



Ugu District Municipality
Ugu Munisipaliteit
Umasipala Wesifunda

UGUDM-SDB01

Suppliers Database
Registration Form

DELIVER TO:

TREASURY DEPARTMENT
SUPPLY CHAIN MANAGEMENT UNIT
BUILDING NO.1
2ND FLOOR
31 BAZLEY STREET
PORTSHEPSTONE
4240

OR POST TO:

P.O.BOX 33
PORTSHEPSTONE
4240
31 BAZLEY STREET

ENQUIRIES:

TEL. (039) 688 5900 / 5905/ 5906 / 5715

FOR OFFICIAL USE

Supplier Name																				
Registration Number																				
Captured By											Date Signed	D	D	M	M	Y	Y	Y	Y	
Approved By											Date Signed	D	D	M	M	Y	Y	Y	Y	



**UGU DISTRICT MUNICIPALITY
SUPPLIERS DATABASE REGISTRATION FORM (UGUDM-SDB01)**

DOCUMENTS ATTACHED	Y	N	N/A	Office Use
Certified Company Registration Document				
Certified Proof of Ownership/Shareholder certificate				
Certified Copy of ID				
Proof of Banking Document				
UIF Document				
Workman's Compensation Document				
VAT Registration Document				
PAYE Document				
Income Tax Registration Document				
An original Valid Tax Clearance Certificate				
Security Officer's Board Certificate				
Disability Documents				
Utility bill (electricity bill, water bill)				
CIDB, PSIRA Certificates where applicable				

SECTIONS COMPLETED	Y	N	N/A	Office Use
Section B: Company Information - Business Particulars				
Section B: Company Information - Financial Information				
Section B: Company Information - Value based on latest financial statement				
Section C: Ownership Information – Ownership information				
Section C: Ownership Information – Additional Ownership information				
Section C: Ownership Information – Business Management				
Section D: Classification of Business – Type of Business				
Section D: Classification of Business – Business Sector Classification				
Section E: Verification of Information - Verification of Information				
Section E: Verification of Information – Commissioner of Oaths				

I acknowledge that this form has been checked by me, and that all the required Information and Documents have been furnished.

Initials					Last Name														
First Name																			
Signature											Date Signed	D	D	M	M	Y	Y	Y	Y

1. INTRODUCTION

The UGUDM-SDB01 was specifically designed to provide a facility for the registration of suppliers on the Ugu District Municipality Suppliers Database. In order to ensure that the suppliers are considered legitimate, it is vitally imperative that the following guidelines are adhered to.

2. GUIDELINES

Applicants must complete pages 2 to 14, where applicable. Failure by an applicant to provide ALL the prescribed information and documents required will result in non-registration. If the information required is not applicable to your business; clearly insert the symbols "N/A" in the appropriate space. All mandatory fields marked by two asterisks ** are to be filled in. If the space provided is left blank and or mandatory fields are not filled in, it will be regarded as information that is still outstanding and you WILL NOT BE REGISTERED.

