

Annexure 4

Required Documentation Checklist

Please ensure that all documentation listed below is attached (where applicable) to the registration form

Document Name	Attached (please tick)
Valid original Tax Clearance Certificate	<input type="checkbox"/>
Company Registration Certificate	<input type="checkbox"/>
Company Resolution of Signatories	<input type="checkbox"/>
Valid original or certified copy "Letter of Good Standing" from Workmen's Compensation Commissioner or its Agent	<input type="checkbox"/>
Registration form for Unemployment Insurance Fund (certified copy)	<input type="checkbox"/>
Proof of registration with Compensation Commissioner	<input type="checkbox"/>
Valid original or certified copy of the most recent municipal account from where your business is located i.e. rates, water, refuse, electricity *	<input type="checkbox"/>
Valid original or certified copy of the Construction Industry Development Board Registration Form	<input type="checkbox"/>
Valid original or certified copy of Annual Financial Statement	<input type="checkbox"/>
Original/certified bank statement less than 60 days/cancelled cheque	<input type="checkbox"/>
Original and valid B-BBEE Certificate** (For those whose turnover is below R5million a letter from your Accounting Officer/Auditor/Verification Agency will be accepted)	<input type="checkbox"/>
Company Profile	<input type="checkbox"/>
Annexure 1 : Category Listing (should be completed)	<input type="checkbox"/>
Annexure 2 : Banking details (should be completed)	<input type="checkbox"/>
Annexure 3 : Declaration Form (should be completed)	<input type="checkbox"/>

(* If you are renting, then an original lease or certified copy of the lease attached to a letter from the landlord will be accepted)

(** B-BBEE Certificates are obtained from Verification agencies accredited by SANAS, Registered Auditors approved by IRBA for bidders other than EMEs and Accounting officers as contemplated in the CCA for bidders who qualify as EMEs.)