How to update the Declaration online
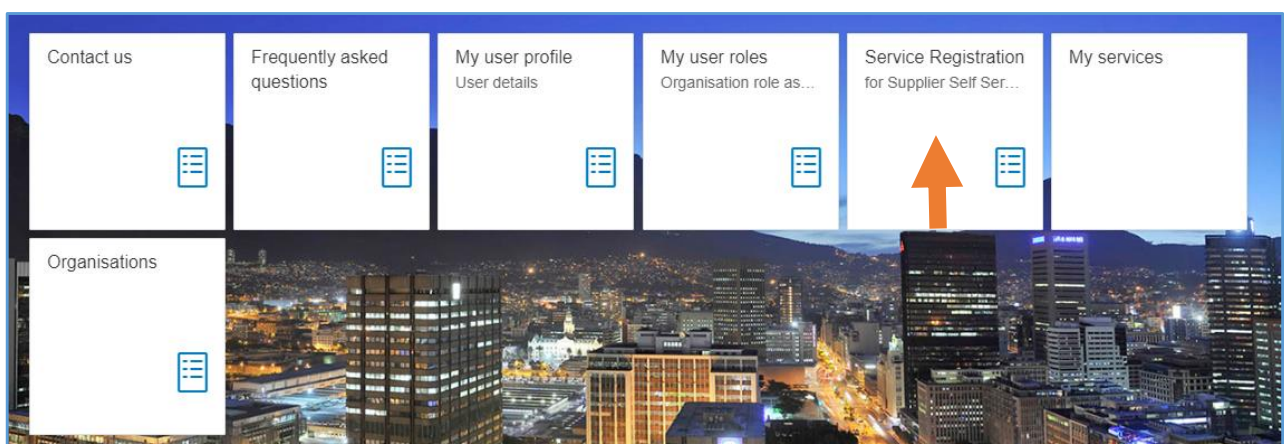
1. **Administrator** must logon with username and password
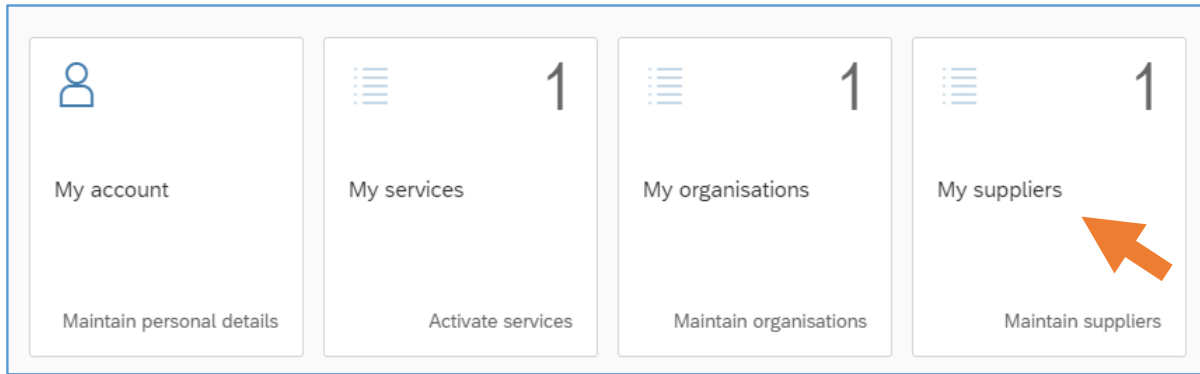

