



The Housing Development Agency
PO BOX 3209, HOUGHTON 2041
6-10 Riviera Road, Riviera Office Park, Killarney

THE HOUSING DEVELOPMENT AGENCY SERVICE PROVIDER REGISTRATION FORM

IMPORTANT NOTES

Please read carefully

- **To be completed by all vendors seeking listing as an approved supplier**
- **The questionnaire must be completed in full and be signed by the owners**
- **A company profile may accompany the registration form but will not be accepted as substitute for the application – all fields must on application form must be completed by an applicant**
- **It should be noted that the HDA reserves the right to accept or reject any application without being obliged to give any reasons in respect.**
- **The original Tax Clearance Certificate must be submitted together with the form, failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the registration, Certified copies of the Tax Clearance Certificate will not be accepted,**
- **In registration where Consortia / Join Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate**
- **Please submit Certified copies of Company Registration Documents**
- **Please submit Certified copies of Identity Documents for Company Shareholders.**

All enquiries can be sent to: procurement@thehda.co.za



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ANNEXURE 2

SECTION ONE: COMPANY DETAILS

Name of Company: _____

Physical Address: _____

Postal Address: _____

Telephone: _____

Fax: _____

Mobile: _____

E-Mail: _____

Contact Person: _____

Designation: _____

Type of Company: *(Please Tick appropriate Box)*

Partnership One person Business/Sole Trader Close Corporation

Public Company Private Company

No of Years Trading: _____

Core Business: _____

Company Reg: _____

Vat Number: _____

Tax Clearance Certificate: Yes No

ANNUAL TURNOVER (excl. VAT): R _____



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SECTION TWO: EQUITY OWNED BY HISTORICALLY DISADVANTAGE INDIVIDUALS

NOTE: A HISTORICALLY DISADVANTAGED INDIVIDUAL (HDI) is defined as meaning:

“a South African citizen who, due to the apartheid policy that had been in place, had no Franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act 110 of 1983) or the Constitution of the Republic of South Africa, 1993 (Act 200 of 1993); and/or who is a female; and/or who has a disability, provided that a person who obtained South African Citizenship on or after the coming into effect of the interim Constitution, is deemed not to be an HDI”

For this section please provide details of HDI ownership participation in the Company

NAME	DATE APPOINTED/ POSITION IN COMPANY	ID NUMBER	DATE RSA CITIZENSHIP	% OF BUSINESS / ENTERPRISE OWNED BY:		
				HISTORICALLY DISADVANTAGED INDIVIDUALS	WOMEN	DISABLED



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SECTION THREE: BLACK ECONOMIC EMPOWERMENT

NOTE: BEE as an integrated and coherent socioeconomic process that directly contributes to the economic transformation of South Africa and brings about significant increases in the numbers of black people that manage own and control the country's economy, as well as significant decreases in income inequalities. Please indicate in the table below the current staffing profile in numbers. Please note that in line with BEE legislation, a company will be rated on their BEE profiles in terms of their contributions to the BEE.

RACE	GENDER	MANAGEMENT	NON-MANAGEMENT	TECHNICAL/ SPECIALIST	TOTAL
African	Female				
	Male				
Coloured	Female				
	Male				
Indian	Female				
	Male				
White	Female				
	Male				
TOTAL					



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BROAD-BASED BLACK ECONOMIC EMPOWERMENT (BBBEE)

HDA urges respondents (large companies and qualifying small enterprises) to be verified by one of the various accreditation agencies who do their BBBEE verification in accordance with the most recent BBBEE codes (ie those promulgated on 9 February 2007). Their names appear on the current Accredited Verification Agencies list from SANAS (see SANAS website (www.sanas.co.za)).

a) Large enterprises (ie annual turnover >R35million)

Rating level based on all seven elements of the BBBEE scorecard

b) Qualifying small enterprises (QSE) (ie annual turnover >R5million but <R35million)

- Rating based on any four of the elements of the BBBEE scorecard

c) Exempted Microenterprises (EME)(ie annual turnover <R5m are exempted from being rated/verified)

- Automatic rating of Level 4 BBBEE (ie 100% BBBEE recognition)
- Black ownership >50% or Black Women ownership >30% automatically qualifies as Level 3 BBBEE (ie 110% BBBEE recognition)
- EMEs should provide documentary proof of **an auditor's certificate or similar certificate issued by an accounting officer or verification agency plus proof of Black ownership where applicable.**

In addition to the above, respondents who wish to enter into a joint venture or to subcontract portions of the contract to BBBEE companies, must state in their proposals the percentage of total contract value that will be allocated to such BBBEE companies if they are successful in being awarded any business.

A detailed verification certificate in respect of such BBBEE JV partners and / or subcontractors as well as a breakdown of the distribution of the aforementioned percentage must be furnished.

Turnover: Kindly indicate your company's annual turnover for the past financial year R_____

Black ownership: Kindly indicate black ownership percentage and attach proof to substantiate your claim _____%__



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SECTION FOUR: RECORD OF SERVICE TO THE STATE

Indicate by marking the relevant boxes with a cross, if any sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently **or** has been within the last 12 months in the service of any of the following (this includes your spouse, children or parents):

- | | | |
|---|--|---|
| <input type="checkbox"/> a member of any municipal council; | <input type="checkbox"/> a member of the board of directors of any public entity; | <input type="checkbox"/> an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999); or |
| <input type="checkbox"/> a member of any provincial legislature; | <input type="checkbox"/> an official of any public entity, including the Housing Development Agency; | |
| <input type="checkbox"/> a member of the National Assembly or the National Council of Province; | <input type="checkbox"/> an employee of Parliament or a provincial legislature; | <input type="checkbox"/> a member of an accounting authority of any national or provincial public entity. |
| <input type="checkbox"/> a member of the board of directors of any public entity; | | |

If so, furnish the following particulars:

Name of person (or spouse)/ director/ shareholder/ member or his spouse: _____

Name of state institution to which person (or spouse) is connected: _____

Position occupied in the state Institution: _____

I attest that the information submitted above is a true and accurate reflection of the status of the company at the time of submission. I am duly authorised to sign on behalf of the company.

Signature: _____

Name: _____

Capacity: _____

Date: _____

Witnessed by:

Name: _____

Signature: _____