



National Gambling Board

South Africa

a member of **the dti** group

**The National Gambling Board
Private Bag x27, Hatfield, 0028**

E-mail: info@mgb.org.za

Tel: 010 003 3475

Fax: 086 618 5729

SUPPLIER DATABASE REGISTRATION FORM

THIS FORM MUST BE COMPLETED AND SUBMITTED TO:

BY HAND: SUPPLY CHAIN MANAGEMENT OFFICE

420 Witch-Hazel Avenue

Eco Glades 2

Block C, Eco Park

Centurion. 0144

or

BY MAIL: SUPPLY CHAIN MANAGEMENT OFFICE

Private Bag X27

Hatfield. 0028

ENQUIRIES MAY BE DIRECTED TO:

Surgeon Mthombeni

Telephone: 010 003 3483 / 086 722 7713

E-mail: smthombeni@ngb.org.za

or

scm@ngb.org.za

General Information & Definitions

HDI Ownership Status: Please read notes below very carefully

Instructions and Definitions:

Legislation:

- Procedures are set out in the **Accounting Officers Procurement Procedures (AOPP)**, as referred to in the **Public Finance Management Act, 1999 (Act 1 of 1999)**(PFMA), to give all prospective suppliers an equal opportunity to submit quotations to a State Department.

Terminology:

- **Commodities:**
The commodities the company wishes to be registered for as a supplier. Please define your **CORE/PRINCIPAL BUSINESS** to a maximum of 5 commodities.
- **Trade Names:**
The trade names that the company own or distribute, which you wish to be registered for.
- **Owned:**
Having all the customary elements of ownership, including the right of decision-making and sharing all the risks and profits commensurate with the degree of ownership interests as demonstrated by an examination rather than the form of ownership arrangements.
- **Historically Disadvantaged Individuals (HDI):**
For the purpose of registering as a supplier for the Department, the refutable presumption shall be made that SA citizens who fall into population groups that had no franchise in national elections prior to the introduction of the 1983 and 1993 constitution are Historically Disadvantaged Individuals. It is incumbent on individuals to demonstrate their claims to fall into such population groups on the basis of identification and association with and recognition by the members of such a group.
- **Women:**
A female person who is a SA citizen.
- **Disability:**
In respect of a person, a permanent of physical, intellectual, or sensory function, which result in restricted, or lack of, ability to perform an activity in the manner, or within the considered normal for a human being.
- **Establishment of HDI / Women Equity Ownership in a enterprise:**
Equity ownership shall be equated to the percentage of an enterprise which is owned by individuals, or in the case of a company, the percentage shares that are owned by individuals who are actively involved in the management and daily business operations of the enterprise and exercise control over the enterprise, commensurate with their degree of ownership.
- **Fronting:**
Companies with no Black Economic Empowerment (BEE) status illegally claiming to be headed by previously disadvantaged individuals* and claim false BEE credentials in order to win tenders/contracts.

Required Documentation Checklist

Please ensure that all listed documentation below is attached (where applicable) to the registration form.

All documentation is to be provided in its original format.

<i>Document Name</i>	Please ✓ submitted documents <i>Attached</i>
Original Valid Tax Clearance Certificate / VAT Registration	<input type="checkbox"/>
Certified Copy of Company Registration Certificate (CK/CM Agreement)	<input type="checkbox"/>
Certified Copy of the Valid B-BBEE Certificate	<input type="checkbox"/>
Certified Copies of Stakeholders (Members, Directors, Shareholders, Partners) ID documents	<input type="checkbox"/>
Certified Copies of Compliancy / Accreditation Certificates	<input type="checkbox"/>
Original Verification Letter of Bank (completed by bank) with Bank Stamp / Cancelled Cheque	<input type="checkbox"/>
Any relevant independent agency ratings / industrial endorsements.	<input type="checkbox"/>
Valid Original Health Certificate (for Catering as Commodity) for premises used.	<input type="checkbox"/>
Certified Copy of Proof of Disability (Doctor's Letter)	<input type="checkbox"/>
Certified Copy of Proof of Ownership/Shareholding Certificate	<input type="checkbox"/>
Company Profile (maximum of 3 pages)	<input type="checkbox"/>
Other (please specify): _____	<input type="checkbox"/>

