



**SUBCONTRACTOR & SUPPLIER**

# **REGISTRATION PROFILE**

ONBOARDING & PREQUALIFICATION DOCUMENT

**PREPARED BY:**

ROADRAK GROUP PROCUREMENT DEPARTMENT

**REFERENCE:**

RR-SUPP-REG-2025

## SECTION 1 — COMPANY INFORMATION

Registered Company Name		Years in Operation	
Trading Name (if different)		Number of Employees	
Registration Number		Type of Business	
VAT Number		Income Tax Number	
CIDB Grading		NHBRC Reg. Number	
COIDA Reg. Number		CSD Reg. Number (MAAA)	
B-BBEE Level		Core Services Offered	
Areas of Operation			

## SECTION 2 — DIRECTORS & MANAGEMENT

Full Name	Position	ID Number	Qualifications	Years Exp

## SECTION 3 — COMPANY CONTACT DETAILS

Physical Address			
Province		Town / City	

Telephone Number		Direct Mobile Number	
General Email		Website Address	

## SECTION 4 — BANKING DETAILS

Bank Name		Account Holder	
Account Number		Branch Code	
Account Type			

\* Compliance Note: Bank confirmation letters may be requested for verification purposes.

## SECTION 5 — COMPLIANCE & SUPPORTING DOCUMENTS

Document Description	Submitted	Date Submitted	Internal Verification
CIPC Registration Certificate	<input type="checkbox"/>		
Tax Clearance / TCS PIN Certificate	<input type="checkbox"/>		
CIDB Certificate	<input type="checkbox"/>		
B-BBEE Certificate / Affidavit	<input type="checkbox"/>		
COIDA Letter of Good Standing	<input type="checkbox"/>		
NHBRC Certificate	<input type="checkbox"/>		
Proof of Address (Business Utility Bill)	<input type="checkbox"/>		
Comprehensive Company Profile	<input type="checkbox"/>		
Directors' Certified ID Copies	<input type="checkbox"/>		
Bank Confirmation Letter	<input type="checkbox"/>		
Proof of CSD Registration (MAAA)	<input type="checkbox"/>		
Public Liability Insurance Schedule	<input type="checkbox"/>		
Occupational Health & Safety (SHE) File	<input type="checkbox"/>		

## SECTION 6 — PROJECT EXPERIENCE (RECENT)

Project Name & Client	Scope of Work	Contract Value	Date	Reference Contact


## SECTION 7 — HEALTH, SAFETY & QUALITY CAPABILITY

<b>Safety Officer Name</b>		<b>Safety Certifications</b>	
<b>Quality Control Procedures</b>	<input type="checkbox"/> Available	<b>PPE Provisions</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Equipment Availability</b>			
<b>Emergency Measures</b>			

## SECTION 8 — DECLARATION

I, the undersigned, hereby declare that all information provided in this registration profile is true and correct to the best of my knowledge. I understand that ROADRAK GROUP (PTY) LTD reserves the right to verify all submitted details and that any misrepresentation may lead to immediate disqualification from the vendor database.

  
  

<p>_____</p> <p><b>Authorized Signature</b></p> <p>Name &amp; Surname</p>	<p>_____</p> <p><b>Company Stamp / Date</b></p> <p>Verification Seal</p>
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