- 2.1 Applicants are advised that only ORIGINAL UGUDM-SDB01 or PHOTOSTAT copies thereof will be processed. Any document that has been retyped or redrafted will be disregarded and returned to the applicant.
- 2.2. It is imperative that only supporting documents with an ORIGINAL signature be submitted.
- 2.3. All signatures to the document must be commissioned by an authorized Commissioner of Oaths. Failure to do so will result in the applicant not qualifying for registration. Applications with copied signatures will not be considered
- 2.4. A supplier registered on the Suppliers Database MUST notify the Supply Chain Management Office of any changes to information provided in the initial UGUDM-SDB01, as captured onto the Suppliers Database. The supplier will be required to fill in a new supplier database registration form that will be sent to them via post. Failure to do so will result in such a supplier being de-activated/flagged on the Suppliers Database and/or cancellation of contracts awarded to the supplier, on the basis of misrepresentation.
- 2.5. Suppliers providing information incorrectly or fraudulently in their UGUDM-SDB01 will be disqualified from bidding and deactivated/flagged on the database, in addition to any other action the Municipality may institute against such a supplier. Furthermore, in the event of the Municipality being prejudiced financially, it reserves the right to take legal action against the supplier.
- 2.6. For definitions of terminology used in this document, please refer to the definitions set out By **Ugu District Municipality Supply Chain Management Policy** Framework, located on the Ugu District Municipality website, www.ugu.gov.za
- 2.7. Any **alterations** made by the suppliers to its own information inserted on this document, must be **initialled** by the supplier. The use of correcting fluid is prohibited and the use thereof will lead to non-registration of the applicant business/supplier. Only black ink should be used to fill in the form.
- 2.8. Reminder letters and/or electronic notification (i.e. sms, email) will be issued by the Ugu District Municipality Treasury Department to Suppliers three months prior to the expiry date of their TCC'S; to update their information. It **remains the sole responsibility** of the supplier to ensure that their information is updated on the Suppliers Database, therefore if a reminder letter/or electronic notification is not received, the Supplier must follow up with Ugu District Municipality Treasury Department. As stipulated previously, the Supplier will be required to complete a Supplier Database registration form to update their information and submit the required mandatory documents.
- 2.9. Electronic forms are available on the website: www.ugu.gov.za

1. Key points to remember – Completion of the UGUDM.01 form (Supplier Database Registration Form)

1. **Required Documentation** – please refer to the table on the following page to determine the mandatory supporting documentation required by your business type. Please ensure that all mandatory documents, certified copies, where applicable are attached. If a field is not applicable to your business type, clearly mark it as N/A.
2. **Completion of Questions** – please clearly state Yes, No, N/A to questions asked. Do not leave any blank fields.
3. **Certified Documents** – please ensure that a Commissioner of Oaths has certified your Company Registration Document, Shareholding Certificates, VAT Registration, PAYE, UIF, Workman's compensation, Security Officers Board Certificate if applicable.
4. **An original valid Tax Clearance Certificate is to be submitted** – The validity period of a tax clearance certificate is 12 months from date of issue. To maintain a **verified** and **updated** status on the Ugu District Municipality Supplier Database, please ensure that Supply Chain Management Unit is always in possession of a valid Tax Clearance Certificate.
5. **Processing of registration** – Your **completed** registration will be processed, and once verified, will be approved and you will be issued a Suppliers Database Registration number to be used in all future communication, including requests for quotes and formal tenders. This letter and/or electronic verification will be dispatched to the correspondence details supplied.
6. **Please take NOTE that this administration process of COMPLETED and approved registration forms will take a minimum of 7 working days.**

Documents Required	Business Type					Institutions
	Sole Proprietor	Close Corporations	Partnerships	Public/ Private Company	Business Trust	Non Profit Organization (NPO)
1. Company Registration (Certified Copies)	N/A	Certificate of incorporation CK1/CK2	Duly Signed Partnership Agreement	Certificate of Incorporation CM2C & Auditors Confirmation Letter	Deed of Trust Agreement	Certificate of Incorporation Section 21
2. Proof of Ownership	Copy of ID (Certified)	Membership / Shareholding CK1/CK2	Duly Signed Partnership agreement	Shareholding CM2C & Shareholder Agreement Auditors Confirmation Letter	Trust Deed, Power of Attorney & Beneficiaries and Trustees	Auditor's Letter
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
4. Proof of Banking	Letter from Bank Confirming banking details	Letter from Bank Confirming banking details	Letter from Bank Confirming banking details	Letter from Bank Confirming banking details	Letter from Bank Confirming banking details	Letter from Bank Confirming banking details
5. Original Tax Clearance Certificate	For the owner of the business	For the company	For the partnership	For the company	For the trust	For the NPO / Proof of Exemption
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
7. VAT 103 Registration	If applicable- for security industry	If registered for VAT	If registered for VAT	If registered for VAT	If registered for VAT	If registered for VAT
8. 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
9. Workman's Compensation	Latest Proof of Payment	Latest Proof of Payment	Latest Proof of Payment	Latest Proof of Payment	Latest Proof of Payment	Latest Proof of Payment
10. Proof of Registration to a Statutory Body Regulating your Industry	If applicable	If applicable	If applicable	If applicable	If applicable	If applicable
11. People with Disability (Affidavit Confirming Disability)	If owner is disabled	If Owner or People are Disabled	If Owner or People are Disabled	If Owner or People are Disabled	If Owner or People are Disabled	If Owner or People are Disabled
12. Certified Copy of ID	Clear copy of identity document	Clear copy of identity document	Clear copy of identity document	If applicable	If applicable	If applicable
13. Skills Development Levy	Latest Proof of Payment	Latest Proof of Payment	Latest Proof of Payment	Latest Proof of Payment	Latest Proof of Payment	Latest Proof of Payment
14. Audited Financial Statement	Latest Statement (If Applicable)	Latest Statement (If Applicable)	Latest Statement (If Applicable)	Latest Statement (If Applicable)	Latest Statement (If Applicable)	Latest Statement (If Applicable)
15. Compensation for Occupational Injuries	Certified Copy	Certified Copy	Certified Copy	Certified Copy	Certified Copy	Certified Copy

