

**APPLICATION FORM PROSPECTIVE SUPPLIERS / SERVICE PROVIDERS TO BE LISTED ON THE MUT MASTERFILE FOR THE SUPPLY OF GOODS AND SERVICES**

New Application

Update information

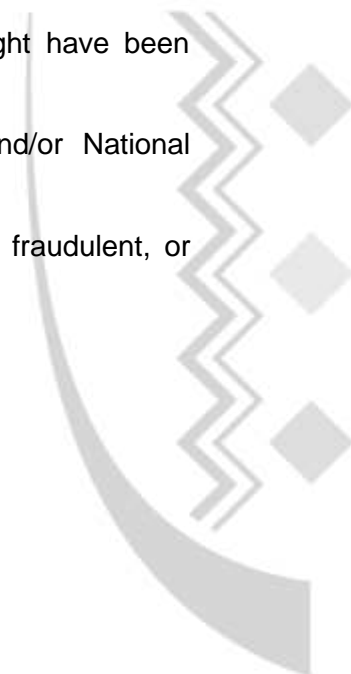
**REQUIREMENTS/INSTRUCTIONS**

1. The University reserves the right to reject any incomplete application.
2. The following documentation must accompany all applications which must be certified by a Commissioner of Oaths (if not original documents provided):
  - Company registration issued by the CIPC.
  - Certified CLEAR ID copy/s of ALL active directors, members, or partners of the entity.
  - Valid Tax Clearance certificate/PIN issued by SARS.
  - VAT certificate where applicable
  - Valid BBEE Affidavit / Certificate from an accredited rating agency (SANAS or IRBA);
  - Bank verification letter not more than 3 months old confirming the companies banking details.
  - Proof of business address of the company e.g. a letter from municipality confirming your address (***the address must be the same as the address on the company registration document***) or municipal bill or valid lease agreement if premises are leased);
  - Company profile.
  - Letter of authorisation to change the supplier details.
  - Central Supplier Database (CSD) Registration, if applicable.
  - Latest audited financial statement (if applicable)
3. **Non-compliance will declare the application null and void.**



## CONDITIONS

1. Application forms must be completed in full and signed.
2. Incomplete applications or applications that are not accompanied by the required documents will be rejected.
3. All the information will be treated with confidentiality.
4. The fact that the supplier or service provider is registered on the MUT's database does not constitute any contractual obligation between MUT and the supplier or service provider.
5. **MUT reserves the right to cancel the registration of the supplier or service provider if they:**
  - a) Fail to inform MUT of any changes of the particulars as furnished in the application.
  - b) Give incorrect or false information in the application form, or any correspondence relating to the application.
  - c) Fails to comply with the conditions of any contract that might have been awarded to the supplier/service provider.
  - d) The supplier/service provider being blacklisted by MUT and/or National Treasury; and
  - e) If the supplier or service provider has acted in an improper, fraudulent, or corrupt manner.



## Section A

<b>Company Details</b>	
Registered Supplier Name	
Trading Name (If Applicable)	
Business Registration Number	
VAT Registration Number	
Income Tax Reference Number	
Physical address	
Postal Address	
Type of Product/Services	
Telephone Number/s	
Facsimile Number/s	
Website	
Contact Person	
Contact Number/s	
Email Address	
Name of Bank	
Branch Code	
Account Number	
Account Type	

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**Section B**

**CHANGE OF BANKING DETAILS**

**DULY AUTHORISER**

<b>NAME &amp; SURNAME <i>(As per Identity Document)</i></b>	<b>DESIGNATION</b>	<b>ID NUMBER/ DATE OF BIRTH</b>

**NB:** *Only duly authorized personnel can request change of banking details, please provide letter of authorization and reasons for changing banking details. The letter must be accompanied by a certified copy of the authorizer's identity document and be an original.*

\_\_\_\_\_

For and on behalf of the company

\_\_\_\_\_

Date

\_\_\_\_\_

Capacity of signatory (position held in company)



**Section D**

**DECLARATION OF INTEREST BY SUPPLIER/SERVICE PROVIDER**

I, the undersigned, (first names and surname) \_\_\_\_\_

Identity Number \_\_\_\_\_, in my capacity as \_\_\_\_\_

Declare as follows:

1. I do / do not have a relationship (family, friend, other) with a person employed at MUT.

Particulars of the above-mentioned interest, if any are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. I am /am not aware of a relationship (family, friend, other) between myself and any person employed at MUT. Particulars of the above-mentioned relationship, if any, are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**Note:** Proper records of this information must be kept on the appropriate file. This form must be completed by applicant

**FOR OFFICE USE ONLY**

<b>CHECKLIST</b>		
<b>Documents</b>	<b>Yes</b>	<b>No</b>
Company Registration Documents		
Certified clear ID copies of ALL active directors		
Original Tax Certificate/ PIN issued by SARS		
VAT certificate where applicable		
BBBEE / Affidavit Certificate		
Certified Bank verification letter(with bank stamp)		
Proof of address		
Company Profile		
Letter of authorisation to change details		
CSD report (if applicable)		
Latest audited financial statement (if applicable)		