SERVICE PROVIDER DATABASE REGISTRATION FORM

All sections to be completed in **black ink**, submitted with an **original signature** commissioned by an authorized **Commissioner of Oaths**

SUPPLIER DETAILS

<i>Supplier/Vendor Number</i>	OFFICIAL USE ONLY
<i>Registered Name</i>	
<i>Trading as</i>	
<i>Registration Number</i>	
<i>Tax Registration Number</i>	
<i>Tax Certificate Expiry Date</i>	

<input checked="" type="checkbox"/> <i>VAT Registered</i>	<i>VAT Registration Number</i>	
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Classification: **Only the main area of business**

Distributor	<input type="checkbox"/>
Exporter	<input type="checkbox"/>
Importer	<input type="checkbox"/>
Manufacturer	<input type="checkbox"/>
Repairer	<input type="checkbox"/>
Sales	<input type="checkbox"/>
Services	<input type="checkbox"/>

<i>Type:</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Private Company (Pty) Ltd	<input type="checkbox"/>	Joint Venture
Closed Corporation (cc)	<input type="checkbox"/>	Partnership
Sole Proprietor	<input type="checkbox"/>	Section 21 Company
Public Company	<input type="checkbox"/>	Trust
Consortium	<input type="checkbox"/>	Cooperation
Foreign Company	<input type="checkbox"/>	Unknown
Government/Institution/Parastate/Organ of State	<input type="checkbox"/>	

<i>Area of Operation:</i>	<input checked="" type="checkbox"/>
Municipal Area	<input type="checkbox"/>
Provincial	<input type="checkbox"/>
National	<input type="checkbox"/>

<i>Local Municipality</i>	
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<input checked="" type="checkbox"/> <i>Branch / Franchise</i>	
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<i>Phone Number</i>	
<i>Fax Number</i>	
<i>Toll Free Number</i>	
<i>Email Address</i>	
<i>Website URL</i>	

<i>Physical Address</i>	<i>Postal Address</i>

Blacklisted

Reason:

Expiry date

SUPPLIER DATABASE BANKING DETAILS

Supplier Banking Account Details	
(Please note that this account MUST be in the name of the supplier. No 3rd party payments allowed).	
Account Name	<input type="text"/>
Account Number	<input type="text"/>
Branch Name	<input type="text"/>
Branch Number	<input type="text"/>
Account Type	<input type="checkbox"/> Cheque Account <input type="checkbox"/> Savings Account <input type="checkbox"/> Transmission Account <input type="checkbox"/> Credit Account
ID Number	<input type="text"/>
Passport Number	<input type="text"/>
Company Registration Number	<input type="text"/>
*CC Registration	<input type="text"/>
*Please include CC/CK where applicable	
Practise Number	<input type="text"/>
<div style="border: 1px solid black; width: 60%; margin: 10px auto; padding: 10px;">Bank stamp</div>	
Contact Details	
Business	<input type="text"/>
Area Code	<input type="text"/>
Telephone Number	<input type="text"/>
Home	<input type="text"/>
Area Code	<input type="text"/>
Telephone Number	<input type="text"/>
Fax	<input type="text"/>
Area Code	<input type="text"/>
Cell	<input type="text"/>
Cell Number	<input type="text"/>
Email Address	<input type="text"/>
Contact Person:	<input type="text"/>
Supplier Signature	Regional Office Sender
Print Name	Print Name
Rank	
<input type="text"/>	<input type="text"/>
Date (dd/mm/yyyy)	Date (dd/mm/yyyy)
<p><i>PLEASE RETURN TO THE RELEVANT REGIONAL OFFICE THAT SUPPLIED THE FORM OR THE FOLLOWING ADDRESS:</i></p> <input style="width: 100%; height: 100%;" type="text"/>	

NB: All relevant fields must be completed

CONTACTS



Primary contact	Name & Surname	Position	Nationality	ID Number	Phone Number	Fax Number	Mobile Number	Email Address

OWNERSHIP

**To be completed for all Proprietors/Members/Shareholders
/Partners/Sole Proprietors/Trustees & Owners**

Name of Person or Entity	RSA Resident	ID Number	Date of Birth	Role in Company	Male	Female	Black	White	Dis-abled	% Owned	Date From

EQUITY

Please attach Valid Certified B-BBEE Certificate

Values of following items dependent on most recent Financial Statement

Item	Value / Number
Total number of full time Employees	
Total Annual Turnover	R
Total Gross Asset Value	R

The following table must be completed to establish whether a business can be classified as an SMME in terms of the National Small Business Act 102 of 1996.

