



**PSIRA**  
Private Security Industry Regulatory Authority

**APPLICATION FOR REGISTRATION ON SUPPLIER DATABASE**

**THIS FORM MUST BE COMPLETED AND SUBMITTED TO:**

BY HAND: SUPPLY CHAIN MANAGEMENT UNIT  
420 WITCH-HAZEL AVENUE BLOCK B  
ECHO GLADES 2 OFFICE PARK  
HIGHVELD EXT 70

BY POST : SUPPLY CHAIN MANAGEMENT UNIT  
PRIVATE BAG X817  
PRETORIA  
'0001

**For attention: Nomathemba Mendu - Supply Chain Management**

**ENQUIRIES: Nomathemba Mendu**  
E-mail: [Procurement@psira.co.za](mailto:Procurement@psira.co.za) OR [Nomathemba.MENDU@psira.co.za](mailto:Nomathemba.MENDU@psira.co.za)  
Tel: 012 003 0519  
Fax: 086 212 3011

**Kindly submit all relevant documentation requested in CHECKLIST**

# SUPPLIER APPLICATION FORM

## IMPORTANT NOTES

### Please read carefully

1. To be completed by **all** suppliers seeking registration as an approved supplier;
2. The questionnaire / supplier application form must be completed in **full** and be **signed**;
3. A **company profile** must accompany the registration form but will **not be accepted** as \ substitute for the application form - all fields on application form **MUST** be completed by applicant;
4. Applicants will be contacted via fax and **must** therefore submit an **operating fax number** OR a valid e-mail address;
5. It should be noted that **PSIRA** reserves the right to accept or reject any application **without being obliged to give any reasons** in this respect;
6. Suppliers will **be notified** whether application was accepted or not and will be advised of the outcome telephonically OR in writing;
7. Supplier must comply with all the **registration-criteria** for registration to be finalised - **failure** to do so will result in the application being declined;
8. A **maximum** of five commodities may be selected on the application form. Selecting more than five commodities will **nullify** the application;

**The following supporting documentation must be submitted together with the full completed and signed supplier registration application form:**

- Company profile,
- Original and Valid Tax Clearance Certificate issued by SARS,
- Certified copy of Company Registration Certificate,
- Certified copy of a valid BBBEE Status Level Verificateion Certificate,
- Certified copies of Id's of shareholders / directors / partners / owners / trustees,
- Catering - Certificate of Acceptability for food premises,
- Consulting - Registration certificate(s) with a recognized and accredited professional body,
- Electrical - Electrical Board (ECB) and Wireman's License,
- Plumbing - Plumbing License; and
- Banking details (cancelled cheque or bank letter confirming the banking details) .

## SERVICE PROVIDER DATABASE REGISTRATION FORM

All sections to be completed in black ink, submitted with an original signature commissioned by an authorized Commissioner of Oaths

### SUPPLIER DETAILS

<i>Supplier/Vendor Number</i>	OFFICIAL USE ONLY
<i>Registered Name</i>	
<i>Trading as</i>	
<i>Registration Number</i>	
<i>Tax Registration Number</i>	
<i>Tax Certificate Expiry Date</i>	

<input checked="" type="checkbox"/>	<i>Branch / Franchise</i>	
<input checked="" type="checkbox"/>	<i>VAT Registered</i>	<i>VAT Registration Number</i>

<i>Classification:</i>	<input checked="" type="checkbox"/>	<b>Only the main area of business</b>
Distributor	<input type="checkbox"/>	
Exporter	<input type="checkbox"/>	
Importer	<input type="checkbox"/>	
Manufacturer	<input type="checkbox"/>	
Repairer	<input type="checkbox"/>	
Sales	<input type="checkbox"/>	
Services	<input type="checkbox"/>	

<i>Type:</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Private Company (Pty) Ltd	<input type="checkbox"/>	Joint Venture
Closed Corporation (cc)	<input type="checkbox"/>	Partnership
Sole Proprietor	<input type="checkbox"/>	Section 21 Company
Public Company	<input type="checkbox"/>	Trust
Consortium	<input type="checkbox"/>	Cooperation
Foreign Company	<input type="checkbox"/>	Unknown
Government/Institution/Parastate/Organ of State	<input type="checkbox"/>	

<i>Area of Operation:</i>	<input checked="" type="checkbox"/>
Municipal Area	<input type="checkbox"/>
Provincial	<input type="checkbox"/>
National	<input type="checkbox"/>

<i>Local Municipality</i>	
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<i>Phone Number</i>	
<i>Fax Number</i>	
<i>Toll Free Number</i>	
<i>Email Address</i>	
<i>Website URL</i>	

<b>ADDRESS</b>	
<i>Physical Address</i>	<i>Postal Address</i>

<b><u>Blacklisted</u></b>
<b>Reason:</b>

<b><u>Expiry date</u></b>
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**PSiRA**  
Private Security Industry Regulatory Authority

**Supplier Banking Account Details**

(Please note that this account MUST be in the name of the supplier. No 3rd party payments allowed).

