



# SUPPLIER REGISTRATION Form



**DISCOVERY CENTRAL SERVICES (PTY) LIMITED**  
Company Reg. No. 2016/054628/07    Vat Reg. No. 4790274585

1 Discovery Place, Sandton, 2196

PO Box 786722, Sandton 2146

Website: [www.discovery.co.za](http://www.discovery.co.za)

To whom it may concern,

## **INVITATION TO REGISTER ON THE SUPPLIER DATABASE**

Discovery Central Services (Discovery) extends an invitation to all interested suppliers of goods and services to apply for registration on its supplier database. Upon receipt of your application, Discovery shall process your information for consideration as a registered supplier on its database.

Registration on Discovery's database does not mean an automatic appointment as a preferred supplier. The choice of preferred suppliers shall be made in accordance with Discovery's Procurement Policy.

Should you be interested in lodging an application for registration, kindly complete the attached Supplier Registration Form and return same together with all the requisite attachments to [newpreferredsuppliers@discovery.co.za](mailto:newpreferredsuppliers@discovery.co.za).

Failure to comply with any of the conditions as set out in the form will invalidate your application for registration as a prospective supplier on the database.

Any personal information requested from you in the Supplier Registration Form will be used for the purpose of registering your information on the supplier database and to communicate with you in this regard using email or text. Your personal information will not be used for any unrelated purpose. If we do not receive the required information, we will be unable to process your registration. Once you have registered and should you wish your personal information to no longer be used, it will result in your information being removed from the Database.

Your personal information will not be shared with any third parties, other than for the purpose detailed in this notification. Please view our Privacy Statement at

<https://www.discovery.co.za/assets/discoverycoza/corporate/legal/discovery-limited-privacy-statement.pdf> detailed information on how we process your information.

Should you request any additional information with completing this form please contact us at the above mentioned email address.

Discovery Procurement

[Newpreferredsuppliers@discovery.co.za](mailto:Newpreferredsuppliers@discovery.co.za)

**Please complete all fields in print**

COMPANY INFORMATION	
Registered Business / Individuals Name (Hereinafter referred to as "the Supplier"):	
Trading Name:	
Company Registration Number / ID Number :	
Company Type: (e.g. Sole proprietor, Partnership, Closed Corporation, Joint Venture, (Pty) Ltd, Limited etc.)	
Vat number:	
Tax Number:	
Industry Sector:	
Business Type: (Please provide a brief description of core business activities)	
Physical Address:	
Postal Address: (if different from Physical Address)	
Accounts Department Tel Number:	
Accounts Department Email Address:	
Accounts Department Contact Person:	
Sales Department Tel Number:	
Sales Department Email Address:	
Sales Department Contact Person:	
Supplier's Contact person at Discovery & division who has requested the goods / services:	

(Hereinafter referred to as "the Requester"):				
<b>Discovery Purchase Order (PO) Number:</b>				
<b>BANKING DETAILS</b>				
Name of Bank:				
Account name:		Branch Name:		
Branch Code:		Account Number:		
Account Type:		Date opened:		
<b>Please attach a bank statement stamped by your branch.</b>				
<b>FINANCIAL HISTORY</b>				
Are there any pending legal proceedings or previous judgments against your business or has any business operated by any of the members/directors ever been declared bankrupt?	Yes		No	
If "Yes" please elaborate.				
<b>ENVIRONMENTAL SUSTAINABILITY</b>				
Does your company have an Environmental Policy in place or;	Yes		No	
Does your company measure its Carbon Emissions and / or;	Yes		No	
Has your Environmental Management System been assessed and certified nationally or internationally recognised by a recognised accreditation body?	Yes		No	
<b>REQUIRED DOCUMENTS<sup>1</sup></b>				
CIPC Registration Documents	Yes		No	
SARS Tax Clearance Certificate (VAT, Income Tax)	Yes		No	
Certified Copy of a Valid B-BBEE Certificate/ EME Sworn Affidavit	Yes		No	
Letter of Good Standing from Workman's Compensation Commission (Compensation for Occupational Injuries and Diseases Act)	Yes		No	
Proof of any Professional Body Recognition and Professional Designation, if applicable	Yes		No	
<b>DECLARATION</b>				

<sup>1</sup> To be submitted with the completed form

<sup>2</sup> To be conducted by an authorized verification agency (e.g. Lexus Nexis, MIE, etc.)

Are you or any of your directors/owners employed or contracted by Discovery, or relatives of Discovery employees or have a direct or indirect interest in Discovery (Tick as appropriate)	Yes		No	
If "Yes" Please explain in detail				
I / WE THE UNDERSIGNED, WHO WARRANTS THAT HE/SHE IS DULY AUTHORISED TO DO SO ON BEHALF OF THE BUSINESS:				
Full name				
Contact number				
Designation				
I hereby acknowledge that the information furnished is true and correct.				
Certified Copy of Resolution proving Authority				
SIGNED AT _____ ON THE _____ DAY OF _____ 20____				
SIGNATURE				

**NOTE:**

- Discovery will use reasonable efforts in order to ensure that any Personal Information in its possession or processed on its behalf is kept confidential, stored in a secure manner and processed in terms of the applicable laws in South Africa.
- All personnel seconded to Discovery for any length of time will be expected to comply with the Discovery's Occupational Health and Safety protocol, Supplier Code of Conduct,
- Payment terms are 30 (thirty) days from date of receipt of statement.
- Payments will not be made if the supplier registration process has not been completed.
- The Supplier may be required to sign a standard service provider agreement and non-disclosure agreement.