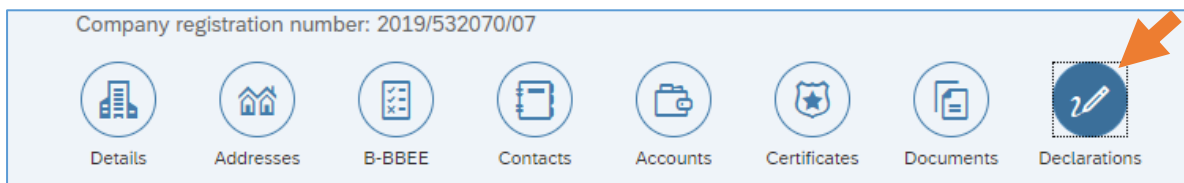2. Click on **New e-Service Portal**
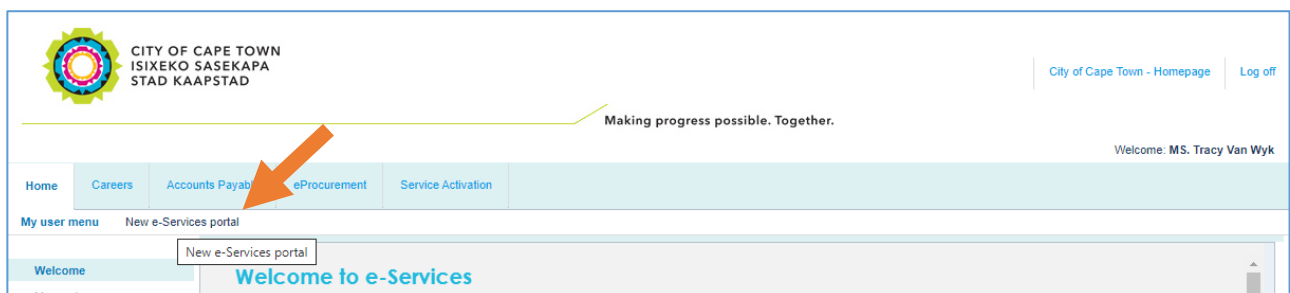
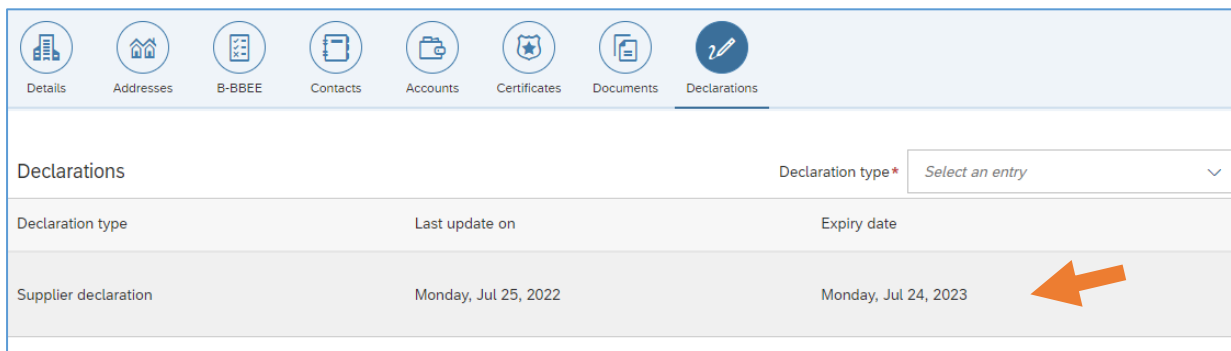3. Select **Service Registration for Supplier Self Service** tile.

4. Click on the **MY SUPPLIERS** TILE

5. Select the **DECLARATION ICON**

6. Click on the **Declaration details** to expand.

Declaration type	Last update on	Expiry date
Supplier declaration	Monday, Jul 25, 2022	Monday, Jul 24, 2023

7. The Declaration will open on **Schedule A**.
    o Complete 3.3
    o Answer all questions by selecting YES or NO.
    o If select YES, please provide all required information.
    o Point 4, click on ADD and enter the names and Id numbers of all directors listed on the CSD report

Schedule A

DECLARATION OF INTEREST - STATE EMPLOYEES

ℹ Note: Please fill in all required fields. If you select 'Yes' on a select field you have to furnish particulars.

1. No bid will be accepted from persons in the service of the state. ℹ

2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view to possible allegation of favouritism, should the resulting bid, or part thereof be awarded to persons connected with or related to persons in service bidder or their authorised representative declare their position in relation to the evaluation/adjudication authority.