Select the Sector and tick ✓ the appropriate blocks in Column 2, 3 and 4 next to your chosen sector

SMME table													
Column 1	Column 2 (tick applicable)				Column 3 (tick applicable)				Column 4 (tick applicable)				
Sectors in accordance with the standard Industrial Council	Total full time paid employees				Total Annual turnover (millions)				Total Gross asset value (property excluded) (millions)				
	Medium	Small	Very Small	Micro	Medium	Small	Very Small	Micro	Medium	Small	Very Small	Micro	
Agriculture	100	50	10	5	4m	2m	0.4m	0.15m	4m	2m	0.4m	0.1m	
Catering, Accommodation & other trade	100	50	10	5	10m	5m	1m	0.15m	2m	1m	0.2m	0.1m	
Community, Social and Personal	100	50	10	5	10m	5m	1m	0.15m	5m	2.5m	0.5m	0.1m	
Construction	200	50	20	5	20m	5m	2m	0.15m	4m	1m	0.4m	0.1m	
Electricity, Gas and Water	200	50	20	5	40m	10m	4m	0.15m	15m	3.75m	1.5m	0.1m	
Finance and Business Services	100	50	10	5	20m	10m	2m	0.15m	4m	2m	0.4m	0.1m	
Manufacturing	200	50	20	5	40m	10m	4m	0.15m	15m	3.75m	1.5	0.1m	
Mining and Quarrying	200	50	20	5	30m	7.5m	3m	0.15m	18m	4.5m	1.8m	0.1m	
Other Trade	100	50	10	5	10m	5m	1m	0.15m	2m	1m	0.2m	0.1m	
Retail, Motor Trade and Repair Services	100	50	10	5	30m	15m	3m	0.15m	5m	2.5m	0.5m	0.1m	
Transport, Storage and Communications	100	50	10	5	20m	10m	2m	0.15m	5m	2.5m	0.5m	0.1m	
Wholesale Trade, Commercial Agents, and Allied Services	100	50	10	5	50m	25m	5m	0.15m	8m	4m	0.5m	0.1m	

<i>For official use only</i>	
Summary of results	SMME Status as per above (tick appropriate block)
Column 2	large <input type="checkbox"/> medium <input type="checkbox"/> small <input type="checkbox"/> very small <input type="checkbox"/> micro <input type="checkbox"/>
Column 3	large <input type="checkbox"/> medium <input type="checkbox"/> small <input type="checkbox"/> very small <input type="checkbox"/> micro <input type="checkbox"/>
Column 4	large <input type="checkbox"/> medium <input type="checkbox"/> small <input type="checkbox"/> very small <input type="checkbox"/> micro <input type="checkbox"/>

SMME FINAL RESULT	<input checked="" type="checkbox"/>
Micro	
Very Small	
Small	
Medium	
Large	

Locality	<input checked="" type="checkbox"/>
Rural Area	

ACCREDITATION / COMPETANCY

Please attach Valid Certified Copies of ACCREDITATION / COMPETANCY Certificates - Specific to your business/industry

<i>Organisation</i>	<i>Reference Number</i>	<i>Expiry Date</i>

CONFLICT OF INTEREST: Declaration - SBD 4

Are you or any person connected with you company currently working as an employee in any organ of state? If "YES", furnish the following particulars:

Yes No

Name of person/director/shareholder/member
Name of institution to which the person is connected
Name of state institution to which the person is connected
Position occupied in the state institution
Any other particulars

Have you or your spouse, or any of the company's directors/shareholders/members/partners or their spouses conducted business with the state or any organ of the state for the previous 12 months?

Yes No

If "YES", furnish particulars:

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Do you, or any person connected with your company have any close relationship (family, friend, other) with a person employed by the state or an organ of state?

Yes No

If "YES", furnish particulars:

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Do you, or any person connected with your company have any close relationship (family, friend, other) with any official working in our establishment?

Yes No

If "Yes", furnish particulars:

--

Are your company currently servicing on any structures of our establishment?

