



Supplier application form

Subject:

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<i>Approved by:</i>	<i>Issue Date:</i>	<i>Policy Number:</i>	<i>Pages:</i>

CONFIDENTIAL

Orion Group Supplier Application Form - South African Entity

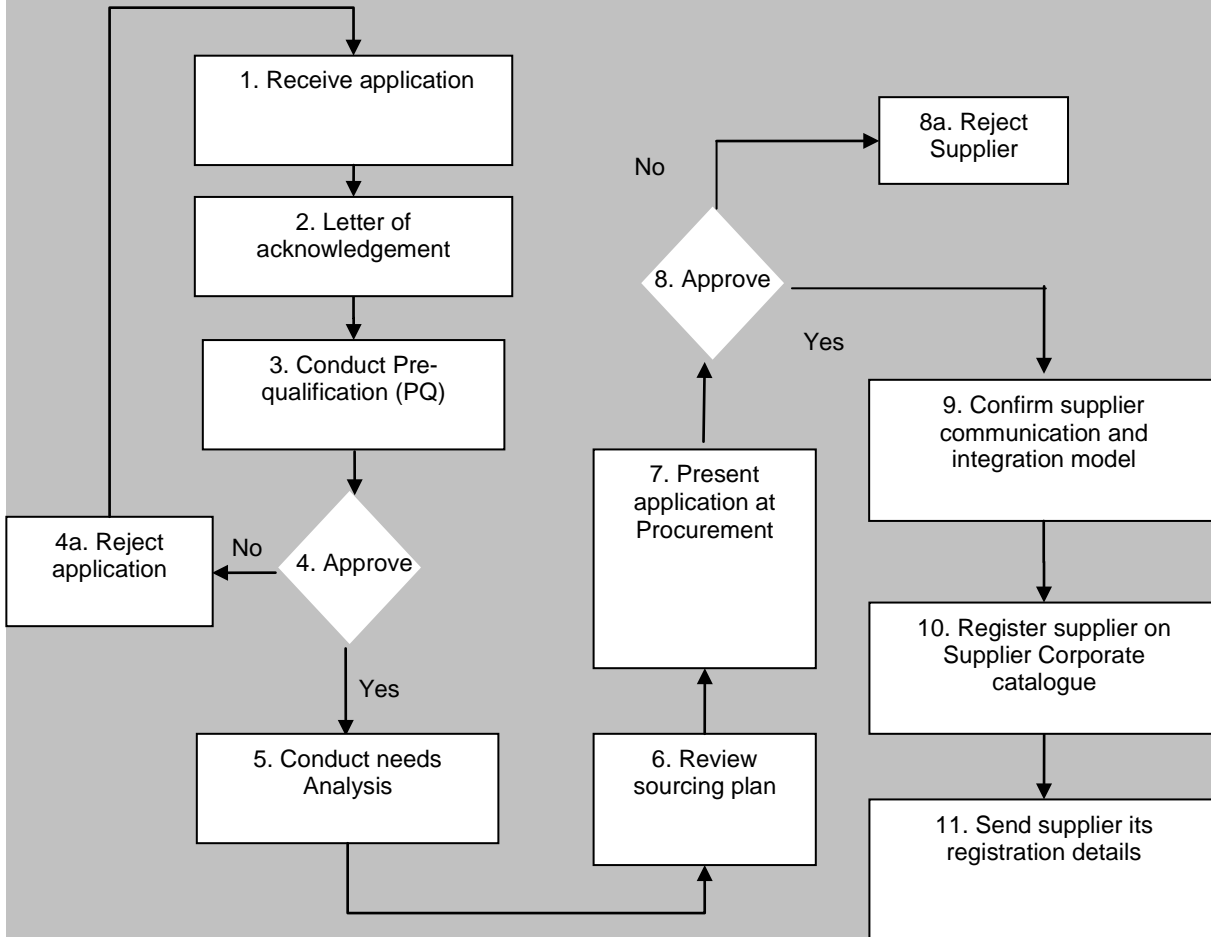
Orion Group Return Address									
Postal Address:	Physical Address:					Contact Details: Contact Centre Tel: Fax: E-mail:			
Orion Group Supplier Application Form: South Africa									
1. Information									
Registered Name of Legal Entity									
Trading Name (If Applicable)									
Registration Number of Legal Entity									
Previous Registered Name (If Applicable)									
2. Type of Legal Entity (Please mark applicable entity hereunder)									
<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Partner-Ship	<input type="checkbox"/> Closed Corporation	<input type="checkbox"/> (Pty) Ltd Company	<input type="checkbox"/> Ltd Company	<input type="checkbox"/> Trust	<input type="checkbox"/> NPO			
3. Address									
3.1 Head Office – Physical Address									
Street Name And Number									
City And Region									
Postal Code									
3.2 Head Office – Postal									
P.O. Box		Private Bag			X				
City		Postal Code							
3.3 Regional Office - Physical (If applicable)									
Street Name And Number									
City And Region									
Postal Code									

