

## SUPPLIER REGISTRATION FORMS

### Application Form for Inclusion in the Registered Suppliers List

1. We / I \*, representing the Company below, hereby apply for registration with MRI Botswana Limited to become a registered supplier. In support of this application, all information given herein is true and correct to the best of our / my \* knowledge, and we / I \* authorize MRI Botswana Limited to take any step as they think fit in verifying the details stated should they deem necessary.

#### 2. COMPANY BACKGROUND AND GENERAL INFORMATION:

I. Company name

\_\_\_\_\_

II. Company Registered

Address \_\_\_\_\_

III. Company physical

address \_\_\_\_\_

IV. Company Correspondence Address (if different from the above)

\_\_\_\_\_

V. Please indicate your type of company (tick)

- Public
- Private
- Partnership
- Sole Corp
- Close Corporation
- Parastatal

VI. Company organizational structure and its group structure \_\_\_\_\_

\_\_\_\_\_

#### Directors

Mr Lebogang T. Matale (Chairman), Mr Thapelo L. Lippe (Managing Director)  
Mr Moraki Mokgosana, Mr Michael Tlhagwane, Mr Tshupo Tsheko

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VII. Major range / type of products and / or services offered for sale \_\_\_\_\_

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VIII. Trade References

Name	Contact Person	Position	Contact number	Contact number

### 3. Contact details

- i. Tel. No. \_\_\_\_\_
- ii. E-mail \_\_\_\_\_
- iii. Website \_\_\_\_\_
- iv. Date of Company Incorporation \_\_\_\_\_
- v. Name of contact persons for receiving tender/quotation invitation  
\_\_\_\_\_

### 4. COMPANY OWNERSHIP AND DEMOGRAPHICS

The following information will always remain confidential and will only be used for references and reporting purposes within MRI Botswana Limited.

- i. Size of business. Indicate which of the following best represents your Company.

#### Directors

Mr Lebogang T. Matala (Chairman), Mr Thapelo L. Lippe (Managing Director)  
Mr Moraki Mokgosana, Mr Michael Tlhagwane, Mr Tshupo Tshoko

- ii. Workforce
  - Number of employees  
 .....
- iii. Gross Asset Value  
 .....
- iv. Total number of shareholders actively involved in the business .....
- v. Demographics of Shareholders and Senior Management (insert appropriate details.)

Name	Nationality	ID number	Position Held	Number of Shares	% of issued share Capital

**5. TYPE OF OWNERSHIP (tick)**

- Citizen owned 100%
- Citizen Owned 51%
- Botswana based (specify country)
- Foreign based
- Parastatal

**Directors**

Mr Lebogang T. Matale (Chairman), Mr Thapelo L. Lippe (Managing Director)  
 Mr Moraki Mokgosana, Mr Michael Tlhagwane, Mr Tshupo Tshoko

## 6. Financial details

- State date of last financial year end .....
- Company has been in business since .....
- Please provide at least one copy of the financial year end statement if in business for a year or longer or three months bank statement.
- Provide the annual turnover for your company for the last 2 Financial years  
.....
- Provide the total value and the relevant details of the largest or most important contract and the value completed in the last 2 years.  
.....

## 7. AUTHORIZATION AND DECLARATION:

- We / I\* authorize MRI Botswana Limited to approach any of the customer(s) in section 2 (VIII) above for reference purposes.
- We / I\* give below both the names of the employees of MRI Botswana Limited and / or\* their families who are related to us / me\*, or to our / my\* employees and / or\* their families, and the nature of their relationship. (State none if totally inapplicable).  
\_\_\_\_\_
- We / I\* understand that MRI Botswana Limited is a company and as such it is an offence for any employee of MRI Botswana Limited to offer or accept any bribe or favour from any actual, prospective or potential suppliers.
- Our / my\* efforts shall include, but not limited to, establishing precautions to prevent our / my employees\* or agents from making, receiving, providing, or offering gifts, payment, loans, advantages, substantial entertainment or other consideration for the purpose of influencing individuals to act contrary to the best interests of MRI Botswana Limited.

*\* Please delete where inappropriate*

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### Directors

Mr Lebogang T. Matala (Chairman), Mr Thapelo L. Lippe (Managing Director)  
Mr Moraki Mokgosana, Mr Michael Tlhagwane, Mr Tshupo Tshoko

Name(s) in Block Letters \_\_\_\_\_

Authorized Signature(s) \_\_\_\_\_

Position(s) Held \_\_\_\_\_

Date \_\_\_\_\_

For and on behalf of:

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Company Stamp

### Attachments

Please attach copies of your company documentation:

- Cover Letter detailing type of service/product the company is applying for.
- Certified copy of certificate of incorporation.
- Company Profile
- A valid tax clearance certificate.
- Company profile with company address (physical and postal) and bank details.
- Brief CV's of key staff and their contact details.
- Certified copies of share certificates for company shareholders or equivalent.
- Certified copies of identity documents for shareholders (or Partners).
- In the event a company is a shareholder (Shareholder Company), a certificate of incorporation accompanied by share certificates as well as identity documents of shareholders of Shareholder Company must be filed/submitted.
- A certified copy of trading license.
- Minimum of three (3) references or reference sites for related products/services.

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#### Directors

Mr Lebogang T. Matala (Chairman), Mr Thapelo L. Lippe (Managing Director)  
Mr Moraki Mokgosana, Mr Michael Tlhagwane, Mr Tshupo Tshoko

For Official Use

\*Accepted / Rejected

Vendor No.

\_\_\_\_\_

List Updated by

\_\_\_\_\_

List Updated on

\_\_\_\_\_

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**Directors**

Mr Lebogang T. Matale (Chairman), Mr Thapelo L. Lippe (Managing Director)  
Mr Moraki Mokgosana, Mr Michael Tlhagwane, Mr Tshepo Tsheko