SECTION B: COMPANY INFORMATION

1. Business Particulars **

The following information must be filled in by the applicant. Failure to submit **ALL** the required information may lead to non-registration of the applicant's business.

PLEASE USE BLOCK LETTERS.

Your current database registration number																				
Name of Business as Registered with the Registrar of Companies																				
Trading As																				
Holding Company																				
Registration number of Company/CC/Trust/Fund number																				
Physical Address																				
Building																				
Street																				
Town																				
City																				
District Municipality																				
Province																				
Postal code																				
Postal Address																				
Building																				
Street																				
Town																				
City																				
District Municipality																				
Province																				
Postal code																				
Telephone Number																				
Facsimile Number																				
Cellular Phone Number																				
E-mail Address																				
Website Address	http://																			

Correspondence

Contact Person

Initials					Last Name														
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First Name																			
------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Please use the below provided guide to indicate your primary, secondary and tertiary method of correspondence, by indicating the numbers 1, 2, 3 in the respective blocks.

- 1 – Primary method of correspondence**
- 2 – Secondary method of correspondence**
- 3 – Tertiary method of correspondence**

Preferred Correspondence	SMS		E-mail		Fax		Telephone	
Preferred Language	IsiZulu		English		Afrikaans			

Head Office Address (If Applicable)

Address Line 1																			
----------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

City																			
------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

District Municipality																			
-----------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Province																			
----------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Postal code																			
-------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Please clearly indicate the local municipality where your business is based

uMdoni Municipality		Vulamehlo Municipality		uMzumbe Municipality	
---------------------	--	------------------------	--	----------------------	--

Hibiscus Coast Municipality		Ezinqoleni Municipality		Umizwabantu Municipality	
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Other (Please specify)			
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Please clearly indicate your core business operation/classification

Supplier		Labour only Contractor		Prime Contractor	
----------	--	------------------------	--	------------------	--

Manufacturer		Sub-contractor			
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2. Financial Information **

NB: a certified copy of your latest bank statement/original cancelled cheque/ original letter from your bank must be attached.

Details of Bank Account

Name of bank Account Holder																	
Name of Bank		Current		Savings		Transmission											
Type of Account																	
Bank Account Number																	
Bank Branch Number																	
UIF number																	
Income Tax Reference number																	
PAYE number																	
Financial year end																	
VAT registration number																	

NB: An original tax clearance certificate must be supplied.

Tax clearance certificate issue date																	
Tax clearance certificate expiry date																	
Total gross asset value (fixed property excluded)																	
Annual Turnover																	
Number of employees																	

Please complete the below table to establish whether your business can be classified as an SMME. Please indicate the sector by ticking on the appropriate block.