3.4 Regional Office - Postal			
P.O. Box		Private Bag	X
City		Postal Code	
4. Contact Information			
Name of Managing Director / Member / CEO			
Telephone Number		Fax Number	
Email Address			
Name of Marketing Manager / Branch Manager			
Telephone Number		Fax Number	
Email Address			
Name/s of Sales Person			
Telephone Number		Fax Number	
Email Address			
In case of Emergency: Contact Person			
Telephone Number		Fax Number	
Email Address			
5. Supplier Communication (for electronic document exchange)			
Electronic document exchange	Communication method (select one)		
	Fax:		
	Email:		
6. Accounting Information			
Name of Accounting Officer			
Telephone Number		Fax Number	
Email Address			
<ul style="list-style-type: none"> • See Annexure 1 for details regarding submitting bank institution details / information • See Annexure 2 for proof of signatories 			
Preferred Method of Invoicing			
Manual Invoice Matching		Automatic Invoice Generation (ERS)	

7. Please provide details of the core business of the Legal Entity (Please attach legal entity profile)	
8. Value added by your Legal Entity (give details of three orders/contracts you/the Legal Entity have successfully completed)	
Legal Entity	
Contact	
Type Of Product/Service	
Month/Year	
Estimated Amount Paid	
Legal Entity	
Contact	
Type Of Product/Service	
Month/Year	
Estimated Amount Paid	
Legal Entity	
Contact	
Type Of Product/Service	
Month/Year	
Estimated Amount Paid	
9. Additional Information	
Have any of the owners or directors of the legal entity been declared insolvent previously?	
Yes	No
If yes, please provide the following details:	
Name of Director/Owner	
Date	
Name of Legal Entity	
Do any of the owners or directors have relatives employed by Orion Group?	
Yes	No
Name of Orion Group employee	
Please disclose the nature of the relationship with the identified Orion Group employee	
Has the Legal Entity previously performed work for another Orion Group company?	
Yes	No
Name of Orion Group Company	
Contact Person At Orion Group	

How many permanent employees employed by your Legal Entity	
Provide details of the nature of the work/contract previously performed for /concluded with the above identified Orion Group Companies.	

10. High Level Application Process



The availability of required documentation as indicated in Annexure 3 will expedite the application process

Annexure A1

BANKING DETAILS (Providing the correct details is paramount)

As a result of increased fraudulent activities and the limitation of R5 000 000.00 on cheque payments Orion Group will only effect electronic transfer payments directly into your bank account subject to satisfactory proof of bank details.

Hence, in order to register or amend your banking details on the Orion Group system, the provision of the following information to Orion Group is **compulsory**.

1. An original signed and stamped letter from the bank of your Legal Entity confirming the following information:

- Account holder name;
- Account number;
- Bank name;
- Branch name; and
- Branch code.

Foreign Bank Information (Only applicable to foreign suppliers)

- IBAN number;
- Swift code;
- Bank key; and
- Country in which Bank account has been opened.

2. An original supplier letterhead signed by a managing member/director/owner/partner or any of the appointed signatories requesting Orion Group to register or amend the banking details according to the letter from the bank.

3. An original signed supplier signatory validation form/s attached (Annexure 2).

Take note:

**Under no circumstances will faxes, scanned copies, or e-mails be accepted by Orion Group
Only original documentation will be accepted.**

Annexure A2

Orion Group Supplier Signatory Validation Form

Banking detail request for Orion Group suppliers:

This document will be used by Orion Group to verify the authenticity of any request to change/amend any banking detail information of the entity. Any change of signatories shall be approved by the original signatories as submitted to Orion Group during application ONLY.

Approved signatories (Managing Member e.g. Directors, Owners, Partners or any other appointed signatory) need to be captured on this document.

Corporate number		Vendor number	
Registered name of legal entity			
First signatory (Managing Member/Director/Owner/Partner)			
Full name and surname			
ID number			
Designation			
Direct telephone number			
E-Mail address			
_____		_____	
First signatory – Signature 1		First signatory – Signature 2	
Second signatory (Any other appointed signatory)			
Full name and surname			
ID Number			
Designation			
Direct telephone number			
E-Mail address			
_____		_____	
Second signatory - Signature 1		Second signatory – Signature 2	
Official entity stamp		Certification by Commissioner of Oath	

NOTE:

- 1. If more than two signatories, copy this form and complete accordingly for all signatories.**
- 2. If signatories should change, the onus is on the supplier to inform Orion Group accordingly.**

