



## ENTITY MAINTENANCE

HEAD OFFICE USE ONLY

Reference no.	<input type="text"/>	Registered
Entity name	<input type="text"/>	Date registered: <input type="text"/>
	<input type="text"/>	Verified on SafetyWeb
	<input type="text"/>	Date verified: <input type="text"/>
Entity number	<input type="text"/>	Captured
Remarks	<input type="text"/>	Date captured: <input type="text"/>
	<input type="text"/>	Authorised
	<input type="text"/>	Date authorised: <input type="text"/>

## IMPORTANT INFORMATION TO SUPPLIER

I/We hereby request and authorise you to pay any amounts, which may accrue to me/us to the credit of my/our account with the mentioned bank. I/we understand that the credit transfers hereby authorised will be processed by computer through a system known as "ACB- Electronic Fund Transfer Service", and I/we understand that no additional advice of payment will be provided by my/our bank, but that the details of each payment will be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to furnish bank statements).

I/we understand that the Department will supply a payment advice in the normal way, and that it will indicate the date on which the funds will be made available in my/our account.

This authority may be cancelled by me/us by giving thirty days notice by prepaid registered post. Please ensure information is validated as per required bank screens.

I/We understand that bank details provided should be exactly as per the records held by the bank.

I/We understand that the Department will not assume responsibility for any delayed payments, as a result of incorrect information supplied.

## SUPPORTING DOCUMENTATION MUST ACCOMPANY THIS FORM

## ALL RELEVANT FIELDS MUST BE COMPLETED

THE ACCOUNT MUST BE IN THE NAME OF THE SUPPLIER AND NO 3<sup>RD</sup> PARTY PAYMENTS WILL BE ALLOWED

## Section A: Type of Supplier (For official use only)

<input type="checkbox"/> New Supplier Information	<input type="checkbox"/> Update Supplier Information
Supplier Type:	<input type="checkbox"/> Individual <input type="checkbox"/> Company <input type="checkbox"/> CC
	<input type="checkbox"/> Govt. Department <input type="checkbox"/> Trust <input type="checkbox"/> Other (Specify) <input type="text"/>
	<input type="checkbox"/> Partnership <input type="text"/>

## Section B: Company/Personal Details

Registered Name	<input type="text"/>
Trading Name	<input type="text"/>
	<input type="text"/>
Income Tax Number	<input type="text"/>
*VAT Number	<input type="text"/> *Compulsory where applicable
PERSAL Number	<input type="text"/>
Title	<input type="text"/> Initials <input type="text"/>
First Name	<input type="text"/>
Surname	<input type="text"/>

## Section C: Address Detail

Payment Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	Postal code <input type="text"/>

**ENTITY MAINTENANCE** (continuation page)**Section D: Supplier Account Details (TO BE VERIFIED BY BANK)**

Account Name		
Account Number		Account Type
Bank Name		<input type="checkbox"/> Cheque Account
Branch Name		<input type="checkbox"/> Savings Account
Branch Number		<input type="checkbox"/> Transmission Account
*ID Number		* Compulsory for individuals
Passport Number		
**Company Registration Number		**Compulsory for companies
***CC Registration		***Compulsory where applicable
<b>****Please include CC/CK where applicable</b>		
Practise Number		
****Trust Number		

IT IS HERBY CONFIRMED THAT THESE DETAILS HAVE BEEN VERIFIED AND IS EXACTLY THE SAME AS ON ONE OF THE FOLLOWING APPLICABLE SCREENS:

**ABSA:** CIF Screen  
**FNB:** Hogans System on the CIS4  
**STD:** Bank - Look - Up - Screen  
**Nedbank:** Banking Platform under the Client Details Tab

Contact Number ( )

BANK STAMP

d d / m m / y y y y

Signature of Bank Official Print Name

Date (dd/mm/yyyy)

**Section E: Contract Details of Supplier**

Telephone	( )
Fax	( )
Mobile (Cell no.)	
E-mail Address	
Contact Person	
Signature of Supplier	Print Name

d d / m m / y y y y

Date (dd/mm/yyyy)