Sector or sub sector (tick where applicable)	Total full time equivalent of paid employees (tick where applicable)	Total annual turnover (tick where applicable)	Total gross asset value (fixed property excluded) (tick where applicable)
Agriculture	More than 100	More than R 5m	More than R 5m
	Less than 100	Less than R 5m	Less than R 5m
Mining and quarrying	More than 200	More than R 39m	More than R 23m
	Less than 200	Less than R 39m	Less than R 23m
Manufacturing	More than 200	More than R 51m	More than R 19m
	Less than 200	Less than R 51m	Less than R 19m
Electricity, gas and water	More than 200	More than R 51m	More than R 19m
	Less than 200	Less than R 51m	Less than R 19m
Construction	More than 200	More than R 26m	More than R 5m
	Less than 200	Less than R 26m	Less than R 5m
Retail, motor trade	More than 100	More than R 39m	More than R 6m
	Less than 100	Less than R 39m	Less than R 6m
Wholesale trade, commercial	More than 100	More than R 64m	More than R 10m
	Less than 100	Less than R 64m	Less than R 10m
Catering, accommodation	More than 100	More than R 13m	More than R 3m
	Less than 100	Less than R 13m	Less than R 3m
Transport, storage	More than 100	More than R 26m	More than R 6m
	Less than 100	Less than R 26m	Less than R 6m
Finance and Business	More than 100	More than R 26m	More than R 5m
	Less than 100	Less than R 26m	Less than R 5m
Community, Social and Personal Services	More than 100	More than R 13m	More than R 6m
	Less than 100	Less than R 13m	Less than R 6m

3. Value Based on latest Financial Statement **

Total fixed assets at book value	R															
Vehicles at book value	R															
Number of vehicles																
Average stock on hand																
Income Tax Reference number																
Cost of goods produced annually	R															
Quantity produced annually	R															
Units of measure (e.g. tons, kilolitres)																
Total current assets (e.g. stock, cash)																
Total current liabilities (e.g. creditors)																

4. Previous Business Information (if applicable)

Previously did your business exist under a different name	YES	NO
If yes, what was the previous business name		
What was the previous business registration number		
What was the previous database registration number		

5. Previous Business Experience (if applicable)

Please indicate the last three contracts that were awarded to you (the supplier) or other previous experience related to your core business

Contract1

Employer/department																	
Contact person	Initials				First Name												
Last Name																	
Telephone Number	C	O	D	E	T	E	L	E	P	H	O	N	E				
Facsimile Number	C	O	D	E	F	A	C	S	I	M	I	L	E				
Cellular Phone Number	C	O	D	E	C	E	L	L	U	L	A	R					
E-mail Address																	
Project Start date	D	D	M	M	Y	Y	Y	Y	End date	D	D	M	M	Y	Y	Y	Y
Was the project completed successfully	YES	NO															
What was the contract value	R																

Contract2

Employer/department																	
Contact person	Initials							First Name									
Last Name																	
Telephone Number	C	O	D	E		T	E	L	E	P	H	O	N	E			
Facsimile Number	C	O	D	E		F	A	C	S	I	M	I	L	E			
Cellular Phone Number	C	O	D	E		C	E	L	L	U	L	A	R				
E-mail Address																	
Project Start date	D	D	M	M	Y	Y	Y	Y	End date	D	D	M	M	Y	Y	Y	Y
Was the project completed successfully		YES					NO										
What was the contract value	R																

Contract3

Employer/department																	
Contact person	Initials							First Name									
Last Name																	
Telephone Number	C	O	D	E		T	E	L	E	P	H	O	N	E			
Facsimile Number	C	O	D	E		F	A	C	S	I	M	I	L	E			
Cellular Phone Number	C	O	D	E		C	E	L	L	U	L	A	R				
E-mail Address																	
Project Start date	D	D	M	M	Y	Y	Y	Y	End date	D	D	M	M	Y	Y	Y	Y
Was the project completed successfully		YES					NO										
What was the contract value	R																

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1. Ownership Information **

Please list all persons/entities that are Owners in the business/trust and indicate their involvement in the management/ operations of the business/trust.

Proof of disability provided by a recognized related institution, in the case of handicapped persons, must be supplied. If there is insufficient space, kindly attach copy/copies of this page to this form , signed by the same person who signs on behalf of the business/trust.

[illegible]

Please indicate any owner who has a controlling ownership interest in another business.

[illegible]

3. Business Management **

Please identify by name the Historically Disadvantaged Individual (HDI) status and the length of services of the individuals in the business. Include owners and non owners responsible for the day to day Management and Business decisions.