Yes No

If "Yes", furnish particulars:

--

Is there any other relevant information that you would like to disclose?

Yes No

If "Yes", furnish particulars:

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Declaration

Verification of information supplied, including information relating to preferences that the Applicant or Business may apply for:

I/we, the undersigned, who warrants that I/we are duly authorised to do so on behalf of the supplier, certifies that the information supplied in terms of this document including the Annexure (s) with additional information, is correct and accurate and acknowledges that:

1. The supplier will be required to furnish documentary proof of the information relating to preferences, if requested to do so.
2. If the information supplied is found to be incorrect, then NSR may, in addition to any remedies it may have:
 - (i) Disqualify the supplier/contractor for a particular bid/contract/project it may be considered for, considered for, or which had been awarded to the supplier/contractor;
 - (ii) Recover from the supplier/contractor all costs, losses or damages incurred or sustained by NSR as a result of breach of contract;
 - (iii) Cancel the contract and claim any damages which NSR may suffer by favourable arrangements after such cancellation and/or;
 - (iv) De-register the supplier, registered on the Supplier Database.
3. A registered supplier **MUST** notify the NSR Supply Chain Management Office of any changes to information supplied on this form. Failure to do so may result in such supplier being removed from the Supplier database and / or the cancellation of contracts awarded to the supplier, on the basis of misrepresentation.

Signed on this _____ day of _____ 20__ at _____

Signature of Authorised Representative

Name in Block Letters

Commissioner of Oaths

Business Address _____

Capacity _____

Area _____

Commissioner of Oath: Signature

Commissioner of Oath: Full Name

**SUPPLIER DATABASE
COMMODITY LIST**

Please indicate with ✓ Please note: only 5 commodities will be registered

Construction

Air-Conditioning Systems (New Installations)	Industrial Electrical Appliances	
	Industrial Relations	
Auto Sprinkle Fire Protection Systems	Irrigation Contractors	
Blasting/Demolition Contractors	Landscaping	
Boilers Suppliers/Contractors	Lift, Elevator, Escalator Services (New Installations)	
Brickwork/Masonry/Plastering	Painting Contractors	
Building Equipment and Accessories (Cement Mixers, Scaffolding, Trowels etc.)	Paving Contractors	
Building Supplies & Hardware (General)	Plant Hire Equipment	
Building Maintenance/Construction Contractors	Plumbing Contractors (Accredited)	
Carpenters/Roofing/Waterproofing Contractors	Plumbing Contractors (General)	
Carpeting/Tiling/Floor Covering Supplier/Contractors	Pre-Cast Concrete Manufacturer	
Ceilings, Partitioning and Shop Fitting Contractors	Quarrying Contractors	
Compressed Air Installations	Ready Mix Concrete Suppliers	
EAP		
Earthmoving/Civil Contractors	Road Marking & Signage Contractors	
Electrical Cables Supply	Road Works/Roads Construction/Road Cleaning	
Electrical Contractors (Accredited)	Sewerage Installations	
Electrical Supplies (General)	Steam Installations & Ancillary Equipment	
Evacuation Systems	Steel Contractors	
Fencing Material Supply/Contractors	Steel Fabrications & Erection	
Glass Suppliers/Contractors	Storm Water Draining	
Hauling/Heavy Equipment/Transport	Thatch Roofing & Treatments	
Hot Water Installations	Water Installations/Reticulations	
Incinerators Installations/Maintenance	Welding Contractors	

Professional Services

Accountants/Financial Advisory Services	Pharmacist	
Agricultural Engineers	Performance Management	
Agricultural Service	Radio/TV Publicity	
Attorneys, Advocates and Legal Services	Quantity Surveyor	
Auditing Services	OHS	
Architects	Office Removals	
Archival	Organisational Development	
Business Analysis and Design	Salary Benchmarking and Survey	
Chartered Accountants	Safety & Security	
Consulting - Actuaries & Remuneration Services	Security & Access Control	
Consulting - Air Pollution Engineers	Rehabilitation Service (Alcohol & Drug Depend)	
Consulting - Chemical Engineers	Teachers & Educators	
Consulting - Civil Engineers	Team Building	
Consulting - Construction Engineers	Translation	
Consulting - Electrical Engineers	Town and Regional Planners	
Consulting - Electronic Engineers	Statistics	
Consulting - Hydraulic Engineers	Veterinarian	
Courier Services	Web Design/Maintenance	
Consulting - Forensics		
Consulting - Health Care		
Consulting - Mechanical Engineers		
Consulting - Metallurgical Engineers		
Data Backup & Software		
Economists		
Economic Research		
Editors/Proofreading		
Electrician		