Account Name

Account Number

Branch Name

Branch Number

Account Type  
 Cheque Account  
 Savings Account  
 Transmission Account  
 Credit Account

ID Number

Passport Number

Company Registration Number

\*CC Registration

\*Please include CC/CK where applicable

Practise Number

**Bank stamp**

**Contact Details**

Business

Area Code  Telephone Number

Home

Area Code  Telephone Number

Fax

Area Code

Cell

Cell Number

Email Address

Contact Person

Supplier Signature	Regional Office Sender
Print Name	Print Name
Rank	
Date (dd/mm/yyyy)	Date (dd/mm/yyyy)

PLEASE RETURN TO THE RELEVANT REGIONAL OFFICE THAT SUPPLIED THE FORM OR THE FOLLOWING ADDRESS:

**CONTACTS**

Primary contact	Name & Surname	Position	Nationality	ID Number	Phone Number	Fax Number	Mobile Number	Email Address

**EQUITY**

Please attach Valid Certified B-BBEE Certificate

**Values of following items dependent on most recent Financial Statement**

Item	Value / Number
Total number of full time Employees	
Total Annual Turnover	R
Total Gross Asset Value	R

The following table must be completed to establish whether a business can be classified as an SMME in terms of the National Small Business Act 102 of 1996.

Select the Sector and tick ✓ the appropriate blocks in Column 2, 3 and 4 next to your chosen sector

**SMME table**

Column 1	Column 2 (tick applicable)				Column 3 (tick applicable)				Column 4 (tick applicable)			
Sectors in accordance with the standard Industrial Council	Total full time paid employees				Total Annual turnover (millions)				Total Gross asset value (property exluded) (millions)			
	Medium	Small	Very Small	Micro	Medium	Small	Very Small	Micro	Medium	Small	Very Small	Micro
Agriculture	100	50	10	5	4m	2m	0.4m	0.15m	4m	2m	0.4m	0.1m
Catering, Accommodation & other trade	100	50	10	5	10m	5m	1m	0.15m	2m	1m	0.2m	0.1m
Community, Social and Personal	100	50	10	5	10m	5m	1m	0.15m	5m	2.5m	0.5m	0.1m
Construction	200	50	20	5	20m	5m	2m	0.15m	4m	1m	0.4m	0.1m
Electricity, Gas and Water	200	50	20	5	40m	10m	4m	0.15m	15m	3.75m	1.5m	0.1m
Finance and Business Services	100	50	10	5	20m	10m	2m	0.15m	4m	2m	0.4m	0.1m
Manufacturing	200	50	20	5	40m	10m	4m	0.15m	15m	3.75m	1.5	0.1m
Mining and Quarrying	200	50	20	5	30m	7.5m	3m	0.15m	18m	4.5m	1.8m	0.1m
Other Trade	100	50	10	5	10m	5m	1m	0.15m	2m	1m	0.2m	0.1m
Retail, Motor Trade and Repair Services	100	50	10	5	30m	15m	3m	0.15m	5m	2.5m	0.5m	0.1m
Transport, Storage and Communications	100	50	10	5	20m	10m	2m	0.15m	5m	2.5m	0.5m	0.1m
Wholesale Trade, Commercial Agents, and Allied Services	100	50	10	5	50m	25m	5m	0.15m	8m	4m	0.5m	0.1m

*For official use only*

Summary of results	SMME Status as per above (u appropriate block)
Column 2	large <input type="checkbox"/> medium <input type="checkbox"/> small <input type="checkbox"/> very small <input type="checkbox"/> micro <input type="checkbox"/>
Column 3	large <input type="checkbox"/> medium <input type="checkbox"/> small <input type="checkbox"/> very small <input type="checkbox"/> micro <input type="checkbox"/>
Column 4	large <input type="checkbox"/> medium <input type="checkbox"/> small <input type="checkbox"/> very small <input type="checkbox"/> micro <input type="checkbox"/>

SMME FINAL RESULT	<input checked="" type="checkbox"/>
Micro	
Very Small	
Small	
Medium	
Large	

