**PERSONAL INFORMATION INVENTORY LIST**

**DATA SUBJECT: SERVICE PROVIDERS**

**PART A: Personal information collected**

**Section A: Personal information collected through forms completed by suppliers**

1. Title, initials and surname: (In the event of a sole proprietor )
2. Enterprise registered and/ trading name of enterprise and registration number (for Companies and CC’s)
3. Physical address and postal address
4. VAT registration number
5. Country of origin
6. Contact numbers (Home, fax, work and cell numbers)
7. Email address
8. ID number or Passport number for foreign candidate - Sole proprietary must submit a copy of Identity document
9. List all partners, proprietors and shareholders’ name, position occupied, ID numbers, Citizenship and date of ownership
10. Income Tax Reference number
11. Website
12. Banking Details

**Section B: Personal information on the supporting documentation**

1. Company Registration Documents (Select relevant form of ownership)
2. Sole Proprietor: Owners' ID/Passport
3. Partnership: Partnership Agreement and ID/Passport of partners
4. Close Corporation: Member'(s) ID/Passport, Certificate of Incorporation (aka CK) and Founding Statement
5. Private Company (PTY) LTD: Shareholder's ID/Passport, Memorandum and Article of Association, Share Certificates and Certificate of Incorporation
6. Section 21 Company: Member'(s) ID/Passport, Memorandum & Article of Association and Certificate of Incorporation
7. External Company (Non South African): Shareholder's ID/Passport, Certificate of Registration (CM49), Details/register of Directors (CM29) and Registered Address in South Africa (CM22)
8. Non-profit Organisation: NPO registration certificate
9. Joint Venture: Joint Venture Agreement, Registration Documents or ID/Passports of all entities/individuals of the Joint Venture
10. Valid original SARS Clearance Certificate and pin (where applicable) for a Partnership or Sole Proprietor letter of Good standing from SARS must be submitted
11. BBBEE certificate or proof of exemption from an accredited SANAS/IRBA verification agency/auditor or A sworn affidavit
12. Creditworthiness documents (e.g. letter from the bank). Cancelled cheque
13. Financial Statements

**PART B: Organisations with whom suppliers’ information is shared**

1. External Auditors for audit purposes