Cheque Signing

Contact person	Initials				First Name										
Last Name															
Telephone Number	C	O	D	E		T	E	L	E	P	H	O	N	E	
Facsimile Number	C	O	D	E		F	A	C	S	I	M	I	L	E	
Cellular Phone Number	C	O	D	E		C	E	L	L	U	L	A	R		
E-mail Address															
Number of years in service	Y	Y													
Race (mark with an "x")		Black		White		Indian		Coloured							
Other (Please Specify)															

Signing and co-signing for loans

Contact person	Initials				First Name										
Last Name															
Telephone Number	C	O	D	E		T	E	L	E	P	H	O	N	E	
Facsimile Number	C	O	D	E		F	A	C	S	I	M	I	L	E	
Cellular Phone Number	C	O	D	E		C	E	L	L	U	L	A	R		
E-mail Address															
Number of years in service	Y	Y													
Race (mark with an "x")		Black		White		Indian		Coloured							
Other (Please Specify)															

Business financing (overdraft, lease agreement)

Contact person	Initials				First Name										
Last Name															
Telephone Number	C	O	D	E		T	E	L	E	P	H	O	N	E	
Facsimile Number	C	O	D	E		F	A	C	S	I	M	I	L	E	
Cellular Phone Number	C	O	D	E		C	E	L	L	U	L	A	R		
E-mail Address															
Number of years in service	Y	Y													
Race (mark with an "x")		Black		White		Indian		Coloured							
Other (Please Specify)															

Sureties															
Contact person	Initials					First Name									
Last Name															
Telephone Number	C	O	D	E		T	E	L	E	P	H	O	N	E	
Facsimile Number	C	O	D	E		F	A	C	S	I	M	I	L	E	
Cellular Phone Number	C	O	D	E		C	E	L	L	U	L	A	R		
E-mail Address															
Number of years in service															
	Y	Y													
Race (mark with an "x")		Black			White			Indian			Coloured				
Other (Please Specify)															
Approval of major purchases or acquisitions															
Contact person	Initials					First Name									
Last Name															
Telephone Number	C	O	D	E		T	E	L	E	P	H	O	N	E	
Facsimile Number	C	O	D	E		F	A	C	S	I	M	I	L	E	
Cellular Phone Number	C	O	D	E		C	E	L	L	U	L	A	R		
E-mail Address															
Number of years in service															
	Y	Y													
Race (mark with an "x")		Black			White			Indian			Coloured				
Other (Please Specify)															
Contract signing															
Contact person	Initials					First Name									
Last Name															
Telephone Number	C	O	D	E		T	E	L	E	P	H	O	N	E	
Facsimile Number	C	O	D	E		F	A	C	S	I	M	I	L	E	
Cellular Phone Number	C	O	D	E		C	E	L	L	U	L	A	R		
E-mail Address															
Number of years in service															
	Y	Y													
Race (mark with an "x")		Black			White			Indian			Coloured				
Other (Please Specify)															

SECTION D: CLASSIFICATION OF BUSINESS

1. Type of Business **

Please mark the block with (x) that is applicable to your business or firm AND ATTACH the relevant certified copy.

A. Public Company LTD		Certified copy of certificate of incorporation (CM 1)
B. Private Company (PTY) LTD		Certified copy of certificate of incorporation (CM 1)
C. Close Corporation CC		Certified copy of CK 1 document and CK 2 if applicable
D. Incorporated		Certified copy of certificate of incorporation (CM 1 and CM 29)
E. Sole Proprietor		Certified copy of Identity Document
F. Partnership		Certified copy of Partnership Agreement
G. Trust		Certified copy of trust document
H. Co - operative		Certified copy of proof of resignation with the directorate Co - Operatives
I. Welfare organization		Certified copy of constitution

2. Business Sector Classification, Products and Services **

STEP 1: In order to assist with the business industry sector classification of suppliers, please indicate your core business in the following below table.

Please mark your core business with (x).

NB: PLEASE NOTE THAT YOU CAN ONLY SELECT ONE CORE BUSINESS.

