

**SUPPLIER INFORMATION
UPDATE INFORMATION/CHANGE OF DETAILS**

SUPPLIER'S DETAILS

Company Name	
Name of previous company name (if applicable)	
Physical Address	
Postal Address	
Contact Person	
Contact Number	
Fax Number	
E-mail address	

INFORMATION TO BE CHANGED

Description	Documentation Required	Tick where applicable
Company Name	Certificate of name change (CIPC) and a Valid SARS issued Tax Clearance Certificate for proof that the company has no outstanding tax issues (COMPULSORY)	
Ownership details	Company registration document/share certificate (COMPULSORY)	
Banking details	Original bank stamped letter and/or statement or cancelled cheque	
Contact details	Letterhead with company address and contact numbers	

ORIGINAL VALID TAX CLEARANCE AND BEE CERTIFICATES SHOULD BE POSTED TO THE POSTAL ADDRESS PROVIDED

Valid Tax Clearance Certificate Attached	Yes		No	
Valid B-BBEE Certificate Attached	Yes		No	
Valid CIDB Certificate (For construction related services)	Yes		No	



BANKING DETAILS OF SUPPLIER

NAME OF ACCOUNT HOLDER:.....

ACCOUNT NUMBER:.....

BRANCH NAME/CODE:.....

ACCOUNT TYPE:.....

CHANGE/ADDITION OF COMMODITIES

DESCRIPTION OF WORKS	No. of years in business

.....
**SIGNATURE OF OWNER OR
AUTHORISED REPRESENTATIVE**

.....
NAME OF SIGNATORY

.....
CAPACITY

.....
DATE

Completed forms may be submitted to:
Supply Chain Management Office
2 Mzuzu Street, Pellissier, Bloemfontein, 9323
P O Box 30121, Pellissier, Bloemfontein, 9322
Tel: 051 – 403 0800, Fax: 051 – 422 5333
E-mail: admin@bloemwater.co.za