

TO ALL SUPPLIERS SEEKING REGISTRATION AS APPROVED SUPPLIERS ON NORTHLINK COLLEGE'S SUPPLIER DATABASE

The purpose of this database is to give all prospective suppliers an equal opportunity to submit quotations.

All suppliers are herewith invited to register on NORTHLINK COLLEGE's supplier database. Attached please find an official application form to assist Northlink College in updating the database.

The following important notes should be read carefully prior to completion of this form

1. This form must be completed in full and signed by the owner(s) or manager or administration head.
2. Full signature is required when alterations are made in this document.
3. If the information required is not applicable to your business, clearly insert N/A in the appropriate space.
4. Mark the appropriate square with an 'X' where it is applicable to you.
5. All fields on application form **MUST** be completed by applicant; if the space provided is left blank, it will be regarded as information that is still outstanding and you will not be registered.
6. No faxed or e-mailed application forms will be accepted.
7. Businesses providing information intentionally incorrectly or fraudulently will be disqualified.
8. Businesses blacklisted by any organs of state* must first be removed or cleared from blacklist before registration.
9. Certified copies of the following documents must be attached to this application form:
 - a. Fax number (compulsory)
 - b. Original valid Tax clearance certificate
 - c. Banking details (stamped by the bank)
 - d. Proof of company registration - CIPC
 - e. VAT registration certificate (for VAT vendors only)
 - f. ID copy/ies for all company members/partners/directors
 - g. BEE rating certificate or letter from a registered accountant
 - h. If members/directors/partners/owners are employed by the state, proof that they are allowed to conduct business outside remunerative work should be attached
10. This is only a registration form for the database and does not guarantee any awarding of business.
11. NORTHLINK COLLEGE reserves the right to reject any application, which in its opinion failed to comply with the registration requirements or criteria.

Failure to submit all the above documents will result in non-registration.

Completed suppliers' database application forms and all required documents must be posted or hand delivered to: FOR ATTENTION: ANDRE STEENKAMP

NORTHLINK COLLEGE
80 Voortrekker Road
Bellville
7530

OR

NORTHLINK COLLEGE
Private Bag X1
Panorama
7506

