



**Nelson Mandela University**  
**CREDITOR APPLICATION**  
(page 1)

Legal Name			
VAT Number if registered		Company Reg No or ID Number for Sole Proprietors	
List products and or services provided. Please attach company Profile			
Bank Name		Branch Code	
Account No		Bank Account Name on bank statement	
Confirmation of Banking details	Cancelled cheque attached Yes <input type="checkbox"/> No <input type="checkbox"/>	Letter from bank attached Yes <input type="checkbox"/> No <input type="checkbox"/>	
Name of Contact Person		Job title and Division	
Physical Address		Postal Address	
Postal Code		Postal Code	
Telephone Number		Fax Number	
E-mail Address for Orders			
E-mail Address for Finance			
Website			
Facebook/Twitter			
<b>BEE INFORMATION:</b>	<p><b>Definition of "Black People":</b></p> <p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of "Black People" is a generic term which means Africans, Coloureds and Indians –</p> <p><b>A)</b> Who are citizens of the Republic of South Africa by birth or descent;</p> <p>Or</p> <p><b>B)</b> Who became citizens of the Republic of South Africa by naturalization:</p> <p>i. Before 27 April 1994; or</p> <p>ii. On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date</p> <p><b>PLEASE INSERT A OR B INDICATING YOUR COMPANY'S BLACK OWNERSHIP: (further documentation might be required)</b> <input type="checkbox"/></p>		
<b>FOR OFFICIAL USE ONLY:</b>	<p><b>CONFIRMED BY:</b> _____ <b>DATE:</b> _____ <b>APPROVED BY:</b> _____ Snr Buyer</p> <p><b>CAPTURED BY:</b> _____ <b>DATE:</b> _____ <b>APPROVED BY:</b> _____ Snr Buyer</p> <p><b>VERIFIED BY:</b> _____ <b>DATE:</b> _____</p>		

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 (page 2)

EME (Exempted Micro Enterprise)	Turnover of <R10m per annum, sworn affidavit needed	<input type="checkbox"/>
QSE (Qualifying Small Enterprise)	Turnover of R10m-R50m for QSE	<input type="checkbox"/>
	>51% black owned, sworn affidavit needed	<input type="checkbox"/>
	<51% black owned, BEE certificate must be obtained	<input type="checkbox"/>
GENERIC	Generic: Large Enterprises >R50 Certificate from SANAS approved BEE verification agency required	<input type="checkbox"/>
<b>COID</b> ( <i>Compensation for Occupational Injuries and Diseases</i> ) - <b>Letter of Good Standing</b>	YES <input type="checkbox"/> NOT APPLICABLE <input type="checkbox"/>	
<b>CIDB</b> (for Construction Industry)	CRS NUMBER _____ GRADING _____ EXPIRY DATE _____	
<b>CSD</b> (Central Supplier Database)	SUPPLIER NUMBER _____	
<b>FOOD/CATERING SUPPLIERS</b>	CERTIFICATE OF ACCEPTABILITY FOR FOOD PREMISES YES <input type="checkbox"/> NOT APPLICABLE <input type="checkbox"/>	
	<b><u>CUSTOMER REFERENCES:</u></b>	<i>(This is not credit references, it's People you did work for or supplied to)</i>
<b><u>NAME:</u></b>	<b><u>ADDRESS:</u></b>	<b><u>PHONE NUMBER:</u></b>
1.		
2.		
3.		
FOR OFFICE USE:	(REFERENCE CHECKS DONE :)	
1.		
2.		
3.		

## Code of Conduct for Service Providers

As reflected in the Nelson Mandela University Code of Conduct, Nelson Mandela University is committed to high standards of integrity and sustainability. Nelson Mandela University has a zero-tolerance policy when it comes to unethical business behaviour, such as bribery, corruption and forced labour. We expect all our service providers to adhere to prescribed standards and to conduct their business ethically.

As a service provider, you must comply with all applicable laws and regulations, the requirements set out in the Nelson Mandela University Service Provider Code of Conduct and your contractual obligations to us.

This Nelson Mandela University Service Provider Code of Conduct defines the main principles underlying your business activities as one of our service providers.

### A. Human rights

As a service provider to Nelson Mandela University, you shall:

- Uphold the principles of fairness and equality;
- Respect the personal dignity, privacy and rights of each individual;
- Refuse to make any person work against his or her will; and
- Prohibit behaviour including gestures, language and physical contact, that is sexual, coercive, threatening, abusive or exploitative.

