



Checklist for vendor creation – Unincorporated JOINT VENTURE [UJV], Consortiums & Partnership Ventures Checklist

Document	Available/not available
Vendor input forms signed by the SCM or the line manager and the End-user manager [on the last page of the vendor master input an assessment form]	
Letter of Award showing the Registration Number of each party to the UJV	
National Treasury SCM Instruction note 4 of 2016/2017 • CSD Report of the UJV • CSD Reports of all parties to the UJV	
National Treasury SCM Instruction note 7 of 2017/2018 Confirmation of the Tax Compliance Status of All parties to the UJV Tax compliance Status Pins of all Parties to the UJV [required by SA JV tax law] Tax Exemption Certificate from SARS [where applicable]	
Requirements of Section 51 of the VAT Act & VAT ACT NO. 89 of 1991 Tax Compliance Status Pin / VAT Certificate for UJV [Projects Based] VAT Zero Rating Certificate from SARS [where applicable]	
UJV Joint Bank Account verified on CSD	
[In terms of clause 7.2 of section 9 (1) of notice 303 of 2019 of the B-BBEE Act 2003 [Act No. 53 of 2003] as amended by Act 46 of 2013 Consolidated verified B-BBEE Certificate [Projects Based] from a SANAS Accredited Agent Note – We cannot use individual JV member B-BBEE Certificate [This includes all EMEs and QSEs Unincorporated JVs]	
[Act No 38, CIDB Act, 2000], Skills Development Act No 97 of 1998, Security Officers Act 1987 [Act No 92 of 1987] Accreditation/ Affiliation • PSIRA for security suppliers • Consolidated CIDB for construction and engineering suppliers • SETA accreditation for Training providers and facilitators • ASATA etc. for travel agency • Proof of registration with legal practice council • Proof of registration as Motor dealer • Other accreditation or affiliation bodies in South Africa	
Supplier Not restricted by National Treasury [For Office Use Only]	