Locality

Rural Area

**OWNERSHIP**

**To be completed for all Proprietors/Members/Shareholders /Partners/Sole Proprietors/Trustees & Owners**

Name of Person or Entity	<input checked="" type="checkbox"/> RSA Resident	ID Number	Date of Birth	Role in Company	<input checked="" type="checkbox"/> Male	<input checked="" type="checkbox"/> Female	<input checked="" type="checkbox"/> Black	<input checked="" type="checkbox"/> White	<input checked="" type="checkbox"/> Dis-abled	% Owned	Date From

***ACCREDITATION / COMPETANCY***

Please attach Valid Certified Copies of ACCREDITATION / COMPETANCY Certificates - Specific to your business/industry

<i>Organisation</i>	<i>Reference Number</i>	<i>Expiry Date</i>



**CONFLICT OF INTEREST: Declaration - SBD 4**

Are you or any person connected with you company currently working as an employee in any organ of state? If "YES", furnish the following particulars:

Yes  No

Name of person/director/shareholder/member  
Name of institution to which the person is connected  
Name of state institution to which the person is connected  
Position occupied in the state institution  
Any other particulars


Have you or your spouse, or any of the company's directors/shareholders/members/partners or their spouses conducted business with the state or any organ of the state for the previous 12 months?

Yes  No

If "YES", furnish particulars:

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Do you, or any person connected with your company have any close relationship (family, friend, other) with a person employed by the state or an organ of state?

Yes  No

If "YES", furnish particulars:

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Do you, or any person connected with your company have any close relationship (family, friend, other) with any official working in our establishment?

Yes  No

If "Yes", furnish particulars:

--

Are your company currently servicing on any structures of our establishment?

Yes  No

If "Yes", furnish particulars:

--

Is there any other relevant information that you would like to disclose?

Yes  No

If "Yes", furnish particulars:

--

**Declaration**

Verification of information supplied, including information relating to preferences that the Applicant or Business may apply for:

I/we, the undersigned, who warrants that I/we are duly authorised to do so on behalf of the supplier, certifies that the information supplied in terms of this document including the Annexure (s) with additional information, is correct and accurate and acknowledges that:

1. The supplier will be required to furnish documentary proof of the information relating to preferences, if requested to do so.
2. If the information supplied is found to be incorrect, then NSR may, in addition to any remedies it may have:
  - (i) Disqualify the supplier/contractor for a particular bid/contract/project it may be considered for, considered for, or which had been awarded to the supplier/contractor;
  - (ii) Recover from the supplier/contractor all costs, losses or damages incurred or sustained by NSR as a result of breach of contract;
  - (iii) Cancel the contract and claim any damages which NSR may suffer by favourable arrangements after such cancellation and/or;
  - (iv) De-register the supplier, registered on the Supplier Database.
3. A registered supplier **MUST** notify the NSR Supply Chain Management Office of any changes to information supplied on this form. Failure to do so may result in such supplier being removed from the Supplier database and / or the cancellation of contracts awarded to the supplier, on the basis of misrepresentation.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ at \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorised Representative

\_\_\_\_\_  
Name in Block Letters

**Commissioner of Oaths**

Business Address 


Capacity 

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Area 

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\_\_\_\_\_  
Commissioner of Oath: Signature

\_\_\_\_\_  
Commissioner of Oath: Full Name

**PSIRA SUPPLIER DATABASE  
COMMODITY LIST**

Please indicate with ✓

Please note: only **2** commodities will be registered

**Construction**

Air-Conditioning Systems	Electrical Appliances	Painting Contractors
Alarm/Security/Access Control	Electrical Contracts	Partitioning Contractors
Auto Sprinkle Fire Protection Systems	Evacuation Systems	Paving Contractors
Autoclaves	Fencing	Plastering Contractors
Automatic Hanger Doors	General Building Work	Plumbing Contractors
Automatic Sliding Doors	Glazing Contractors	Power Tools
Blasting Contractors	Hardware & Building Supplies	Precast Concrete Manufacture
Boilers	Hauling/Heavy Equip/Transport	Pumping Installations
Brickwork/Masonry	Hot Water Installations	Road Marking & Signage
Building Contractors	Incinerators	Roadworks/Construct & Cleaning
Cabinet/Furniture Making	Irrigation Contractors	Roofing and Waterproofing
Carpeting/Tiling/Floor Covering	Landscaping/Earthworks	Roofing Contractors
Ceilings, Partitioning and Shop Fitting	Lift & Escalator Equipment	Sewerage Installations/Reticulations
Cladding Contracts	Lighting Contractors	Steam Installations & Ancillary Equip
Compressed Air Installations	Loaders & Lifts	Steel Fabrication & Erection
Concrete Works	Mechanical Contracts	Storm Water Draining
Cooking & Related Systems	Metalwork & Burglar Bars	Tiling Contractors
		Water Installations/Reticulations