Electrical Supply			
Florists			
HR Software			
Hospitals & Clinics			
IT Hardware			
IT Software			
IT Maintenance			
IT Networking			
IT Programming			
Industrial Design/Interior Design			
Internal Audit			
Insurance (Assets)			
Insurance/Employee Benefits			
Legal			
Language Editing			
Medical Practitioners			
Medical/Ambulance/Healthcare			
Media Liason			

Services (Non Professional Services)

Accommodation (Guesthouse, Hotels, Inns & Lodges)	Dressmaking
Advertising	Driving Instructors
Agricultural Services	Electrical Equipment Repairs
Air-Conditioning Systems (Repair and Maintenance)	Electronic Contractors
Aircraft Charter Services	Elevators & Conveyors (Services and Repairs)
Aircraft Servicing & Repairs	Embossing Services
Airlines Commercial	Embroidery Services (Logo)
Archiving Services & Systems	Employee Assistance Programmes (EAP) Consultants
Art, Painters and Sculptors	Engraving Services
Asset Management Systems/Consultants	Entertainment - Performers
Assurance, Insurance Companies	Entertainment Venues & Theatres
Auctioneering Services	Estate Agencies & Consultants
Audio Systems installation and Maintenance	Event & Conferencing Management
Audio Visual Aids & Equipment Repair and Maintenance	Exhibition Centres
Audio Visual Presentations/Productions	Farming Products and Service
Auto Electrical/Electronics	Fire Extinguishers / Fire Hydrants (Maintenance)
Automotive Alarm and Tracking Systems	Fire Safety & Related Services (Goods & Services)
Automotive Clutch and Brakes Specialists	First Aid: Accredited Providers/Trainers
Automotive Panel Beating & Spray	Florists
Automotive Radiator Repairs	Flower and Plants (Indoors)
Automotive Spares/Repairs/Maintenance	Framing Services
Automotive Windscreen Fitment	Freight Services (Sea, Air & Land)
Banks & Financial Institutions	Functions Equipment Hire (Tables, Chairs, Tents, Toilets)
Bar Code Software & Printers	Funeral Services
Biometrics Solutions/Consultants	Furniture Removal and Storage
Blinds & Awnings	Galvanising Services
Broadcasting Station (TV/Radio)	Gardening Services
Brokers - Finance	Generators (Service and Maintenance)
Brokers - Labour	GIS Software, Modelling & Analysis
Cabinet/Furniture Making	Glass Tinting
Call Centres	Government Services
Car Wash and Valet	Graphic Design Services
Carpet Cleaning	Grave Diggers
Catering and Food Supply	Handyman/General Maintenance
Certification Services	Holiday Resorts
Chemical Transport Services	Hospitality Services Corporate
Office Cleaning	Hydraulics Repairs/Maintenance
Clothing Manufacturers	Information Vetting
Colleges	Interior Decorating, Refurbishment and Equipment
Computer Cabling Systems	Interpreting Services (Language)
Computer Equipment, Networks and Software	Interpreting Services (Sign Language)
Conference Centres/Staff Functions Accommodation	Investigation Services
Corporate Gifts/Clothing	Legal Research
Conferencing Systems	Labels & Labelling Services
Consultant - Acoustic Services & Materials	Land and Property Values
Consultant - Acquisition Management	Laundry and Dry-Cleaning Services
Consultant - Agricultural Services	Locksmith Services
Consultant - Asset Management & Bar Coding	Magazine Publications/Suppliers
Consultant - Change Management	Medical Equipment Maintenance & Repairs
Consultant - Communication Strategies & Systems	Newspapers Distribution and Delivery
Consultant - Community Services	Office Automation Equipment Repairs
Consultant - Computer Systems & Solutions	Office Maintenance
Consultant - Database	Payroll
Consultant - Emergency & Disaster Management	Pest Control Services
Consultant - Employee Benefit & Empowerment	Photography
Consultant - Employee Development	Printing
Consultant - Environmental	Public Relations/Marketing/Event Management
Consultant - Exhibitions	Publications

