



**TO ALL SUPPLIERS SEEKING REGISTRATION AS AN APPROVED
SUPPLIER ON THE DATABASE OF
RURAL HOUSING LOAN FUND (RHLF)**

All suppliers are herewith invited to register as an approved supplier on the database of Rural Housing Loan Fund (**RHLF**).

In order to comply with the as referred to in the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA), RHLF developed a supplier database to be used by its procurement Office.

The Purpose of this database is to give all prospective suppliers an equal opportunity to submit quotations to RHLF.

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 RHLF. 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 **original** Tax Clearance Certificate must be attached. Successfully registered suppliers will be informed of the outcome of their application.

When completed with this questionnaire, please post to:

Postal Address:

**P.O.Box 645
Bruma
2026**

Physical Address:

**2nd Floor
Liberty Gardens
10 South Boulevard
Bruma 2198**

For the Attention: Porche Knauf – Accounts Department

<h2 style="margin: 0;">SUPPLIER APPLICATION FORM</h2>

IMPORTANT NOTES
Please read carefully

- To be completed by **all** vendors seeking registration as approved supplier;
- The questionnaire must be completed in **full** and be **signed**;
- A **company profile** may accompany the registration form but will **not be accepted** as a substitute for the application form – all fields on the application form **MUST** be completed by applicant;
- Applicants will be contacted via e-mail and must therefore submit a **valid e-mail address**; failure to comply will result in exclusion of the supplier from the database;
- It should be noted that RHLF reserves the right to accept or reject any application **without being obliged to give any reasons** in this respect;
- Suppliers will **not be notified** whether their application was accepted or not but will be advised of the outcome if telephonically requested;
- Supplier must comply with all the **registration-criteria** for registration to be finalized – **failure** to do so may result in the application being declined.

Supplier Detail:

Company Name	
Company Registration Number	
VAT registration number (if applicable)	
Income tax reference Number	
Web address	
E-mail address (compulsory)	
Telephone Number	
Fax Number	
Number of full time employees	
Tax Clearance Certificate	Yes <input type="checkbox"/> No <input type="checkbox"/>
Expiry Date for Certificate	

Postal Address: (compulsory)

Physical Address:

Company/Supplier Classification: (tick the relevant box or boxes)

ISO Listed	Importer	Services	Manufacturer	Repair	Blacked Owned	Distributor	Exporter	Sales
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Supplier Grouping Detail: Type of Firm: (tick the relevant box)

1	Public Company (Ltd)	<input type="checkbox"/>
2	Private Company (Pty) Ltd	<input type="checkbox"/>
3	Closed Corporation (cc)	<input type="checkbox"/>
4	Other (Specify)	<input type="checkbox"/>
5	Joint Venture	<input type="checkbox"/>
6	Consortium	<input type="checkbox"/>
7	Sole Proprietor	<input type="checkbox"/>
8	Foreign Company	<input type="checkbox"/>
9	Partnership	<input type="checkbox"/>
10	Trust	<input type="checkbox"/>
11	Section 21 Company	<input type="checkbox"/>
12	Government / Parastatals	<input type="checkbox"/>

- **Main contact person in your company**

Name _____

Position in Company _____

Cell Phone Number _____

Fax Number _____

E-mail address _____

- **Contact person (sales) in your company**

Name _____

Position in Company _____

Cell Phone Number _____

Fax Number _____

E-mail address _____

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 (millions)				D. Total Gross asset value (property excluded) (millions)			
	Medium	Small	Very Small	Micro	Medium	Small	Very Small	Micro	Medium	Small	Very Small	Micro
Manufacturing	200	50	20	5	40	10	4	0.15	15	3.75	1.5	0.1
Retail 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	4	0.2	0.1
Commercial Agents	100	50	10	5	50	25	5	0.15	8	1	0.5	0.1
Community & Social Services	100	50	10	5	10	5	1	0.15	5	2.5	0.5	0.1
Personal Services	100	50	10	5	10	5	1	0.15	5	2.5	0.5	0.1

SMME status of your enterprise: (tick the relevant box)
(According to SMME table) (Compulsory)

Micro Very Small Small Medium Large

List all partners, proprietors and shareholders (compulsory)

Name	Position occupied in the enterprise	Citizenship	ID Number

Note: Where owner are themselves a company or partnership, owners of the holding firm **must** be identified.

HDI Ownership Status: Please read notes below very carefully

Instructions and Definitions:

(please read carefully before completing HDI Ownership Status)

Terminology:

- **Commodities:** The commodities the company wishes to be registered for as a supplier to the RHLF.
- **Trade Names:** The trade names that the company own or distribute, which you wish to be registered for as a supplier to the RHLF.
- **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 interest 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 Department, 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.
- **Women:** 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 the 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.

HDI Ownership Status:

(failure to complete this section will result in the application being declined)

Empowered or similar empowerment verification certificates may be submitted to support your application

Rank	Female			Male		
	Black	White	Disabled	Black	White	Disabled
Ownership						
Shareholders						
No Shares						
Total						

Employment Equity:

Rank	Female			Male		
	Black	White	Disabled	Black	White	Disabled
Management						
Senior						
Middle						
Junior						
Other						
Total						

CREDIT ORDER INSTRUCTION FORM

RURAL HOUSING LOAN FUND

THE CHIEF EXECUTIVE OFFICER: RURAL HOUSING LOAN FUND (RHLF)

I/We hereby request and authorize you to pay any amounts which accrue to me/us to the credit of my/our bank account with the mentioned bank.

Name of Individual/Organization _____

Name of Bank _____

Branch Code _____

Account Number _____

Type of Account (tick the relevant box)

1. Cheque Account

2. Savings Account

3. Transmission Account

Initials and Surname

Authorized Signature

Date

LIST OF COMMODITIES

NOTE: Maximum of seven (7) commodities/goods/services per supplier

NO	DESCRIPTION OF COMMODITY	X
1	ACCOMMODATION	
2	APPRAISER	
3	AUDIT	
4	CATERERS	
5	CLEANING SERVICES	
6	COMMUNICATIONS	
7	CORPORATE GIFTS	
8	COURIER	
9	DESIGN	
10	DONATIONS	
11	ELECTRICAL	
12	EMPLOYMENT AGENCY	
13	FEES	
14	FINANCIAL INSTITUTIONS	
15	FLOWERS	
16	HUMAN RESOURCES	
17	ITC	
18	IT HARDWARE	
19	IT SOFTWARE	
20	IT SUPPORT	
21	LEGAL SERVICES	
22	LICENCES	
23	MEDIA	
24	PLANTS	
25	PLUMBING	
26	PRINTING	
27	PROFESSIONAL BODIES	
28	PUBLICATIONS	
29	REFRESHMENTS	
30	RENTAL	
31	RESEARCH	
32	SECURITY	
33	STATIONERY	
34	TRAINING	
35	TRANSPORT	
36	WEB SITE	
37	WORKSHOP	

OTHER COMMODITIES NOT LISTED

**NOTE: IMPORTANT
DOCUMENTATION**

- Valid SARS Tax Certificate
- Company Registration (Issued by CIPRO)