### B. Fair labour conditions

You shall ensure fair labour conditions. In particular, you will:

- Refrain from employment discrimination based on gender, age, ethnicity, nationality, religion, physical health, union membership, political affiliation or sexual orientation;
- Respect the rights of employees to freely associate and bargain collectively;
- Not tolerate or use child labour in any stage of your activities other than in accordance with all applicable laws and regulations;
- Not use any forced labour, including but not limited to involuntary prison labour, victims of slavery and human trafficking and allow all employees the choice to leave their employment freely upon reasonable notice;
- Compensate employees fairly and follow local wage regulations and / or collective agreements, and where these do not exist, compensate employees so at the minimum they can meet their basic needs;
- Ensure that working hours, including overtime, do not exceed applicable legal requirements, and where such requirements do not exist, we recommend that working hours not exceed sixty hours per week including overtime: and
- Ensure that employees are allowed at least one uninterrupted day off per week.

### C. Business ethics

You shall conduct your business in an ethical manner. In particular, you will:

- Refrain from any and all forms of corruption, extortion and bribery, and specifically ensure that payments, gifts or other commitments to Nelson Mandela University employees, and any other party are in compliance with applicable anti-bribery laws;
- Adhere to all applicable legislation and regulations, including anti-trust and other competition laws;

Initial

- Uphold good governance in alignment with relevant codes and frameworks, including the King code;
- Disclose to Nelson Mandela University information regarding potential conflicts of interest relating to your activities as an Nelson Mandela University service provider, including disclosure of any financial interest a Nelson Mandela University employee may hold in your business;
- Protect all confidential information provided by Nelson Mandela University and our respective business partners;
- Respect intellectual property of others, including Nelson Mandela University;
- Adhere to international trade regulations and export control regulations; and
- Support South Africa’s transformation objectives aimed at empowering historically disadvantaged groups as contained in the Broad-based Black Economic Empowerment Codes and the Employment Equity Act.
- Be aligned with and uphold the Nelson Mandela University’s values

**D. Secure business**

You shall conduct your business in a secure manner. In particular, you will:

- Implement reasonable measures for minimising exposure of Nelson Mandela University to security threats such as terrorism, crime, pandemics and natural disasters;
- Take proactive measures to secure business continuity; and
- When visiting or working at Nelson Mandela University locations, abide by Nelson Mandela University’s security procedures and report any security concerns to the appropriate Nelson Mandela University channels.

**E. Procurement by service provider**

You shall procure goods and services in a responsible manner. In particular, you will:

- Select your own tier one service provider providing goods or services directly or indirectly to Nelson Mandela University based on them agreeing to adhere to standards comparable to those set forth in this Nelson Mandela University Service Provider Code of Conduct; and
- When working at Nelson Mandela University locations, only subcontract work with prior consent from Nelson Mandela University.

**F. Inspections and corrective actions**

In order to ensure and demonstrate compliance with the Nelson Mandela University Service Provider Code of Conduct, you shall keep record of all relevant documentation, and provide to us supporting documentation upon request. To verify your compliance, we reserve the right to audit and inspect your operations and facilities, at our own cost and upon reasonable notice, with or without support of a third party. If the results of such an audit or inspection cause us to be of the opinion that you do not comply with this Nelson Mandela University Service Provider Code of Conduct, you shall take necessary corrective actions in a timely manner, as directed by us. If you fail to comply with this Nelson Mandela University Service Provider Code of Conduct, then we may take action against you, including suspending or terminating your activities as one of our service providers.

**G. Access to remedy**

In the context of our business relationship, if you or your employees believe that the terms of this Nelson Mandela University Service Provider Code of Conduct are not adhered to, or that Nelson Mandela University is not acting in accordance with its own Nelson Mandela University Code of Conduct, then we encourage you to raise your concerns via the Nelson Mandela University stakeholder reporting channels.

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**H. Health and safety**

Worker health, safety, and well-being is important to the Nelson Mandela University. Service providers shall provide and maintain a safe work environment and integrate sound health and safety management practices into its business. Workers shall have the right to refuse unsafe work and to report unhealthy working conditions.

The Nelson Mandela University will stop any Service Provider from executing unsafe work which is not in accordance with the relevant Occupational Health and Safety Act and relevant regulations, which poses a threat to the health and safety of employees, students, public or property.

The Service Provider must take reasonable steps to ensure that his employees comply with the OHS Act and relevant Regulations. Where a Service Provider appoints a sub-contractor it is the Service Provider's responsibility to ensure compliance to the OHS Act and relevant regulations.

The Service Provider must be registered and in good standing with the compensation fund or with a licensed compensation insurer as contemplated in the Compensation for Occupational Injuries and Diseases Act, 1993.

I \_\_\_\_\_ in my capacity as \_\_\_\_\_

hereby acknowledge your Code of Conduct.

\_\_\_\_\_  
Sign

\_\_\_\_\_  
Date