Community, Social and Personal Services		Electricity, Gas and Water Supply	
Mining and Quarrying		Construction	
Transport, Storage and Communication		Wholesale and Retail Trade: Repair of motor vehicles, motor cycles and personal and household goods, hotel and restaurants	
Agricultural, Hunting, Forestry and Fishing		Manufacturing	
Financial Intermediation, Insurance, Real estate and Business Services			

STEP 2: Please indicate the industrial sector related to the goods/services that you supply.

NB: Please note that only a maximum of FOUR related goods/services that you supply may be selected. If the supplier selects more than four Industrial sectors, only the FIRST FOUR will be considered.

COMMUNITY, SOCIAL AND PERSONAL SERVICES

☐ Public administration and defence activities	☐ Central government activities	☐ Regional services council activities	☐ Local authority activities
☐ Education	☐ Educational services	☐ Health and social work	☐ Human health activities
☐ Veterinary activities	☐ Social work activities	☐ Other community, social and personal service activities	☐ Sewage and refuse disposal, sanitation and similar activities
☐ Activities of membership organisations	☐ Activities of business, employers' and professional organisations	☐ Activities of trade unions	☐ Activities of other membership organisations
☐ Recreational, cultural and sporting activities	☐ Motion picture, radio, television and other entertainment activities	☐ News agency activities	☐ Library, archives, museums and other cultural activities
☐ Sporting and other recreational activities	☐ Other service activities		

COMMUNITY, SOCIAL AND PERSONAL SERVICES

☐ Mining of coal and lignite	☐ Extraction of crude petroleum and natural gas; service activities incidental to oil and gas extraction, excluding surveying	☐ Mining of gold and uranium ore	☐ Mining of metal ores, except gold and uranium
☐ Mining of iron ore	☐ Mining of non-ferrous metal ores, except gold and uranium	☐ Other mining and quarrying	☐ Stone quarrying, clay and sand-pits
☐ Mining of diamonds (including alluvial diamonds)	☐ Mining and quarrying	☐ Services activities incidental to mining of minerals	

TRANSPORT, STORAGE AND COMMUNICATION			
☐ Land transport; transport via pipelines	☐ Railway transport	☐ Other land transport	☐ Transport via pipelines
☐ Water transport	☐ Sea and coastal water transport	☐ Inland water transport	☐ Air transport
☐ Supporting and auxiliary transport activities; activities of travel agencies	☐ Post and telecommunications	☐ Postal and related courier activities	☐ Telecommunications

AGRICULTURAL, HUNTING, FORESTRY AND FISHING			
☐ Agriculture, hunting and related services	☐ Growing of crops; market gardening; horticulture	☐ Farming of animals	☐ Growing of crops combined with farming of animals (mixed farming)
☐ Agricultural and animal husbandry services, except veterinary activities	☐ Hunting; trapping and game propagation, including related services	☐ Production of organic fertilizer	☐ Forestry, logging and related services
☐ Logging and related services	☐ Forestry and related services	☐ Fishing, operation of fish hatcheries and fish farms	☐ Ocean and coastal fishing
☐ Fish hatcheries and fish farms			

FINANCIAL INTERMEDIATION, INSURANCE, REAL ESTATE AND BUSINESS SERVICES			
☐ Financial intermediation, except insurance and pension funding	☐ Monetary intermediation	☐ Other financial intermediation	☐ Insurance and pension funding, except compulsory social security
☐ Activities auxiliary to financial intermediation	☐ Activities auxiliary to financial intermediation, except insurance and pension funding	☐ Activities auxiliary to insurance and pension funding	☐ Real estate activities
☐ Real estate activities with own or leased property	☐ Real estate activities on a fee or contract basis	☐ Renting of machinery and equipment, without operator, and of personal and household goods	☐ Renting of transport equipment
☐ Renting of other Machinery and equipment	☐ Renting of personal and household goods	☐ Computer and related activities	☐ Hardware consultancy
☐ Software consultancy and supply	☐ Data processing	☐ Data base activities	☐ Maintenance and repair of office, accounting and computing machinery
☐ Other computer related activities	☐ Research and development	☐ Research and Experimental Development of natural sciences and engineering	☐ Research and experimental development of social sciences and humanities
☐ Other business activities	☐ Legal, accounting, bookkeeping and auditing activities; tax consultancy; market research and public opinion research; business and management consultancy	☐ Architectural, engineering and other technical activities	☐ Advertising