Documents Required	Sole proprietor	Close Corporations	Partnerships	Public/ Private Company	Business trust	Non profit Organisation (NPO)	Institutions
1. Company registration (certified copies)	N/A	Certificate of Incorporation CK1 & CK2	Duly signed partnership agreement which is still in full force and effect	CM1 Incorporation of a company & CM9 Change of Name of company CM22 Notice of Registered Office & Postal Address of Company	Deed of Trust Agreement	CM3 Incorporation Certificate Section CM4 Memorandum of Association CM22 Notice of Registered Office & Postal Address of Company	Registrar of Close Corporations & Companies
2. Proof of ownership	Copy of ID (certified)	Membership / Shareholding CK1 & CK2	Duly signed partnership agreement which is still in full force and effect.	CM29 Contents of Register of Directors, Auditors and Officers	Trust Deed, Power of Attorney, Beneficiaries & Trustees	CM29 Contents of Register of Directors, Auditors and Officers	Registrar of Close Corporations & Companies
3. Latest Rates and Taxes statement (municipal account)	Supply latest certified copy	Supply latest certified copy	Supply latest certified copy	Supply latest certified copy	Supply latest certified copy	Supply latest certified copy	Local Authority
4. Proof of banking	Banking details on original <u>bank</u> letterhead signed and stamped by bank (See Annexure 1)	Banking details on original <u>bank</u> letterhead signed and stamped by bank (See Annexure 1)	Banking details on original <u>bank</u> letterhead signed and stamped by bank (See Annexure 1)	Banking details on original <u>bank</u> letterhead signed and stamped by bank (See Annexure 1)	Banking details on original <u>bank</u> letterhead signed and stamped by bank (See Annexure 1)	Banking details on original <u>bank</u> letterhead signed and stamped by bank (See Annexure 1)	Banking details on original <u>bank</u> letterhead signed and stamped by bank (See Annexure 1)
5. Original Tax Clearance Certificate	For the owner of the business	For the company	For the partnership	For the company	For the trust	Proof of exemption	Receiver of Revenue (SARS)
6. Proof of P.A. Y.E. registration	Latest proof of payment	Latest proof of payment	Latest proof of payment	Latest proof of payment	Latest proof of payment	Latest proof of payment	Receiver of Revenue (SARS)
7. U.I.F. certificate	Latest proof of payment	Latest proof of payment	Latest proof of payment	Latest proof of payment	Latest proof of payment	Latest proof of payment	Department of Labour
8. VAT 103 registration	If registered for VAT	If registered for VAT	If registered for VAT	If registered for VAT	If registered for VAT	If registered for VAT	Receiver of Revenue (SARS)
9. Certified copy of ID	Clear copy of Identity Document/s	Clear copy of Identity Document/s	Clear copy of Identity Document/s	Clear copy of Identity Document/s	Clear copy of Identity Document	Clear copy of Identity Document	N/A
10. Compensation for Occupational Injuries & Diseases Certificate	Certified copy of letter of good standing from Compensation Commissioner	Certified copy of letter of good standing from Compensation Commissioner	Certified copy of letter of good standing from Compensation Commissioner	Certified copy of letter of good standing from Compensation Commissioner	Certified copy of letter of good standing from Compensation Commissioner	Certified copy of letter of good standing from Compensation Commissioner	Compensation commissioner
11. Audited financial statement	Latest statement (If applicable) or letter from auditor	Latest statement (If Applicable) or letter from auditor	Latest statement (If applicable) or letter from auditor	Latest statement (If Applicable) or letter from auditor	Latest statement (If Applicable) or letter from auditor	Latest statement (If Applicable) or letter from auditor	Personal auditor
12. BBBEE certification	Copy of valid compliance certification by accredited institution	Copy of valid compliance certification by accredited institution	Copy of valid compliance certification by accredited institution	Copy of valid compliance certification by accredited institution	Copy of valid compliance certification by accredited institution	Copy of valid compliance certification by accredited institution	Copy of valid compliance certification by accredited institution
13. Company profile	Document describing core business and capabilities of entity	Document describing core business and capabilities of entity	Document describing core business and capabilities of entity	Document describing core business and capabilities of entity	Document describing core business and capabilities of entity	Document describing core business and capabilities of entity	Document describing core business and capabilities of entity

Orion Group Business Units to also benefit from this Application:	Yes	No
Orion Services		
Orion Real Estate LTD		
Orion Hotels		

Application completed by:

I, the undersigned (print name)

.....

Identity number:

In my capacity as (designation)of
..... (hereinafter the
company) hereby warrant that I am duly authorised by the company to make this application on its
behalf and that the above information is true and correct and that any false information provided
could lead to the immediate *de listment* by Orion Group from its approved suppliers list of the
business represented herein.

I further undertake to inform Orion Group immediately and in writing of any changes with regard to
the shareholders / partners / members or proprietor of this business as well as any vested interest
which may occur at any stage after signing this document.

I have read the Orion Group Ethics code. I fully understand and will comply with the Orion Group
Ethics Code at all times. I also accept that all orders placed for goods and/or services shall be
subject to Orion Group's terms and conditions, as amended from time to time.

Signature (On behalf of company)

On the day of..... year

At

Administrative use only			
<i>Supplier no:</i>		<i>Processed By:</i>	