**Professional Services**

Acts & Legislation Documents	Elevator & Lift Services	Occupational Health and Safety Equipment
Architects	Employee Health and Wellness Programs	Organizational Development Specialists
Artwork & Paintings	Estate Agencies & Consultants	Pharmaceuticals
Assessment Centres	Event Management Services	Presentation and Facilitation Skills
Asset Management Systems	Exhibition Centres	Project Management
Assurance Companies	Financial Services	Property Valuers
Bakeries	Furniture Removal Services	Public Accounting ,Expenditure, Revenue Management
Banks & Financial Institutions	Government Services	Publications
Branding and Marketing Materials	Guesthouses, Hotels & Lodges	Quantity Surveyors
Breweries & Bar Requiteites	Human Resource Management	Recruitment Agencies
Brokers Finance	Institutions, Technicians & Universities	Recruitment and Selection
Brokers Insurance	Investigation Services	Report Writing
Brokers Labour	Job Evaluation Consultants	Risk Management, Monitoring and Evaluation
Call Centres & Call Centre Solutions	Labour Relations (Disciplinary Hearings)	Supply Chain Management
Colleges	Libraries	Teachers & Educators
Communication Specialist Services	Life-Skills and Ethical Conduct Coaches & Mentors	Team Building
Conference Centres, Venues & Facilities	Local Artists and Performers	Tent Hiring and Related Services
Conflict, Stress, Diversity Change Management	Media Monitoring and Research Companies	Tours and Tourism
Contract Management	Media/Mobile/Online Communication Specialist	Training Modules
Decor and Flowers	Medical Practitioners	Training Providers (Accredited)
Driving Instructors	Mineral & Mining	Translation & Transcription Services
Research, Teamwork, Domestic and Foreign Policy and Project Management	Newspaper and Subscription Services	Upholsterers
Electrical Na Plumbing services (Accredited)	Occupational Health and Safety	Video, Recording, Production and Related Services

### Services

Accommodation	Facilitation General Services	Photocopier
Advertising/Public Relations	Fire Extinguishers & Refills	Photography Equipment
Adverts on Radio and TV	Fire Hydrants	Posters, banner & flags
Arts & Craft	Florist	Printing Consumables
Audiovisual and Communication	Food & Beverages	Printing/Photography/Graphic Design
Auto Electrical and Hydraulic Repairs	Framework Services	Promotional Material
Auto Repairs & Services	Freight Services (Air, Land & Sea)	Publishing
Bookkeepers	Funeral Services	Radio Publicity/TV Publicity
Cameras (for access cards)	Furniture	Real Estate
Car Wash and Valet	Garden Services	Recreational Supplies
Carpet Cleaning	Graphic Design Services	Recruitment Agencies
Cartridges	Groceries	Refrigeration & Air Conditioning
Catering Services	Handyman	Removal Companies
Cleaning Equipment/Materials	Health and Wellness	Restaurants
Cleaning Services	Horticultural Services	Road Maintenance
Computer Supplies/Services	HV Fault Finding, Jointing & Terminations	Sanitaryware
Conference Facilities	Import & Export Services	Security & Access Control
Copywriting	Insurance/Employee Benefits	Security (Torches, Lawyards access cards)
Corporate Gifts/Corporate Clothing	Interior/Industrial Design	Services HV & LV Switchgear/Transformers
Courier Services	IT Maintenance	Site Cleaning
Crockery, Cutlery & Glassware	IT Management	Solid Waste Disposal
Cultural Activities	IT Networking	Sound/Music and Stages
Data Backup Services & Software	IT Programming	Stationery Office Basic
Data Capturing & Management Services	Luggage Bags & Conference bags etc	Storage Systems (Document & Computer)
Debt Collection	Language Translators & Trainers	Teambuilding Services
Design & Printing (e.g. brochures, business cards, pamphlets)	Laundry Service/Dry Cleaning	Telecommunication Equipment
Diesel & Petrol Engines	Liquor Store	Telephone & Data Line Maintenance
Digging of Graves	Locksmith Services	Timber Contractor
Disability Equipment and Peripherals	Magazines & Newspapers	Training & Development
Distribution	Mailing/Courier Services	Training Providers
Document Binding Services	Marketing Materials (Pen, bags, note pads, pencils, files ect)	Transport Services Passengers
Document Duplicating Services	Media Agencies with Media Buying Capabilities	Transportation Services
Document Storage Software	Media Liason	Travel Agencies
Drain Cleaning Services	Medical /Ambulance/Health Care	Trophy's & Engraving
Draughting Services	Municipal Services	Uniforms
Dry Cleaning Services	Newspaper delivery	Universities
Editing Services	Office Automation Equipment	Upholsterers
Educational Services	Office Consumables	Vehicles
Encoding	Office Equipment	Venues (Team Building )
Encryption Software & Systems	Office Furniture	Video and photographic
Engraving Services & Equipment	Office Maintenance	Water Dispensars
Entertainment Services (Tourists)	Office Plants & Maintenance	Web Page & Design
Environmental Services	Packaging Materials	Wind Socks for the Aerodome
Equity Dealing Services	Performance Management	Window Cleaning
Event Management	Personnel Services	Wine Distributors
Exhibition Centres	Pest Removal Services	