ELECTRICITY, GAS AND WATER SUPPLY			
☐ Electricity, gas, steam and hot water supply	☐ Production, collection distribution of electricity	☐ Manufacture of gas; distribution of gaseous fuels through mains	☐ Steam and hot water supply
☐ Collection, purification and distribution of water			

CONSTRUCTION			
☐ Construction	☐ Site preparation	☐ Building of complete constructions or parts thereof; civil engineering	☐ Building installation
☐ Building completion	☐ Renting of construction or demolition equipment with operators		

MANUFACTURING			
☐ Manufacture of food products, beverages and tobacco products	☐ Production, processing and preserving of meat, fish, fruit, vegetables, oils and fats	☐ Manufacture of dairy products	☐ Manufacture of other food products
☐ Manufacture of beverages	☐ Manufacture of tobacco products	☐ Manufacture of textiles, clothing and leather goods	☐ Spinning, weaving and finishing of textiles
☐ Manufacture of other textiles	☐ Manufacture of knitted and crocheted fabrics and articles	☐ Manufacture of wearing apparel, except fur apparel	☐ Dressing and dyeing of fur; manufacture of articles of fur
☐ Tanning and dressing of leather; manufacture of luggage, handbags, saddlery and harness	☐ Manufacture of footwear	☐ Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials; manufacture of paper and paper products; publishing, printing and reproduction of recorded media	☐ Sawmilling and planing of wood
☐ Manufacture of products of wood, cork, straw and plaiting materials	☐ Manufacture of paper and paper products	☐ Publishing	☐ Printing and service activities related to printing
☐ Reproduction of recorded media	☐ Manufacture of coke, refined petroleum products and nuclear fuel; manufacture of chemicals and chemical products; manufacture of rubber and plastic products	☐ Manufacture of coke oven products	☐ Petroleum refineries/synthesisers
☐ Processing of nuclear fuel	☐ Manufacture of basic chemicals	☐ Manufacture of other chemical products	☐ Manufacture of manmade fibres
☐ Manufacture of rubber products	☐ Manufacture of plastic products	☐ Manufacture of other Non-metallic mineral products	☐ Manufacture of glass and glass products
☐ Manufacture of Non-metallic mineral Products n.e.c.	☐ Manufacture of knitted and crocheted fabrics and articles	☐ Manufacture of wearing apparel, except fur apparel	☐ Dressing and dyeing of fur; manufacture of articles of fur
☐ Tanning and dressing of leather; manufacture of luggage, handbags, saddlery and harness	☐ Manufacture of footwear	☐ Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials; manufacture of paper and paper products; publishing, printing and reproduction of recorded media	☐ Sawmilling and planing of wood
☐ Manufacture of products of wood, cork, straw and plaiting materials	☐ Manufacture of paper and paper products	☐ Publishing	☐ Printing and service activities related to printing
☐ Manufacture of basic metals, fabricated metal products, machinery and equipment and of office, accounting and computing machinery	☐ Manufacture of basic iron and steel	☐ Manufacture of basic precious and nonferrous metals	☐ Casting of metals
☐ Manufacture of structural metal products, tanks, reservoirs and steam generators	☐ Manufacture of other fabricated metal products; metalwork service activities	☐ Manufacture of general Purpose machinery	☐ Manufacture of special purpose machinery
☐ Manufacture of household appliances	☐ Manufacture of office, accounting and computing machinery	☐ Manufacture of electrical machinery and apparatus	☐ Manufacture of electric motors, generators and transformers
☐ Manufacture of electricity distribution and control apparatus	☐ Manufacture of insulated wire and cable	☐ Manufacture of accumulators, primary cells and primary batteries	☐ Manufacture of electric lamps and lighting equipment
☐ Manufacture of other electrical equipment	☐ Manufacture of radio, television and communication equipment and apparatus and of medical, precision and optical instruments, watches and clocks	☐ Manufacture of electronic valves and tubes and other electric components	☐ Manufacture of television and radio transmitters and apparatus for line telephony and line telegraphy