**Section F: Contract Details of DWS Office (For official use only - officials with signing authority only)**

Office	
Telephone	( )
Fax	( )
E-mail Address	
Signature of DWS Official	Print Name

d d / m m / y y y y

Date (dd/mm/yyyy)



Private Bag X313, Pretoria, 0001  
Sedibeng Building, 185 Schoeman Street, Pretoria  
Tel: (012) 336-7500 Fax: (012) 323-4472 I (012) 326-2715

## **ENTITIES - NEW FORM- CIRCULAR!**

**Enq: L Schutte**

**Tel: 012 336-8404**

**Ref: 3/B/111**

DEPUTY DIRECTORS-GENERAL  
HEADS OF CHIEF DIRECTORATES  
DIRECTORATES  
SUB-DIRECTORATES CHIEF DIRECTORS: REGIONS  
REGIONAL DIRECTORS: WATER AND SANITATION  
OFFICES-IN-CHARGE: ADMINISTRATION CENTRES  
CONSTRUCTION SCHEMES  
AREA, DISTRICT AND CENTRE OFFICES: WATER AND SANITATION  
EXECUTIVE SUPPORT

## **FINANCE CIRCULAR W OF 2007**

### **ENTITY REGISTRATION AND MAINTENANCE FOR EFFECTIVE PAYMENT**

- 1 This circular serves to introduce an updated Entity Maintenance form to fit the SafetyWeb requirements from National Treasury.
- 2 Before an entity can be captured and authorized on the system (BAS) the banking details need to be verified through a system called SafetyWeb. This system is administered by National Treasury and the Department has no control or input on the duration of verification as National Treasury forward the information to the corporate banks and after verification the result is send back through National Treasury to the Department.
- 3 National Treasury has implemented an electronic verifications system to speed up the replies from the corporate banks regarding the verifying of banking and other details of suppliers on the SafetyWeb program. This implies that corporate banks will no longer manually verify supplier 'details and therefore supplier details for verification must be exactly the same as per record of the commercial banks. It is therefore of the utmost importance that the correct information is provided on the Entity Maintenance form and the details must therefore be verified by the concerned commercial bank against the following screens:
  - i) FNB- information must be according to the HOGAN System on the CIS4
  - ii) NEDBANK- Banking Platform under the Client Details Tab
  - iii) ABSA - information as captured on the CIF screen
  - iv) STANDARD BANK- information as per look-up-screen

Please note that commercial banks will not provide these screens to the supplier but will merely validate the supplier's details against these screens. If the details received form the supplier are different to that of the commercial banks' records, the verification will be rejected and the process will start all over again by obtaining the correct information form suppliers.

- 4 Attached is an updated Entity Maintenance form that must be used to capture supplier details on BAS and replaces the DW675-form (Entity Maintenance). This form was designed in co- operation with National Treasury and the commercial banks in an effort to eliminate the incorrect capturing of supplier details. The Entity Maintenance form is used for capturing supplier details on the Main account only and no alterations to the form will be accepted. In cases where a specific supplier will be paid on both the Main (BAS) and Water Trading (SAP) accounts, both the BAS Entity Maintenance and the the SAP Vendor Master forms (updated version) must be completed and faxed or delivered to the relevant offices at Head Office. Both forms must be accompanied by the required supporting documents.

---

The following should be noted when completing the Entity Maintenance form in respect of BAS:

**Section A:** Type of supplier (for official use only):

This section needs to be completed by the regional or Head Office component requesting new or updated supplier details on BAS. Please complete all the required fields. It must be ensured that the information for a supplier does not already exist correctly on BAS.

**Section B:** Company/personal details:

The supplier/official must complete all the required fields.

**Section C:** Address detail:

The supplier/official must complete all the required fields.

**Section D:** Supplier account details (to be verified by the commercial bank):

The supplier must complete all the required fields. The supplier must ensure that the bank official validate all the information as per required banking screen. Take note that the section must be fully completed and signed by the bank official, including the bank stamp. The verification of banking details is very crucial and suppliers must ensure that their banking details have been validated by a banking official and that the information is exactly the same as on the relevant banking screen as mentioned above.

