



## XHARIEP DISTRICT MUNICIPALITY

VAT Reg. No: 4000 846 420

Tel: 051 713 9300

20 Louw Street, Trompsburg, 9913

[www.xhariep.gov.za](http://www.xhariep.gov.za)

Attached is a Supplier Application Form to be completed, thus enabling you/company to be registered on Xhariep District Municipality's supplier database, in respect of business classifications.

**ALL SUPPLIER INFORMATION WILL BE TREATED AS STRICTLY CONFIDENTIAL.**

**THE FOLLOWING ORIGINAL DOCUMENTS MUST BE FURNISHED TOGETHER WITH YOUR APPLICATION:**

- An original cancelled cheque or stamped letter from the bank, verifying the banking details. Please note that any changes to bank details in future will be subjected to the same requirement.
- Tax Clearance Certificate. Please note that on expiring of the certificate, a new one must be furnished.

**COPIES OF THE FOLLOWING CERTIFIED DOCUMENTS MUST BE FURNISHED TOGETHER WITH YOUR APPLICATION (FAILURE TO SUBMIT THE REQUIRED DOCUMENTATION WILL RESULT IN YOUR APPLICATION NOT BEING CONSIDERED):**

- Company Registration Documents (if applicable)
- Identity documents of directors/owners/members/shareholders
- Value Added Tax (VAT) Registration Certificate (if applicable)
- In case of a Close Corporation (CC): CK2 certificate
- In case of a Company (Pty Ltd) : CM29 certificate
  - : Certificate of Incorporation
  - : Share certificates
- Any other relevant registration certificate pertaining to your business
- BEE Rating Certificate
- Letter from Accounting Officer / Registered Auditor confirming turnover of entity is less than R5 million per financial year (if applicable)
- Municipal Rates and Taxes clearance certificate.

Completed Supplier Application Forms, clearly marked **“Application for registration onto the Xhariep goods and/or service database”** must be submitted to the Municipal Manager, 20 Louw Street, Trompsburg, 9913.