, the refutable presumption shall be made that SA citizens who fall into population groups that had no franchise in national elections prior to the introduction of the 1983 and 1993 constitution are Previously Disadvantaged Individuals. It is incumbent on individuals to demonstrate their claims to fall into such population groups on the basis of identification and association with and recognition by the members of such a group.
- Woman:** A female person who is a SA citizen.
- Establishment of PDI / Women Equity Ownership in a enterprise:** Equity ownership shall be equated to the percentage of an enterprise which is owned by individuals, or in the case of a company, the percentage shares that are owned by individuals who are actively involved in the management and daily business operations of the enterprise and exercise control over the enterprise, commensurate with their degree of ownership.

**Where individuals are not actively involved in the management and daily business operations and do not exercise control over the enterprise commensurate with their degree of ownership, equity ownership may not be claimed.**

**List all Partners, Proprietors and Shareholders: (Compulsory)**

Name	Position in Company	Occupation	ID Number

Note: Where owners are themselves a Company or Partnership, owners of the holding firm must be identified

## EQUITY OWNERSHIP

### % Shares owned by the following groups: (Compulsory)

	MALE	FEMALE	DISABLED
AFRICAN			
COLOURED			
INDIAN			
WHITE			

### PDI Ownership Status:

(Failure to complete this section will result in the application being rejected)

Previously Disadvantaged Individuals (PDI)	%
Women Equity (WE)	%
Disabled Individuals (DA)	%

### SMME Status of Your Enterprise:

- Please use this table to determine the SMME status of your enterprise
- Please tick the relevant box in each column

A. Sector	B. Full Time Paid Employees				C. Annual Turnover (R millions)				Total Gross Asset value (R millions)			
	Med	Small	Very Small	Micro	Med	Small	Very Small	Micro	Med	Small	Very Small	Micro
Manufacturing	200	50	20	5	40	10	4	0.15	15	3.75	1.5	0.1
Construction	200	50	20	5	20	5	2	0.15	4	1	0.4	0.1
Retail and Motor Trade	100	50	10	5	30	15	3	0.15	5	2.5	0.5	0.1
Wholesale Trade	100	50	10	5	50	25	5	0.15	8	4	0.5	0.1
Catering / Accommodation	100	50	10	5	10	5	1	0.15	2	1	0.2	0.1
Transport / Storage	100	50	10	5	20	10	2	0.15	5	2.5	0.5	0.1
Finance & Business Services	100	50	10	5	20	10	2	0.15	4	2	0.4	0.1
Repair / Allied Services	100	50	10	5	30	15	3	0.15	5	2.5	0.5	0.1
Communications	100	50	10	5	20	10	2	0.15	5	2.5	0.5	0.1
Other Trade	100	50	10	5	10	5	1	0.15	2	1	0.2	0.1
Commercial Agents(e.g Travel Agent)	100	50	10	5	50	25	5	0.15	8	4	0.5	0.1
Community and Social Services	100	50	10	5	10	5	1	0.15	5	2.5	0.5	0.1
Personal Services (e.g Consulting Services)	100	50	10	5	10	5	1	0.15	5	2.5	0.5	0.1

### SMME Status of your Enterprise: (Please tick the relevant Box)

Micro	
Very Small	
Small	
Medium	
Large	

**Declaration of any Conflict of Interest:**

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**Comments / Notes:**

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**I/we the undersigned acknowledge(s) that:**

- The information furnished is true and correct
- The Equity Ownership claimed is in accordance with the General Conditions
- Any conflict of interest will be declared in the comment space above

\_\_\_\_\_  
**Signature of Owner or Authorised Representative**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Owner or Authorised Representative**

\_\_\_\_\_  
**Date**

**COMMISSIONER OF OATHS :**

**SIGNATURE :** \_\_\_\_\_

**DATE :** \_\_\_\_\_

**STAMP :** \_\_\_\_\_