Consultant - Export & Import	Publishers	
Consultant - Fleet Services Management	Pre-employment Assessment	
Consultant - Geographical Information	Recording Services	
Consultant - Human Resources	Recruitment and Placement	
Consultant - Journalism	Recycling Services	
Consultant - Laboratory	Refuse Bulk Containers	
Consultant - Labour	Research & Survey	
Consultant - Legal Services	Social Market Research	
Consultant - Media Relations	Safes & Safe Removal Services	
Consultant - Media Relations	Security Services/Training/Alarm Systems/Equipment and CCTV Sytems	
Consultant - Occupational Health & Safety	Self Defence Training	
Consultant - Performance Management	Service Providers - Cellular, Telephone and Internet	
Consultant - Procurement Services	Site Cleaning	
Consultant - Public Relations & Services	Service Stations & Garages	
Consultant - Quality Control	Sheriff of the Court	
Consultant - Risk Management	Signage (Interior and Exterior)	
Consultant - Security	Solar Heating/Electricity	
Consultant - Skills Analysis & Development	Sound & Music Systems/Equipment	
Consultant - Solar Energy	Storage Services & Facility	
Consultant - System Integration	Supplier & Procurement Software	
Consultant - Waste	Telecommunications	
Consultant - Computer Programming & Software Development	Towing Services	
Consultant - Project Management	Training Institutes	
Copy Editing	Transcription Services	
Copywriting	Translation Services	
Corrosion Protection Services	Transport Services - Goods	
Courier and Mailing Services	Transport Services - Passengers	
Data Backup Services & Software	Transport Services (Mini-Busses to Busses)	
Debt Collection	Travelling and Bookings	
Document Binding Services	TV, Satellite Dish Installation and Maintenance	
Document Duplicating Services	Universities	
Domestic Appliances (Repairs and Maintenance)	Upholstery	
Drafting Services	Vehicle Dealership	
Drain Cleaning Services	Vehicle Fleet Management	
Document Management	Vehicles Hiring	
Job Descriptions/Evaluation/Grading	Vending Machines	
Project Management	Venue Hire	
	Water Dispensers	
	Water Purification, Supply & Storage	
	Web Pages & Design	
	Window Cleaning	
	Workshop Equipment (Repair and Maintenance)	

Wholesalers/Traders (Excluding Construction)

Art & Craft Materials	Gardening and Gardening Equipment
Audio Visual Aids & Equipment	Gas & Heating Equipment
Bags - Conference/Travel/Promotional	Heaters & Heating Equipment
Bags - Refuse & Plastics	Hydraulic Accessories
Bar Code Tags & Magnetic Cards	Industrial Chemicals
Bearing Supplies	Laboratory Consumables & Equipment
Beverages & Alcohol	Linen, Pillows and Blankets
Books	Medical/Pharmaceutical Supplies & Equipment and Consumables
Cartridges	Office Equipment
Cleaning Equipment/Materials/Chemicals	Paper & Stationery
Clothing and Textiles	Printing/Photography/Graphic
Communication Systems (Two Way Radios)	Pesticides
Computer Components	Photography Equipment
Computer Consumables	Printers
Computer Equipment/Software	Protective Clothing / Footwear
Containers & Packaging	Pumps and Spares
Corporate Gifts, Clothing, Products	Solar Heating / Electricity
Crockery & Cutlery	Sports and Recreational Equipment and Goods
Curtaining, Rails & Accessories	Stationery
Diaries, Calendars, Brochures, Booklets and Pamphlets	Tents & Canvas Goods
Domestic Appliances/Equipment	Toilet Paper - Manufacturers & Sales
Electronic Appliances	Tools (Household)
Electronic Components & Equipment	Tools (Industrial)
Flags & Maps	Vehicles Audio & Equipment
Food & Beverage	Water Purification, Supply & Storage
Franking Machines	Workshop Equipment (Mechanical, Steel and Wood)
Fuels, Oils and Lubrications	
Furniture (Office)	
Furniture (Other)	

Summary: Core Business

In your own words, please state your core business

1

2

Trade Name (= sole supplier of specific brand name)

Fill the specific **brand names** that the company **own** or **solely distribute**, which you wish to register: