Supplier ON-BOARDING Information Request

ONB_SIL_QMS_001 V1.0

09.08.2024

Date:	Version:	Compiled by:	Reviewed By:	Approved by:
09.08.24	1.0	T. Sheasby	T. Sheasby/ M. Brummer	M. Brummer
1/2/25	1.1	T. Sheasby	T. Sheasby/ M. Brummer	M. Brummer
	1.2			

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We take this opportunity to thank you for your interest in working with us on our numerous projects and look forward to engaging further regarding your documentation submission.

We thank you for your willingness to submit all the required documentation and information requested in this document.

All submissions MUST be sent to:

tess@sebastieninvest.com and tam@sebastieninvest.com

Subject: Supplier on-boarding info: **(Your Company Name)**

Attention: Mrs Theresé Brummer,

IMPORTANT:

- Mail size not to exceed 15MB.
- ZIP, WETRANSFER or Google drive links accepted.
- All other transfer means will be rejected.
- Any changes/amendments/updates to information submitted is the sole responsibility of the vendor/supplier. All updates to be sent immediately to Sébastien Investissements and Logistique (PTY) Ltd through mail to tess@sebastieninvest.com and tam@sebastieninvest.com

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SECTION 1: Supplier Information

SUPPLIER INFORMATION FORM

COMPANY DETAILS	
Full registered Name of Company / Close Corporation / Partnership / Firm/ Other:	
Co. Registration no.:	
VAT Registration no.:	
Trading Name: (If not as above)	
Type of Business: (PTY / C.C / ETC)	
Tax Identification Number:	
WEB Address:	
Co. STAMP:	
ADDRESS	
Headquarter Legal Address:	
Headquarter Postal Address:	
Operative Office Address:	
Yard/Storage Address:	
Other Address (Specify):	
Other Address (Specify):	
Other Address (Specify):	
Other Address (Specify):	
GENERAL INFORMATION	
Nature of Business:	
Telephone no:	
Number of Employees:	
Supplier Category: OEM/Manufacturer/Service Provider/ Consultant/ Engineering/ Public Administration/Hotel, resturants, Airways, Railways/ Logistics/ Contractor/ Legal Consultant etc	
Description of services provided:	
BANKING DETAILS (1)	
Bankers: (name of banking institution)	
Name of account:	
Account no.:	
Branch code:	

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Type of Account: (current/savings/etc)	
Currency:	
Swift no.:	
IBAN no.:	
BANKING DETAILS (2) If Applicable	
Bankers: (name of banking institution)	
Name of account:	
Account no.:	
Branch code:	
Type of Account: (current/savings/etc)	
Currency:	
Swift no.:	
IBAN no.:	
B-BBEE	
B-BBEE Certificate no.:	
Certificate Expiry date:	
B-BBEE Type: (EME, QSE, SME, etc.)	
B-BBEE Level:	
CERTIFICATION	
ISO Certifications: ISO9001:2015	
ISO Certifications: ISO14001:2015	
ISO Certifications: ISO45001:2018	
Other (Specify):	
Other (Specify):	
DIRECTOR DETAILS	
Director 1 (Full Names):	
Shareholding %:	
Director 2 (Full Names):	
Shareholding %:	
Director 3 (Full Names):	
Shareholding %:	
Director 4 (Full Names):	
Shareholding %:	
Director 5 (Full Names):	
Shareholding %:	
Director 6 (Full Names):	
Shareholding %:	
Director 7 (Full Names):	
Shareholding %:	
Director 8 (Full Names):	
Shareholding %:	

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CONTACTS		
Accounts: **(Full name of contact)**		
Accounts contact number:	**Landline:**	**Cell:**
Accounts e-mail address:		
Projects: **(Full name of contact)**		
Projects contact number:	**Landline:**	**Cell:**
Projects e-mail address:		
Director: **(Full name of contact)**		
Director contact number:	**Landline:**	**Cell:**
Director e-mail address:		
TWO APPOINTED COMPANY REPRESENTATIVES		
Representative One		
Full Names:		
Identification no.:		
Contact number:	**Landline:**	**Cell:**
E-mail Address:		
Representative Two		
Full Names:		
Identification no.:		
Contact number:	**Landline:**	**Cell:**
E-mail Address:		

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Section 2: Documentation for submission.

