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Construction Africa Registration Checklist

May 2016

Information you will need to provide or upload as part of the Registration Process includes:

• **Company information**

- Company Name
- Company Address
- Company Website
- Sales Tax Number
- Name of Local Issuing Authority who issued the Sales Tax Number
- Company Type (Registered or Not registered)
- Country of Incorporation
- Registration/Incorporation Number
- Name of Local Issuing Authority who issued the Registration Number

• **South Africa: Local Content Questions**

- Company type
- Names, addresses and contact details of any Partnership or Joint Venture organisations
- Copy of identity for most senior Executive Director and next most senior Executive Director
- Letter from bank confirming you hold a valid bank account with them
- South African Revenue Service (SARS) Tax Clearance Certificate and expiry date
- Compensation for Occupational Injuries and Diseases (COID) certificate
- Unemployment Insurance Fund (UIF) Registration Certificate
- Broad- Based Black Economic Empowerment (B-BBEE) level, in terms of the Codes of Good Practice
- Percentage of business black owned
- Percentage of business black woman owned
- Percentage of business black youth owned
- Percentage of your business owned by disabled persons
- SANSA or IRBA accredited Broad-Based Black Economic Empowerment (B-BBEE) certificate
- Sworn affidavit from accounting officer, South African Police or a Commissioner of Oaths
- Sector Education and Training Authority (SETA) certificate

• **Contact Details**

- Primary Business Contact Details
- Secondary Business Contact Details
- Invoice Contact Details
- Achilles Administration Contact Details

- **Company Profile**

- Company logo
- Marketing Statement
- Corporate Picture

- **Products and Services you supply, or intend to supply, based on Product Codes**

- **Management Team**

- Managing Director
- Chief Executive Officer
- Finance Director
- Sales Director
- Procurement Director
- Technical Director
- Other management team members

- **Group Information**

- Immediate Parent Company Name & Contact Details
- Registration Number of Immediate Parent Company
- Name of Local Issuing Authority who issued the Registration Number
- Primary Business Contact - Immediate Parent Company Contact Details
- Secondary Business Contact – Immediate Parent Company Contact Details
- Ultimate Parent Company Name & Contact Details
- Registration Number of Ultimate Parent Company
- Name of Local Issuing Authority who issued the Registration Number
- Ultimate Parent Company Financials

- **Financial Information**

- Information for main Financial Auditor or Accountant
- Shareholder information
- Financial information for the latest financial year:
 - Accounts for the Financial Year Ending
 - Currency
 - Annual Turnover
 - Total number of employees as at this date

- **Locations**

- All key location information for your company
 - Locations Function
 - Address details
 - Region of supply

- **Contract Reference**

- Details of all contracts where you have provided the products and services in the questionnaire, linked to the appropriate product codes

- **Insurance Information**

- Insurance Type
- Renewal/Expiry Date of Policy
- Broker
- Start Date
- Renewal/Expiry Date
- Underwriter
- Value of Cover
- Scope of Cover
- Insurance Certificate

- **Research and Development**

- % of annual turnover spent on research and development

- **Subcontracting**

- % of work that is subcontracted
- Information regarding the selection of subcontractors
- Management of subcontractors

- **Supply Chain Management**

- Supply Chain contact information
- Information relating to your company's assessment of your supply chain
- Additional information relating to your supply chain

- **Quality Management information to upload**

- Quality Management System
- Quality Management System Policy
- Certificate to demonstrate that the company QMS has undergone third party assurance/ certification to ISO 9001:2008 or equivalent
- Quality management system contact – Contact Details

- **Health & Safety Management System information to upload**

- Health & Safety Management System
- Policy statement relating to the Health & Safety management of the company
- Certification to demonstrate that the company H & S Management System has undergone any third party assurance/certificate to OHSAS 18001:2007 or equivalent

Environmental Management information to upload

- Environmental Management System (EMS)
- Policy statement relating to the environmental management of the company
- Certificate to demonstrate that the company EMS has undergone any third party assurance/certification to ISO 14001:2004 or equivalent

• Corporate Social Responsibility

- Ethical Sourcing Policy
- Contact details of person who is responsible for Corporate Social Responsibility in your company
- Anti-Corruption Management Policy
- Bribery and Corruption Policy

• Carbon Management information to upload

- Carbon footprint information
- Certificate to demonstrate that your Company has a Carbon management policy equivalent to ISO 14064-1 (for example CEMARS)

Please note: the provision of all information is not mandatory in order to complete the online questionnaire. Mandatory fields are marked as “**required**” – these must be completed in order to be able to submit the online questionnaire for data validation. It is however considered ‘good practice’ and is therefore highly recommended, that you complete as many fields in the questionnaire as possible.