

**HR SYSTEMS VERIFICATION OF NAMES & ID NUMBERS OF BIDDER/SUPPLIER
AGAINST PERSAL FUNCTION 4.1.7 (TREB INFORMATION)**

SENDER DETAILS:

BID/QUOTE REFERENCE NO.	
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FROM:	
EMAIL:	
TELEPHONE:	
DATE:	

TO:	HR INFORMATION SYSTEMS	
FOR ATTENTION:		

Full details of directors / trustees / members / shareholders from SBD 4 document.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number	Printout attached	Employee (Yes/No)

Checked and verified by HR Information Systems (Refer to attached Persal reports)

Name: _____

Signature: _____

Date: _____