

**JDE DRC Sarl**

124 Avenue Misakabu, Quartier Golf  
Commune Lubumbashi, Ville de Lubumbashi  
Province du Haut Katanga  
République Démocratique du Congo  
Tél: +243978281653  
Email: [supply.chain@jde-group.com](mailto:supply.chain@jde-group.com)  
RCCM: 13-B-1138 – ID. NAT: 6-128N64438H  
Impôt A1206223D

<b>VENDOR NAME</b>			
<b>CONTACT NAME</b>		<b>CONTACT TEL NO</b>	
<b>CONTACT E-MAIL</b>		<b>CONTACT FAX NO</b>	
<b>DRC VAT NUMBER</b>			

**CONFIDENTIAL**

**INSTRUCTIONS:** Complete this form and return it electronically along with all the required official documents to JDE DRC Sarl at [supply.chain@jde-group.com](mailto:supply.chain@jde-group.com)

**IMPORTANT:**

Approval by JDE DRC Sarl of your company as a potential vendor is the first step in our business relationship. However only a valid purchase order (PO) received from JDE Supply Chain Department is the basis for conducting business with us. Approval shall not mean that your company will be invited to tender on every enquiry issued. JDE DRC Sarl reserves the right to reject any application without providing any reason for such rejection. Ensure to keep JDE DRC Sarl updated on any changes to the details provided on this form.

**ATTENTION:**

- The vendor acknowledges that all information provided on this form is true, accurate and complete.
- ALL invoices and statements MUST be sent electronically to [ap@jde-group.com](mailto:ap@jde-group.com)
- Please provide proof when the vendor banking details change.
- Please send a copy of the invoice together with the original invoice for VAT purposes.
- Invoices must have a clear description of the goods supplied or services rendered as well as the date and place.
- Please ensure that the below details are reflected on all invoices issued :

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**1. COMPANY DETAILS:**

Registered Name of Business			
Trading Name			
Previous Name (if applicable)			
Company Registration Number			

Date registered at Register of Commerce (DD-MM-YYYY)					
Company Type	Public Company		Private Company (PTY) LTD		Close Corporation (CC)
	Sole Proprietor		Partnership		Trust
	Joint Venture		Labor Hire		Independent Contractor
	Other:				
National ID					
Tax Administration		Division or Branch Name		Tax Number	
Postal Address					
		Postal Code:			
Physical Address					
		Postal Code:			
Company Telephone Number				Company Fax Number	
Company Email Address					
Contact Person for Application Liaison	Title		Name and Surname		
	Office Tel Number		Cell Number		
<b>Banking Details (Attach Original Cancelled Check / Certified letter from Bank)</b>					
Bank					
Account Holder					
Type of Account					
Branch Code		Account Number			
Currency		Swift Code			
Wire Transfer		YES/NO			
<b>2. COMMERCIAL PROFILE:</b>					
Operating Premises	Registered Business Premises			Industrial Premises	
	Private Residence			Farm / Small Holding	
Type of Business	Manufacturer		Repairer		Wholesaler
	Distributor		Retailer		Labor Hire Company
	Service Provider		Engineering Services Provider		Construction Company
	Consultancy		Engineering Project Manager		Other
	Other:				
<b>Name three commercial References</b>					
Company		Contact Name		Contact Number	
<b>3. COMMODITY PROFILE:</b>					
Do you provide...		Products		Services	

<b>4. SECURITY PROFILE:</b>					
<b>List details of all persons who are shareholders / owners or have an ownership interest in your company</b>					
Title	Name and Surname	ID Number	Telephone Number	Cell Number	Businesses Involved In

List details of all manager(s) and sales representatives employed by your company				
Title	Name and Surname	ID Number	Telephone Number	Cell Number

<b>5. SIGNATORIES:</b>				
I / We duly authorized to do so on behalf of the Company accept the general terms and conditions on this application.		Day of		20__
I / We herewith acknowledge that we have read the important documents as listed				
I / We furthermore declare that the information provided on this form is true, accurate and complete and undertake to advise JDE DRC Sarl within 10 business days should any of the answers provided herein change. Any incorrect information supplied could result in JDE DRC Sarl rejecting this application.				

**Note: This document must only be signed by a Director or a Member of the Company.**

Title	Name and Surname	Designation / Title	Date	Signature

<b>6. ATTACHMENTS:</b>		
<i>Please find a list of attachments required. Please indicate what documentation has been attached</i>		
<b>Compulsory documents to be submitted:</b>		Attached Yes / No
All applications	Recently Certified copy of Matriculation to the Register of Commerce	
	VAT registration document	
	Letterhead of Company (Showing address, Business and Tax Registration Number, Directors, etc)	
	Copy of Tax Clearance Certificate	
	Original Cancelled Check / Certified letter from Bank	
	Certified Copies of ID's of all Shareholders	
	Company Profile	
	Company Certificate of Incorporation	
	Written confirmation of ownership / % holding	

**JUSTIFICATION FOR VENDOR SELECTION**  
**(For JDE Supply Chain Office Use ONLY)**

Explanation	Description	Unit price
<b>Previous suppliers of the goods or services</b>	1.	
	2.	
	3.	
<b>Quotations received</b>	1.	
	2.	
	3.	
<b>Reasons of change of suppliers or selection of the new vendor</b>		