3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full name of applicant or his or her representative	Van Wyk Tracy
3.2 Identity number	8812080123086
*3.3 Position occupied in the Company (director, trustee, shareholder)	Director
3.4 Company or Close corporation registration number	2019/532070/07
3.5 Tax reference number	9236352242
3.6 VAT registration number	

> **Enter Occupied Position held.**

"Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.7 Names of all directors, trustees, Shareholder members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

*3.8 Are you presently in the services of the state?   No

[Continue]

~3.8 Are you presently in the services of the state?   No

*3.9 Have you been in the service of the state for the past twelve months?   No

*3.10 Do you have a relationship (family, friend, business interest, other) with persons in service of the state?   No

*3.11 Are you aware of any relationship (family, friend, business interest, other) between any other bidder and any persons in service of the state?   No

*3.12 Are any of the company's directors, trustees, managers, principle shareholders, stakeholders or business associates in service of the state?   No

*3.13 Are any spouse, child, parent or close family member of the company's directors, trustees, managers, principle shareholders, stakeholders or business associates in service of the state?   No

*3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?   No

* denotes a required field

ℹ At least one entry is required on the table below to be able to submit the declaration.

4. Full details of directors, trustees, members and shareholders as per your official documents, i.e. CIPC, Shareholders Certificate etc.   [Add Details]

Name	Surname	Identity/Passport number	Type	Employee number	Delete	Edit
			No data			

> **Click on Add to enter directors details.**

8. Complete Schedule **A , B and C**

9. At the bottom of Schedule C, tick in the **DISCLAIMER** box **and CONTINUE**

- o *Ensure ALL questions were selected.*
- o *If all questions were not selected, the Continue bottom will be greyed out and you will not be able to continue.*
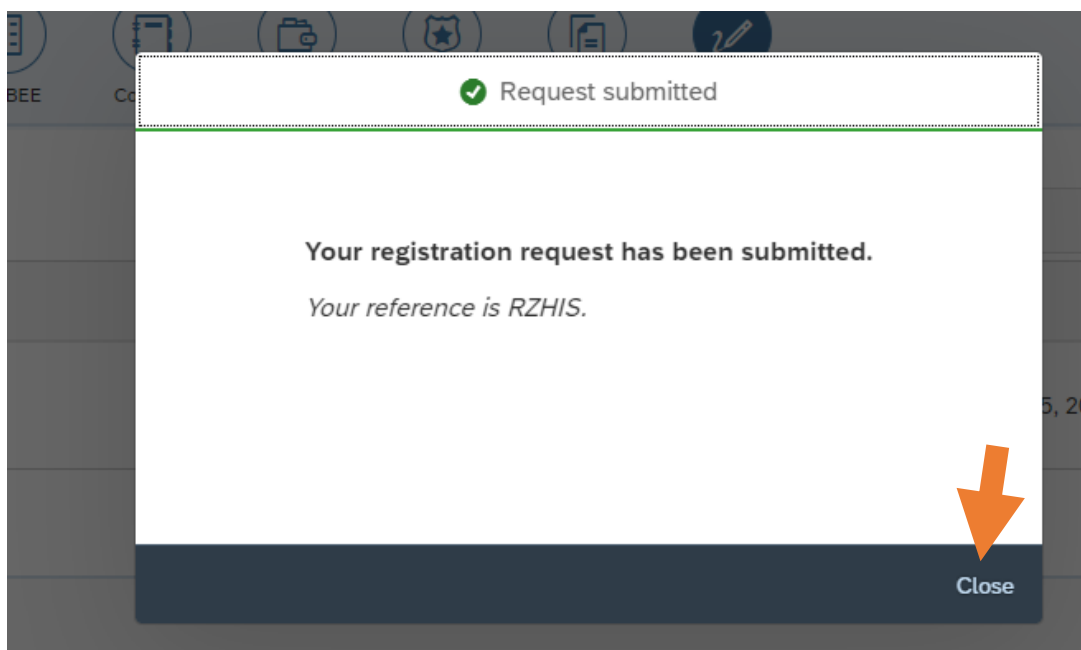
10. Click on **REFRESH** and thereafter **SUBMIT** button.
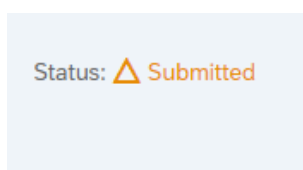
11. Click on **YES**.

12. Click on **CLOSE**

The status will now show **SUBMITTED**.

You now have to wait for the approval to be done.