



## Vendor Registration Form

### Section 1: Company Details and General Information

1. Company Trade Name :			
2. Company registration Number:			
3. Company Physical Address:	Postal Code:	City:	Country:
4. Category (Supplier, Contractor, Consultant, Service Provider)			
5. Business Type:			Company Stamp:
6. Social Security Registration Number:			
7. Value Added Tax Number:			
8. Postal Address:			
9. Telephone Number:			
9. Fax Number:			
10. Business E-mail Address:			
11. Website :			
12. Number of full time employees:			
13. Contact Person:			
Position:			
Office Telephone Number:			
E-mail:			
14. Company Nationality:			
15. Shareholding or member interest structure of Company :			
16. Names of Shareholders, members, Partners or Persons with interest in the Company :			
17. Nationality of each shareholders, Members, partners or persons:			
18. Equity held by each shareholder, member, partner or interest holder:			

## Section 2: Business Experience

19. List tenders that you have participated in ( give tender particulars and name of the and name of the procuring entity)	
20. List contracts with their values( including Purchases orders) you had won	
21. Other relevant information:	

## Section 3: Other Relevant Information

22. Bank Name:			
23. Bank Physical Address:			
24. Branch Name and Code:			
25. SWIFT code:			
26. Sort Code:			
27. IBAN Number:			
28. Account Number:			
29. Account Type:			
30. Trade References:			
Company	Contact Person	Telephone number	Email address
1.			
2.			
3.			

31. Was the Company previously Registered as a Vendor with Namibia University of Science and Technology

	Yes	No

32. If Yes, Provide Previous Bank Account Details:

33. Has any of your company director, partner or associate been employed by the Namibia University of Science and Technology? (If so, please give details.)

34. Does any director, partner or associate have a relative(s) who is employed by the Namibia University of Science and Technology? (If so, please give details.)

**Attach the following mandatory documents:**

1. A valid Company registration certificate, clearly indicating shareholders and principals' contact details.
2. A certification of registration for Value Added Tax (VAT).
3. An original valid good standing Tax Certificate from the Ministry of Finance.
4. An original valid good standing certificate from Social Security Commission.
5. A valid affirmative Action Compliance Certificate, or proof from the Employment equity Commissioner that a bidder is not a relevant employer or exemption issued in terms of section 42 of Affirmative Action Act, 1998.
6. A written undertakings as contemplated in Section 38(2) of Labour Act, 2007.
7. A valid Certified Copy of Registration as an SME (for bids served for SMEs).
8. Duly authorized bank confirmation letter on bank letterhead with date stamp.

**International suppliers please disregard documents not applicable.**

For official use only :	
Vendor Code:	
Checked by:	
Date:	
Approved by:	
Date:	

