

	<h1>Vendor Application Form</h1>	Ident-Number
		PU-012

Dear Business Partner,

Please complete the Vendor/Supplier Application form with the information as requested and return the completed form together with the necessary documents back to Bokomo Namibia (Pty) Ltd. Kindly initial all pages at the bottom.

Vendor Information						
Registered Name:						
Trading Name:						
Company Registration No. (certificate to be attached):						
Vat Registration No. (certificate to be attached):						
Social Security No: <i>(required for Namibia)</i>						
Postal Address:				Postal Code:		
Street Address:						
City:			Country:			
Accounts Clerk:			Telephone:			
Salesperson:			Telephone:			
Email address to which Remittance must be requested:						
Email address to which PO must be submitted:						
Nature of Organization Type						
<input type="checkbox"/> Close Corporation <input type="checkbox"/> Public Company <input type="checkbox"/> NGO <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Private Company <input type="checkbox"/> PTY (Ltd) Partnership Trust						
Type of Industry						
<input type="checkbox"/> Manufacturer <input type="checkbox"/> Service Provider <input type="checkbox"/> Distributor <input type="checkbox"/> Assembler <input type="checkbox"/> Authorized agent <input type="checkbox"/> Other (please specify):						
Vendor Banking Information						
Name of Banking Institution:						
Name of Account Holder:						
Bank Account Number:				Branch Code:		
Payment Terms:	Bokomo Namibia (Pty) Ltd payment terms are 30 days after date of Statement (otherwise stated)					
Payment Method:	EFT					
Original bank stamped letter to be attached for verification which is not older than 3 months.						
Vendor Indemnifies Bokomo Namibia						
Bokomo Namibia (Pty) Ltd will not be responsible/liable for any loss or damage suffered by a Vendor due to incorrect bank details supplied. Banking details supplied will be used to pay you via EFT. Should these banking details change at any time your business is required to notify Bokomo Namibia of such changes.						
Name of Applicant:						
Signature of Applicant:						
Date:						

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Company Background	
Number of Employees:	
Annual Turnover:	

Top Three (3) Key Clients:		
	Name	Contact Number / Email
1		
2		
3		

Top Three (3) Key Suppliers:		
	Name	Contact Number / Email
1		
2		
3		

Listed Full Name of Shareholder(s) / Partner(s) / Owner(s) / Member(s)	
Full Name:	
Address:	
Nationality & ID or Passport No:	
Full Name:	
Address:	
Nationality & ID or Passport No:	
Full Name:	
Address:	
Nationality & ID or Passport No:	
Full Name:	
Address:	
Nationality & ID or Passport No:	

Please Note:

We kindly request you to supply us with copies of the following required documents. For any changes to the information requested in this form after it has been submitted, kindly notify Bokomo Namibia (Pty) Ltd immediately of these changes so that we can update our vendor master records accordingly with your new changes.

a) Company registration certificate <i>(required)</i>	
b) VAT certificate <i>(required for Namibia/optional South Africa)</i>	
c) Social Security confirmation / Workmen compensation <i>(required for Namibia)</i>	
d) Proof of Banking <i>(required)</i>	
e) Certificate of Good standing for TAX <i>(required for Namibia/South Africa)</i>	
f) Passport/s of the shareholder/s <i>(scanned copies)</i>	

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Vendor Consent

I hereby authorize that the above information is correct, that the form has been completed in its entirety and that the relevant supporting documentation has been attached and is legitimate. Incomplete applications will be returned for completion.

I / We consent to you checking my / our credit history with any credit bureau and to you providing credit bureau with regular updates about the conduct of my / our accounts.


I / We agree that Bokomo Namibia (Pty) Ltd may enquire with our banker to obtain his/her opinion with regards to the transactional history of our account applicable to the Company.

I / We give consent to Bokomo Namibia (Pty) Ltd to process the personal information provided for the purpose of this application.

Name of Applicant:	
Signature of Applicant:	
Date:	

**This section is only applicable to suppliers of raw material & ingredients
Please tick (✓) if you apply / provide the following:**

Vendor Certification Status	ISO 22000	
	ISO 9001	
	ISO 14001	
	Other (Please specify)	
Application of a non-certified but documented management system		
Application of HACCP Plans		
Final inspection on scope of products		
Certificate of Analysis provided		
Internal Audits conducted		
Application of Prerequisite Programs		
Application of Emergency Response Plans		

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Vendor Declaration of Interest	
I / We hereby declare that to the best of my / our knowledge, the signatory to this application and any Director, Board Member, Spouse or close relative is not currently an employee of Bokomo Namibia (Pty) Ltd. (If this is not the case, please notify us according and include all the relevant details).	
Name of Applicant:	
Signature of Applicant:	
Date:	

Supplier Signature (acknowledgement of conditions of order):

By signing below, the vendor / supplier acknowledges that the above furnished information is correct, has read, understood and accepted PU-037_ *Procurement Terms and Conditions*. By completing and signing this application, the applicant acknowledges that this application is subject to vetting and thus consents a Credit check to be performed.

Signature: _____ **Position:** _____
Name: _____ **Date:** _____

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Internal Information (Bokomo Namibia Pty Ltd):

To be completed by requestor:
Kindly provide brief description of services or goods rendered to Bokomo Namibia (Pty) Ltd:

Requestor:

Name	Date	Signature

HOD Approval:

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Internal Information Bokomo Namibia (Pty) Ltd

Reviewed by:

Position	Date	Signature
Officer: Procurement		

Approver 1:

Head: Procurement		
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Approver 2:

Executive: Finance		
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Approver 3:

COO		
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SAP Vendor No:		Purchase Org:	
Opened by:		Company Code:	