

CONTRACTOR & LETTING AGENTS REGISTRATION FORM

Version 1.0

22 NOVEMBER 2021

ZEBULA – Controlling Bodies

[Comprising the i. Body Corporate Sectional Scheme Mabalingwe 12, ii. Body Corporate Sectional Scheme Mabalingwe 13 and iii. Kareefontein HOA]
PO Box 33, Bela-Bela 0480 Tel (010) 023 0990 Fax (086) 769 9128 Email: info@bczebula.co.za

CONTRACTOR AND LETTING AGENTS' REGISTRATION			
IMPORTANT			
All pages must be completed.		All required information must be provided.	
BUSINESS DETAILS			
Registered Name of Business			
Trading Name of Business			
Business Type	Public Company <input type="checkbox"/>	Private Company <input type="checkbox"/>	Close Corporation <input type="checkbox"/>
	Sole Proprietor <input type="checkbox"/>		Partnership <input type="checkbox"/>
VAT Registration Number		Date of Establishment of Business	
Registration Number of Business			
Holding Company Name			
Percentage Shareholding			
Name of Subsidiary and Associate Companies			
Description of Business			
Postal Address		Code	
Registered Physical Address		Code	
Office Telephone No	Office Fax		
Cellular Phone No	Do you offer emergency service? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Web Site Address			
Contractor Type	General Contractor <input type="checkbox"/>	Provide Afterhours Emergency Contact number below.	
	Letting Agent <input type="checkbox"/>		

DETAILS OF: PROPRIETOR / DIRECTORS / MEMBERS / PARTNERS / TRUSTEES			
1. Full Names	ID No.		
% Shares	Cellphone No.		
SA Citizenship	Yes <input type="checkbox"/> No <input type="checkbox"/>	If no, state citizenship and passport number	
Residential Address	Code		
2. Full Names	ID No.		
% Shares	Cellphone No.		
SA Citizenship	Yes <input type="checkbox"/> No <input type="checkbox"/>	If no, state citizenship and passport number	
Residential Address	Code		
3. Full Names	ID No.		
% Shares	Cellphone No.		
SA Citizenship	Yes <input type="checkbox"/> No <input type="checkbox"/>	If no, state citizenship and passport number	
Residential Address	Code		
4. Full Names	ID No.		
% Shares	Cellphone No.		
SA Citizenship	Yes <input type="checkbox"/> No <input type="checkbox"/>	If no, state citizenship and passport number	
Residential Address	Code		

BANKING DETAILS			
Bank Name		Branch Name	
Account Type		Account Number	
Branch Code			

CUSTOMER REFERENCES			
Customer Reference 1:	Name of Customer		
Telephone			
Project Spend	R	Date	
Customer Reference 2:	Name of Customer		
Telephone			
Project Spend	R	Date	
Customer Reference 3:	Name of Customer		
Telephone			
Project Spend	R	Date	

TRADE REFERENCES			
Trade Reference 1:	Name of Company		
Telephone		Credit Limit	
Monthly Spend	R	Terms	
Trade Reference 2:	Name of Company		
Telephone		Credit Limit	
Monthly Spend	R	Terms	
Trade Reference 3:	Name of Company		
Telephone		Credit Limit	
Monthly Spend	R	Terms	

** PLEASE SUPPLY AND SEND COPIES TO info@bczebula.co.za **

CONTRACTORS CHECKLIST

AN AMNESTY PERIOD OF 6 MONTHS WILL BE GRANTED TO ALL CONTRACTORS AND LETTING AGENTS STARTING FROM 1 JANUARY 2022 THROUGH TO 31 MARCH 2022 TO PROVIDE THE REQUIRED PAPERWORK. ALL CONTRACTORS AND LETTING AGENTS THAT IS NON-COMPLIANT BY 1 APRIL 2022 WILL BE DISQUALIFIED UNTIL ALL THE REQUIREMENTS ARE MET. ALL APPROVED CONTRACTORS WILL BE LISTED ON THE BODIES CORPORATE WEBSITE IN ALPABETICAL ORDER.

MINIMUM DOCUMENTATION REQUIREMENTS FOR ALL CONTRACTORS

- Proof of Registration for the Company / Close Corporation / Sole Proprietor.
- Proof of Public Liability Insurance to an appropriate value given the services offered – guideline is R15 000 000 (Fifteen Million Rand).
- Proof of third-party Insurance – guideline is R500 000 (five hundred thousand Rand).
- Proof of fully comprehensive motor vehicle insurance for vehicles accessing Zebula.
- Proof of SARS registration.
- Tax clearance certificate from SARS (most recent financial period).
- Proof of Registration with UIF to be provided.
- Proof that the entity is registered with Workmen's compensation.

PRIVATE & CONFIDENTIAL

REQUIREMENTS FOR STAFF OF CONTRACTORS

- All staff to have a valid South African Identity Book or Valid Work Permit.
- All staff members to have a Police clearance certificate.

ADDITIONAL REQUIRMENTS FOR BUILDING AND/OR MAINTENANCE CONTRACTORS

- Proof that the company is registered with the NHBRC.
- In the case of electricians, a valid wireman’s license to be provided.
- In the case of electricians, proof that the company is registered with the National Bargaining Council for Electrical Industry.

ADDITIONAL REQUIRMENTS FOR HOUSEKEEPING CONTRACTORS

- Registration with a national bargaining council or sectorial organization, if applicable.

ADDITIONAL REQUIREMENTS FOR LETTING AGENTS AND/OR PROPERTY SALES AGENTS

- Proof of fidelity certificate.
- Proof of EAAB Certificate.

PLEASE NOTE: ZEBULA BOBIES CORPORATE RESERVES THE RIGHT TO CONTACT ANY TRADE & CUSTOMER REFERENCES LISTED ABOVE AND TOVERIFY ANY INFORMATION PROVIDED IN THIS REGISTRATION

ACCEPTANCE OF CONDITIONS OF AGREEMENT AND UNDERTAKING

Terms and Conditions are available on request.

I the authorised signatory for the above-mentioned company hereby agrees to the conditions of this document and the applicable conduct rules and all other conditions, statutory or otherwise, related thereto. I hereby indemnify the Trustees of the Zebula Joint Body Corporate, the Zebula Controlling bodies comprising the (i.) Body Corporate Sectional Scheme Mabalingwe 12, (ii.) Body Corporate Sectional Scheme Mabalingwe 13 and (iii.) Kareefontein HOA, including their employees of all claims now or in the future.

I fully understand that right of admission is reserved by the Zebula Joint Body Corporate. I also hereby agree to pay in full any fine issued against my company by the Zebula Joint Body Corporate and failure to do so may lead to suspension of services and my access being denied until all outstanding matter are resolved.

I also agree that the information presented herein can be used internally by the Zebula Joint Body Corporate for administrative purposes.

SIGNED AT _____ **ON** _____ **20** _____

CONTRACTOR/ LETTING AGENTS NAME

Authorized Signature
-who warrants his/her authority to sign