

DEPARTMENT OF TRANSPORT KZN



VUKUZAKHE EMERGING CONTRACTOR DEVELOPMENT PROGRAMME

DATABASE REGISTRATION PROCEDURE GUIDELINES



VUKUZAKHE DATABASE REGISTRATION GUIDELINES

1. APPLICABILITY, COMPLETING AND SUBMISSION OF APPLICATION FORMS

- 1.1 The new application form and procedure will be applicable to :-
 - 1.1.1 All new applicants, and
 - 1.1.2 Contractors who are currently registered on the Vukuzakhe Database, who require amendments to their company profiles.
- 1.2 Contractors who wish to register on the Vukuzakhe Database will be required to complete the Enterprise Database Capture form in full.
 - 1.2.1 **The Enterprise Database Capture form** must be accompanied with all the relevant supporting documentation, as listed in the attached “**Checklist**”. Company profiles and brochures are also welcome.
 - 1.2.2 Failure to submit supporting documentation will lead to delays in the registration of a company.
 - 1.2.3 The **Checklist** will indicate what information is required for your business to be accredited and registered without delays.
 - 1.2.4 **Declaration By Emerging Contractors Under Oath**
 - 1.2.4.1 Where contractors will not directly benefit in terms of Preferential Points (Women, Youth and People living with Disabilities), they **will not** be required to sign the document in front of a Commissioner of Oaths.
 - 1.2.4.2 Only where contractors will directly benefit in terms of Preferential Points (Women, Youth and People living with Disabilities) **will they** be required to sign the document in front of a Commissioner of Oaths.
 - 1.2.5 The Department reserves the right to validate all information supplied, which includes interviewing contractors. Furthermore, any misrepresentation of facts or omission information may lead to disqualification and potentially being restricted to do business with the Department.

1.3 Completed **Enterprise Database Capture forms**, together with all the supporting documentation must be forwarded to the following address:-

1.3.1 Posted to:

Department of Transport
Directorate : Enterprise Development
Vukuzakhe Database
Private Bag X 9043
Pietermaritzburg
3200

1.3.2 Hand delivered to:

172 Burger Street, Pietermaritzburg
Department of Transport : Head Office
Directorate : Enterprise Development
Vukuzakhe Database
L- Block
Room 205

1.3.3 Personal Assistance :-

Should contractors have difficulty in completing the application forms, they should approach the Vukuzakhe Database staff for assistance. They are located at :

172 Burger Street, Pietermaritzburg
Department of Transport : Head Office
Directorate : Enterprise Development
Vukuzakhe Database
L- Block
Room 205

Tel: 033- 355 8708 / 8950 / 8074 / 8011 / 8788

1.3.4 The Department will not accept faxed or electronically forwarded Enterprise Database Capture forms.

1.3.5 Please, ensure that all the relevant documents, as listed in the Checklist are attached. Non –compliance will unnecessary delay applications.

2. UPGRADINGS OF CONTRACTORS

- 2.1 Contractor(s) who request an upgrade, will be required to complete the new application form and submit all the relevant supporting documentation.
- 2.2 Where they have already submitted the new application form, they will be required to submit the following supporting documents with their request for an upgrade, namely:-
 - 2.2.1 Letter signed by all the members requesting the upgrade
 - 2.2.2 Identity documents of all members (certified copies not older than 3 months)
 - 2.2.3 Track record of work completed (Certified Copies)
 - 2.2.3.1 Copy of order / letter of award,
 - 2.2.3.2 Completion Certificate; and
 - 2.2.3.3 Payment Certificates
 - 2.2.4 CIDB Certificate / Web Print - out

NOTE:

The Vukuzakhe Policy only allows contractors with a CIDB grading of 1 to 3 to enter the Programme.

Therefore, any contractor who has successfully completed or is in the process of completing projects which will allow them register as a Grade 4 and higher, will not be allowed to register on the Vukuzakhe Database as a new applicant. Contractor's who willfully withhold such information at their time of registration, will be immediately disqualified and removed from the Vukuzakhe Database and Programme.

3. CHANGE OF COMPANY DETAILS

3.1 Change of Address

- 3.1.1 Contractor's who request an address change, will be required to complete the new application form and submit all the relevant supporting documentation.
- 3.1.2 Where they have already submitted the new application form, they will be required to submit the following supporting documents with their request for an address change, namely:-
 - 3.1.2.1 A Letter signed by all members requesting the change
 - 3.1.2.2 Identity documents of all members (certified copies not older than 3 months)
 - 3.1.2.3 Provide any 3 of the following supporting documents:

- 3.1.2.3.1 Bank Statement,
- 3.1.2.3.2 SARS documents indicating address,
- 3.1.2.3.3 Municipal account,
- 3.1.2.3.4 A letter from the Local Leadership
- 3.1.2.3.5 Any other Account Statement not older than 6 months.

3.2 Change of company name

3.2.1 Contractor's who request a change in the company name, will be required to complete the new application form and submit all the relevant supporting documentation.

3.2.2 Where they have already submitted the new application form, they will be required to submit the following supporting documents with their request for change of company name, namely:-

- 3.2.2.1 A Letter signed by all members requesting the change
- 3.2.2.2 Identity documents of all members (certified copies not older than 3 months)
- 3.2.2.3 Certified copy of CIPRO, CK1 or CK2 document;
- 3.2.2.4 CIPRO, CK 7 document, which indicated the reservation of their name;
- 3.2.2.5 Letter from CIPRO, indicating that original name was rejected, and alternative name was selected;
- 3.2.2.6 Tax Clearance Certificate(original)
- 3.2.2.7 CIDB documentation
- 3.2.2.8 Financial Statements which indicates the ceasing of the original company and the establishment of the "new company"

Note:

The Department requires proof that the name registered on the Vukuzakhe Database and the new name, relates to the same company. Where the Department cannot be convinced it is the same company, such applications will be viewed as a "rebirth"

Where an application for a change of name is rejected by the Department, the contractor(s) will then be required to register their company as a new application.

However, they will be required to first remove their original company from the Vukuzakhe Database, to avoid a duplication of their Identity Numbers on the system. The database has been programmed not to allow the duplicate registration of ID numbers.

3.3 Change of company ownership

3.3.1 Contractor's who request a change in company ownership, will be required to complete the new application form and submit all the relevant supporting documentation.

3.3.2 Where they have already submitted the new application form, they will be required to submit the following supporting documents with their request for a change of company ownership, namely:-

3.3.2.1 A Letter signed by all members requesting the change

3.3.2.2 Identity documents of all members (certified copies not older than 3 months)

3.3.2.3 Affidavit /Declaration of management, ownership, and control of members in company.

3.3.2.4 Certified copy of CIPRO, CK1 or CK2 document;

NOTE:

The Vukuzakhe Policy Section 6.4.2 (e) – Transfer of ownership of the Vukuzakhe Contracting Entity to new owners, states that :

“In cases where the contracting entity is sold to new owner, the Department must be informed in writing within thirty days (30) of the transaction to enable the department to verify the status and update the Vukuzakhe Database records accordingly. On the basis of the verification of the ownership to the new owners, the Department would reserve the right to de-register the entity from the Vukuzakhe database.”

The total removal of all the founding members of a business entity, will be viewed as the sale of the company.

4. DURATION OF REGISTRATION PROCESS

4.1 The above process should be completed within 14 days from date of receiving all relevant information.

4.2 The Department will inform emerging contractors of the status of their application in writing.