**Wholesalers/Traders**

Air Pollution Measuring Equipment	Fire Extinguishing	Mail Room Equipment
Automotive Parts	Fire Fighting Equipment and Consumables	Medical Supplies
Batteries	Fire Protection & Detection	Medical Supplies, Equipment and Instruments
Books	Flags & Maps	Medicines
Building Materials/Hardware	Floor Coverings	Mining Products
Cartridges	Food for Game Animals	NGO's/NBO's
Cleaning Supplies/Chemicals/Pesticides	Food Supplies	Office Consumables
Clothing general/Protective & Uniforms	Fuel Supplies	Office Equipment
Coffee & Vending Machines	Furniture	Paint Supplies
Computer Consumables (inc cartridges for printers and copiers ect.)	Generating Sets	Paper & Stationery
Computer Equipment/Software	Groceries	Protective Clothing/Uniforms
Computer Hardware	Health Safety and Environmental Suppliers	Radio/Radio Equipment
Consumables	Industrial Catering Equipment	Recreational Supplies
Crockery & Cutlery	IT Hardware and Software	Refridgeration & Air Conditioning
Curtains/Blinds	IT Hardware and Software	Refuse Bulk Containers
Dairy & Related Products	Laboratory Consumables & Equipment	Stationery
Domestic Appliances	Laundry Equipment	Supply Plants, Flowers and Seeds
Electrical Supplies & Equipment	Linen Pillows & Blankets	Toiletpaper Wrapped/Unwrapped
Envelopes	Logo/Crocery	Traffic Signs/Materials
Fencing	Logo/Design Services	Vehicles, Equipment, Trailers & Tractors
Fertilisers	Logo/Embroidery Services	Vehicles
	Logo/Engraving	Workshop Equipment

**Summary: Core Business**

In your own words, please state your core business:

1

2

**Trade Name (= sole supplier of specific brand name)**

Fill the specific **brand** names that the company own or solely distribute, which you wish to register:

**Required Documentation Checklist**

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

**All documentation is to be provided in its original format.**

<b>Document Name</b>	<b>Please ✓ submitted documents Attached</b>
<b>Original Valid</b> Tax Clearance Certificate / VAT Registration	<input type="checkbox"/>
<b>Certified Copy</b> of Company Registration Certificate (CK/CM Agreement)	<input type="checkbox"/>
<b>Certified Copy</b> of the Valid B-BBEE Certificate	<input type="checkbox"/>
<b>Certified Copies</b> of Stakeholders (Members, Directors, Shareholders, Partners) ID documents	<input type="checkbox"/>
<b>Certified Copies</b> of Compliancy / Accreditation Certificates	<input type="checkbox"/>
<b>Original</b> Verification Letter of Bank (completed by bank) with Bank Stamp / Cancelled Cheque	<input type="checkbox"/>
Any relevant independent agency ratings / industrial endorsements.	<input type="checkbox"/>
<b>Valid Original OR Certified copies</b> of Health Certificate (for Catering as Commodity) for premises used.	<input type="checkbox"/>
<b>Certified Copy</b> of Proof of Disability (Doctor's Letter)	<input type="checkbox"/>
<b>Certified Copy</b> of Proof of Ownership/Shareholding Certificate	<input type="checkbox"/>
Company Profile (maximum of 3 pages)	<input type="checkbox"/>
Other (please specify): _____	<input type="checkbox"/>