**Section E:** Contact details of supplier/official:

After completion of the sections B to D by the supplier and bank official this section must be completed at all the required fields by the supplier/official.

**Section F:** Contact details of DWS office (for official use only- officials with signing authority only):

The responsible DWS component must complete all the required fields. Only delegated officials with the required signing authority may complete and sign this section. Care should be taken that all the required sections of the form were completed and that the information as well as documentation are clearly readable, otherwise it will be send back for correctness.

Please note that each Entity Maintenance form must be support by copies of one or more for the following document:

- PERSAL - Print out function 4.3.1 (Enquiry: Specific Personal Particulars) as well as ID document
- Individual - ID document or valid Passport if bank account was opened as such
- Company - Tax Clearance certificate, CK1 or invoice with company registration number, etc.
- Other - appropriate letter or other method of identification

5 The following general guidelines should be followed by suppliers and DWS offices when completing the entity Maintenance form:

**a) Individuals:**

For employees of the Department a PERSAL printout as well as a copy of the ID document must accompany the Entity Maintenance form. For other individuals the ID document is compulsory. The title of an individual should not be completed in the name fields. If the account was opened with a Passport number a copy thereof should accompany the Entity Maintenance form. Individuals should not be recorded as 'trading as' but as per the records of the particular bank.

**b) Close Corporations:**

If the supplier is registered as a Close Corporation the company registration details have to be recorded as per the records of the particular bank. The company registration number is compulsory and the name should end with CC or BK. The registration number always ends with 23 and the registration number needs to be captured with slashes, e.g. 20001123456123. If details require a CK in front or the back of the company registration number, e.g. CK20001123456123 or 2000/123456123CK it should be captured as such.

**c) Companies:**

The company registration number is compulsory and the registration number needs to be captured with slashes.

Below is a guideline when capturing the supplier details for non-individuals. The last two digits indicate what type of entity it is that you are capturing, e.g. 23 will always indicate a CC.

TYPE OF ENTITY	COMPANY REGISTRATION NUMBER	WORDING THAT SHOULD APPEAR IN THE NAME
Close Corporation	2000/000000/23	CC / BK
Private Company	2000/000000/07	Pty Ltd / Edms Bpk / Eiendoms Beperk / Proprietary Limited / Pty Limited / Proprietary Ltd / Edms Beperk / Eiendoms Bpk
Public Company	2000/000000/06	Ltd / Bpk / Beperk / Limited
Trust	IT00/00	Not all Trusts have registration numbers
Incorporated under Section 21	2000/000000/08	
Incorporated	2000/000000/21	Inc. / Ing

**d) Other:**

Government Departments must provide the correct banking details, verified against the screens as per paragraph 1 above, e.g. Department of Minerals and Energy is not DME.

When information is received for doctors or attorneys, the following must be used as guidelines:

- If the account was opened as a Close Corporation the company registration must be used ending on 23
- If the account was opened as an individual the ID number is compulsory

**e) General:**

Herewith some standard rules to comply with when completing supplier details:

- Do not leave spaces or do not use dashes or any other characters and use only numeric characters in the account number field.
- Under no circumstances should the details on a cheque or bank statement be used to complete information. Details need to be verified at a bank with the already mentioned screens.
- Suppliers are not allowed to contact the PMG-office at National Treasury directly.
- Departmental officials should furthermore not contact commercial banks directly as the suppliers need to obtain the correct details from their banker themselves.
- Suppliers must be made aware of the declaration and notes on the Entity Maintenance form on page 1.

6 Completed Entity Maintenance forms must be forwarded to I Fouche at Zwamadaka 305, contact number (012) 336 8936 and fax number (012) 336 7185. Enquiries with regard to entity maintenance on BAS can also be directed to above-mentioned official at Fouchel@dwa.gov.za.

7 This circular is effective as from the date of signing after which only the updated Entity Maintenance form will be accepted. This circular should be brought to the attention of all involved officials within the Department.

**DIRECTOR-GENERAL**

**DATE:**