☐ Manufacture of television and radio receivers, sound or video recording or reproducing apparatus and associated goods	☐ Manufacture of medical appliances and instruments and appliances for measuring, checking, testing, navigating and other purposes, except optical instruments	☐ Manufacture of bodies (coachwork) for motor vehicles; manufacture of trailers and semitrailers	☐ Manufacture of parts and accessories for motor vehicles and their engines
☐ Building and repairing of ships and boats	☐ Manufacture of railway and tramway locomotives and rolling stock	☐ Manufacture of aircraft and space craft	☐ Manufacture of transport equipment
☐ Manufacture of furniture; manufacturing n.e.c.; recycling	☐ Manufacture of furniture	☐ Manufacture	☐ Recycling

WHOLESALE AND RETAIL TRADE: REPAIR OF MOTOR VEHICLES, MOTOR CYCLES AND PERSONAL AND HOUSEHOLD GOODS; HOTELS AND RESTAURANTS

☐ Wholesale and commission trade, except of motor vehicles and motor cycles	☐ Wholesale trade on a fee or contract basis	☐ Wholesale trade in agricultural raw materials, livestock, food, beverages and tobacco	☐ Wholesale trade in household goods
☐ Wholesale trade in Non-agricultural Intermediate products, waste and scrap	☐ Wholesale trade in machinery, equipment and supplies	☐ Other wholesale trade	☐ Retail trade, except of motor vehicles and motor cycles; repair of personal household goods
☐ Non- specialised retail trade in stores	☐ Retail trade in food, beverages and tobacco in specialised stores	☐ Other retail trade in new goods in specialised stores	☐ Retail trade in second hand goods in stores
☐ Retail trade not in stores	☐ Repair of personal and household goods	☐ Sale, maintenance and repair of motor vehicles and motor cycles; retail trade in automotive fuel	☐ Sale of motor vehicles
☐ Maintenance and repair of motor vehicles	☐ Sale of motor vehicle parts and accessories	☐ Sale, maintenance and repair of motor cycles and related parts and accessories	☐ Retail sale of automotive fuel
☐ Hotels and restaurants	☐ Hotels, camping sites and other provision of short-stay accommodation	☐ Restaurants, bars and canteens	

SECTION E: VERIFICATION OF INFORMATION

1. Verification of Information **

I/We, the undersigned, who warrants that he/she is duly authorized to do so on behalf of the supplier, certifies that the information supplied in terms of this document (UGUDM-SDB01) including the annexure(s) with the additional information, is correct and accurate and acknowledges that:

- A. The supplier will be required to furnish proof of the information relating to preferences, if requested to do so.
- B. If the information supplied is found to be incorrect then the Municipality may, in addition to any remedies it may have:
 1. Disqualify the supplier/contractor for a particular bid/contract/project it may be considered for, or which had been awarded to the supplier/contractor;
 2. Recover from the supplier/contractor all costs, losses or damages incurred or sustained by the Municipality as a result of breach of the contract;
 3. Cancel the contract and claim any damages which the Municipality may suffer by having to make less favourable arrangements after such cancellation: and or;
 4. De - activate the supplier registered on the Ugu District Municipality Supplier Database.
- C. The deponent acknowledges that he/she:
 1. Knows and understands the contents thereof
 2. Has no objection to taking the prescribed oath;
 3. Considers the oath to be binding on his/her conscience.

2. Signed before the Commissioner of Oaths **

Supplier representative	Initials					First Name									
Last Name															
Signature															
Date Signed															
	D	D	M	M	Y	Y	Y	Y							
Signed at															
Supplier Name															
I confirm that the deponent placed his/her signature hereon in my presence after acknowledging the contents hereof.															
Commissioner of Oaths															
Initials															
First Name															
Last Name															
Signature															
Date Signed															
	D	D	M	M	Y	Y	Y	Y							

OFFICIAL STAMP