



Your voice. For justice.

**SECTION A**

**VENDOR / SUPPLIER INFORMATION**

\*Please Mark with X: New Vendor

Vendor Update

Vendor Number

**A. SUPPLIER PERSONAL DETAILS ( PLEASE PRINT CLEARLY)**

Supplier Vat No:

TAX No:

Supplier Name:

Postal Address:

  
  

Postal Code:

Street Address:

  
  

Postal Code:

**B. FOR OFFICE USE ONLY**

*\*\*This section is strictly completed by the JCE / ROE/ Dept. Executive*

Application Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name of JC/RO/Department:

**SECTION B**

**BANKING DETAIL ( TO BE COMPLETED BY THE BANK)**

Please note that incorrect bank details will lead to incorrect bank transfers. Applications will only be accepted on an original form to the Justice Centre/ Regional Office/ National Office, and if the bank details are completed and certified as correct by the bank.

Account Holder:

Name of Bank:

Branch Code:

Account Number:

Account Type (Mark by X)

- Current/ Cheque Account
- Savings Account
- Transmission Account
- Other

<b>BANK DATE STAMP</b>

I hereby confirm that the details of the account holder indicated above are correct and correspond with those on our records

Name and Initials of Bank Official \_\_\_\_\_ Designation \_\_\_\_\_

Signature of Bank Official \_\_\_\_\_ Date \_\_\_\_\_

**Acknowledgment: (SUPPLIER)**

I/We acknowledge that save as obliged to do so by law and or court order the party hereby authorized to effect a credit against my/our account may not cede or assign any of its rights or obligations to any third party without my/our prior written consent and that I/We may not delegate any of my/our rights or obligation in terms of this contract/authority to any third party without prior written consent of the authorized party. This authority may be cancelled by me/us giving a thirty(30) days notice in writing.

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day \_\_\_\_\_

Signature \_\_\_\_\_

**JCE' Signature**



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**SECTION C**  
**FOR OFFICIAL USE ONLY**

**CHECKLIST FOR DOCUMENTS TO BE PROVIDED**

Company Name:

*Please mark on an appropriate box*

*Note: Mandatory Forms\**

**Trade Creditor**

	Yes	No
Vendor Application Forms ( All Field Must Be Completed)*	<input type="checkbox"/>	<input type="checkbox"/>
Tax Clearance Certificate*	<input type="checkbox"/>	<input type="checkbox"/>
Company Registration Documents (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Declaration of interest - SBD 4	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of independent bid determination - SBD 9	<input type="checkbox"/>	<input type="checkbox"/>
Vat Registration Certificate* (Mandatory if the supplier is VAT registered)	<input type="checkbox"/>	<input type="checkbox"/>
Employee/ ID number	<input type="checkbox"/>	<input type="checkbox"/>
BBB-EE status level of contribution	<input type="checkbox"/>	<input type="checkbox"/>

**Judicare Creditor**

	Yes	No
Vendor Application Forms ( All Field Must Be Completed)*	<input type="checkbox"/>	<input type="checkbox"/>
Accreditation Forms ( Firm and Practitioner)*	<input type="checkbox"/>	<input type="checkbox"/>
Tax Clearance Certificate*	<input type="checkbox"/>	<input type="checkbox"/>
Fidelity Fund Certificate*	<input type="checkbox"/>	<input type="checkbox"/>
Admission Certificate as an Attorney/ Advocate*	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Good Standing*	<input type="checkbox"/>	<input type="checkbox"/>
ID copy (Practitioner)*	<input type="checkbox"/>	<input type="checkbox"/>
Company Registration Documents (Firm)	<input type="checkbox"/>	<input type="checkbox"/>

**Tender Creditor**

	Yes	No
Invitation to Bid - SBD 1*	<input type="checkbox"/>	<input type="checkbox"/>
Tax Clearance Certificate - SBD 2*	<input type="checkbox"/>	<input type="checkbox"/>
Pricing Schedule - Firm Prices ( Purchases) - SBD 3.1*	<input type="checkbox"/>	<input type="checkbox"/>
Declaration of Interest - SBD 4*	<input type="checkbox"/>	<input type="checkbox"/>
Preference Points Claim Form in terms of PPP - SBD 6.1*	<input type="checkbox"/>	<input type="checkbox"/>
Declaration of bidder's past SCM practices - SBD 8*	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of independent bid determination - SBD 9*	<input type="checkbox"/>	<input type="checkbox"/>
BBB-EE status level of contribution*	<input type="checkbox"/>	<input type="checkbox"/>
Company Registration Documents*	<input type="checkbox"/>	<input type="checkbox"/>

Checked by: \_\_\_\_\_ Signature \_\_\_\_\_