



EDUCATION LEADERSHIP INSTITUTE: LTSM UNIT

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ANNEXURE A: PROPOSED ACCREDITATION FORM TO BE USED BY THE DEPARTMENT OF EDUCATION.

Registered name of the
Bookshop/Bookseller

Trading name of the
Bookshop/Bookseller

Bookshop/Bookseller

Physical Address

Bookshop/Bookseller

Postal Address

Bookshop/Bookseller

Land line

Bookshop/Bookseller

Fax line

email address

Warehouse Address

or Proof of rental

Warehouse capacity

Commercial vehicles

or Proof of rental

Type:	Qty
Type:	Qty

Number of years in existence

Permanent Employees

Male

Female

Disabled

Youth

Core Business

Tick where applicable

Stationery

Text Books

Academic Books

Library Books

Electronic Books

Qids-up

Supplier Number - Department of Education

Value Added Tax Number



Income Tax Number

List of all Shareholders

Name & ID
number

1

2

3

Area of operation..... eg District or a Cluster etc.

Are you affiliated to South African Booksellers Association

Yes	No
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Company Profile - Give a short overview

Add a separate page if necessary

Detail expertise in book trade and / or Distribution



Add a separate page if necessary

Social Responsibility

Add a separate page if necessary

Attach the following documents to prove bookshop capabilities

22.1 Valid Original Tax Certificate

22.2 Cipro Certificate

22.3 Letter from the bank confirming bank details

22.4 Letter of good standing from Bank or Financial institution

22.5 References from Book Publishers

22.6 References from Stationery Manufacturers

22.7 Proof of Business Address

22.8 Commercial vehicles or proof of rental

22.9 Reference from school principals

TOTAL

	Attached
1	
1	
2	
1	
1	
1	
1	
1	
1	
1	

Signature

Date



NB: The Department of Education reserves the right to verify the information supplied.

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