

# REGISTRATION OF CONTRACTORS

## SECTION 1: GENERAL DETAILS

A. Name of contractor/Company: \_\_\_\_\_

B. Valid Postal address of business premises or PO Box:

\_\_\_\_\_  
\_\_\_\_\_

Home address:

\_\_\_\_\_  
\_\_\_\_\_

C. Tel Nos: \_\_\_\_\_ ( Mobile)                      \_\_\_\_\_ (Landline)

Fax No: (if available): \_\_\_\_\_

Email address (if available): \_\_\_\_\_

D. Contact person: \_\_\_\_\_

E. Valid National Identity Number: \_\_\_\_\_  
*(Please enclose a copy)*

F. Business Bank Account number:  
*(Please enclose a copy of)*

G. Type of Contractor (tick as appropriate):

Class II

Class III

Class IV

Landscaping / Cleaning

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

*(Please enclose copy of valid license certificate and a copy of certificate of registration)*  
*(Please enclose copy of certificate of registration for cleaning contractors)*

H. VALID TAX Clearance Certificate  
*(Please enclose a copy)*

I. VAT Certificate (If applicable)  
*(Please enclose a copy)*

**SECTION 2: CAPABILITY**

**A. Number and items of plants and equipment presently owned:**

*Heavy Plants (e.g. large excavators, front loader, camix, cranes etc.*

<b>Type</b>	<b>Number owned</b>	<b>Registration number</b>

*(Continue on separate sheet if necessary)*

*Light Plants (e.g. Mini-excavators etc.*

<b>Type</b>	<b>Number owned</b>	<b>Registration number</b>

*(Continue on separate sheet if necessary)*

*Tools (e.g. chainsaw, pionjar, power tools, spades, machetes etc.*

<b>Type</b>	<b>Number owned</b>

*(Continue on separate sheet if necessary)*

*Sign Boards*

<b>Type</b>	<b>Number owned</b>

**SECTION 3: DECLARATION**

I Mr. /Miss / Mrs. \_\_\_\_\_certify that the particulars given in this registration are true and correct. I am aware that the supply of false and inaccurate information on such matters is against the law and that my company is eligible for legal action should the provided information found to be inaccurate. I am also aware that the SLTA reserves the right to cancel my registration should my performance fail to meet the SLTA standards.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Position in Company: \_\_\_\_\_

**OFFICIAL USE ONLY**

Application for registration Approved/Disapproved

*Should you fail to respond to three consecutive invitations to tender without a valid reason you will no longer be considered as a registered contractor and your name will be removed from the list.*

*Should your performance fail to meet the SLTA'S standards or fail to abide by Conditions of contract, you will be informed and will no longer be considered for future projects.*

**Notes:**

1. All sections of this form must be fully completed on submission.
2. The registration should be accompanied by a copy of a valid license and other relevant documents.
3. Given telephone numbers shall either be fixed line or fixed mobile phone. Prepaid numbers are not encouraged.
4. Contractors are informed that approval of their registration does not imply that the SLTA is obliged to issue them with works.
5. The SLTA reserves the right not to approve request for registration.
6. Onus is on the contractor to inform SLTA (in writing) of any changes e.g. Change in address, Bank details, telephone numbers etc. . . .