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CHECKLIST FOR REQUIRED SUPPORTING DOCUMENTS FOR GUARANTEE FACILITY:

INFORMATION THAT NEEDS TO BE SUPPLIED TO US PRIOR TO QUOTING:

All Closed Corporations (CC) and Private Companies (Pty) Ltd are required to supply:

- Year End / **Audited** Financial Statements of business (not older than 8 months from year end)
- Should year end / Audited Financial Statements not be available, management accounts and/or draft accounts to be submitted.
- Latest Company Bank Statements (3 Consecutive Months)
- Company Profile (including organogram, current and previous contracts)
- Bid Award letter / Letter of appointment giving contract information
- CC/Pty Ltd company registration documents (CIPRO)
- Tax clearance certificate reflecting both TAX and Vat numbers
- CIDB Certificate
- Utility bills or lease agreement not older than 3 months of office premises
- Copy of company letterhead showing physical & postal address
- All other information that might be relevant to assist with quoting.
- Should a resolution be in place for one person to sign on behalf of the company, the resolution together with the individual's full details to be supplied.
- Brokers appointment letter
- If the contract amount is more than R 10 Million, please include the tender results list
- If this is a joint venture kindly provide us with a signed JV Agreement

SHARING THE LIGHT TO GROW OTHERS

In respect of all Individuals involved (please complete information for each individual):

- ID documents of each member
- Personal Income Tax Number of each member
- Physical & Postal Address of each member
- Recent Personal Utility bill not older than 3 months of each member
- Marital Status of each member (Single, Divorced, CoP, ANC with Accrual, ANC without Accrual, Widowed, Traditional Etc.)

In the event of the individual being married CoP, ANC with Accrual or traditional the following needs to be supplied:

- ID documents of spouse of each member
- Income Tax Number of spouse of each member
- Physical and Postal Address of spouse of each member

Only once we have received all the information we can provide a quotation.