

# PERSONAL INFORMATION INVENTORY LIST

## DATA SUBJECT: SERVICE PROVIDERS

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### PART A: Personal information collected

#### **Section A: Personal information collected through forms completed by suppliers**

1. Title, initials and surname: (In the event of a sole proprietor )
2. Enterprise registered and/ trading name of enterprise and registration number (for Companies and CC's)
3. Physical address and postal address
4. VAT registration number
5. Country of origin
6. Contact numbers (Home, fax, work and cell numbers)
7. Email address
8. ID number or Passport number for foreign candidate - Sole proprietary must submit a copy of Identity document
9. List all partners, proprietors and shareholders' name, position occupied, ID numbers, Citizenship and date of ownership
10. Income Tax Reference number
11. Website
12. Banking Details

#### **Section B: Personal information on the supporting documentation**

13. Company Registration Documents (Select relevant form of ownership)
14. Sole Proprietor: Owners' ID/Passport
15. Partnership: Partnership Agreement and ID/Passport of partners
16. Close Corporation: Member'(s) ID/Passport, Certificate of Incorporation (aka CK) and Founding Statement
17. Private Company (PTY) LTD: Shareholder's ID/Passport, Memorandum and Article of Association, Share Certificates and Certificate of Incorporation
18. Section 21 Company: Member'(s) ID/Passport, Memorandum & Article of Association and Certificate of Incorporation

19. External Company (Non-South African): Shareholder's ID/Passport, Certificate of Registration (CM49), Details/register of Directors (CM29) and Registered Address in South Africa (CM22)
20. Non-profit Organisation: NPO registration certificate
21. Joint Venture: Joint Venture Agreement, Registration Documents or ID/Passports of all entities/individuals of the Joint Venture
22. Valid original SARS Clearance Certificate and pin (where applicable) for a Partnership or Sole Proprietor letter of Good standing from SARS must be submitted
23. BBBEE certificate or proof of exemption from an accredited SANAS/IRBA verification agency/auditor or A sworn affidavit
24. Creditworthiness documents (e.g. letter from the bank). Cancelled cheque
25. Financial Statements

## **PART B: Organisations with whom suppliers' information is shared**

1. External Auditors for audit purposes