No.	DOCUMENTS REQUIRED	SUBMITTED		DOCUMENT IDENTIFICATION (As named on submitted doc.)
		Yes	No	
1.	Signed supplier on-boarding information request form ONB_SIL_QMS_001	☐	☐	
2.	Signed Non-Disclosure Agreement	☐	☐	
3.	Company Registration Document	☐	☐	
4.	VAT103 Certificate	☐	☐	
5.	Copy of all Director ID's	☐	☐	
6.	Confirmation of Banking details (From bank, not older than ONE month)	☐	☐	
7.	Company Profile	☐	☐	
8.	BEE Certificate	☐	☐	
9.	Company Organizational Chart	☐	☐	
10.	Key Personal CV's	☐	☐	
11.	Professional Qualifications and/or Certificates for company and Key Personal	☐	☐	
12.	ISO Certificates	☐	☐	
13.	Other Certification	☐	☐	
14.	Certified Affidavit confirming companies designated responsible person's authority to complete and submit all required information.	☐	☐	

Disclaimer:

1. All information submitted will be deemed confidential. This information will only be dispersed within Sébastien Investissements and Logistique (PTY) Ltd it's assigned representative (Sheasby International) and Sébastien Investissements and Logistique (PTY) Ltd executive committee.
2. Sébastien Investissements and Logistique (PTY) Ltd will not be held accountable for payments made to incorrect bank accounts.

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The Sébastien Investissements and Logistique Protection of Personal Information Consent Form

The Sébastien Investissements and Logistique Protection of Personal Information Act 4 of 2013 (POPI Act) Consent Form has been formulated based on the requirements under Section 18 of the POPI Act. The POPI Act Consent Form is applicable to the consent required from third-parties Sébastien Investissements and Logistique engages with when required to collect, use, process and retain Personal Information.

Section 18 of the POPI Act can be summarised as the requirement to inform the data subject of the reason for collection, nature of the personal information being collected and consequences of not consenting. This requirement places the onus on Sébastien Investissements and Logistique as the responsible party to take reasonably practicable steps to ensure that the entity/company/persons are aware of the type of personal information being collected. The purpose for which the Personal Information is collected, whether the supply of this information is voluntary or mandatory etc. (S18 of the POPI Act is referenced on the last page of this Consent Form).

What is Personal Information:
Personal information is any information that can be used to identify you as an individual or the company contracting with Sébastien Investissements and Logistique. Personal Information is defined by the POPI Act as information pertaining to an identifiable, living, natural person, and where applicable, an identifiable, existing juristic person. Including but not limited to your full name, identity number, account number, mobile / contact numbers, email address, physical address, nationality, registered business details and other unique identifiers.

What does Process mean:
Process has the meaning given to it in the POPI Act (in summary, this means anything that is done with Personal Information, including its collection, storage, use, sharing and deletion).

In light of the implementation of the Protection of Personal Information Act, 2013 this POPI Act Consent Form applies to all third-party data subjects interested in Sébastien Investissements and Logistique and the need to adhere to the consent provision under the POPI Act.

Sébastien Investissements and Logistique *is required to obtain your consent before processing your Personal Information. As such, you are herewith notified that you are entitled to refuse such consent, and you may exercise such a right by responding to* Sébastien Investissements and Logistique *via email.*

Collection, use, processing, and retention of Personal Information to enter into a business relationship with Sébastien Investissements and Logistique, consent is required for:

- Any personal data required to contract with Sébastien Investissements and Logistique.
- Personal Information listed under Chapter 1 of the POPI Act which is required to protect the legitimate interests of Sébastien Investissements and Logistique and to comply with any legal duty and obligations.
- Corporate data such as Personal Information held as a juristic person required under the Supplier Registration Process to register as a supplier/ vendor and needed to conduct Integrity Due Diligence background screening.

Your interaction with Sébastien Investissements and Logistique through email or other correspondence implies consent to engage in a business relationship.
The POPI Act provides Sébastien Investissements and Logistique with a lawful justification for processing your Personal Information. The lawful basis can be attained by Sébastien Investissements and Logistique as detailed below:

- The processing of Personal Information is necessary for the conclusion of a contract.
- Complies with an obligation imposed by law.

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- Protects the interest of the data subject (third-party);
- Personal information necessary for the legitimate interests of the responsible party (Sébastien Investissements and Logistique) in which personal information about third parties may be processed for legal, personnel, administrative and management purposes.

Should you elect to provide your Personal Information and consent to Sébastien Investissements and Logistique for collecting, processing, and storing your personal data. It will be accepted that you have understood what we are requiring under the POPI Act. Sébastien Investissements and Logistique will take reasonable measures to guard against unauthorised or unlawful disclosure, access or processing, accidental loss, destruction, or damage.

Your Personal Information may under certain circumstances be shared internally within Sébastien Investissements and Logistique and in limited instances with third parties.

- For purposes relevant to complying with legal and regulatory requirements.
- To perform Sébastien Investissements and Logistique 's anti-corruption obligations and enforce Sébastien Investissements and Logistique's rights under contracts with business partners, equity partners, and vendor related contracts.
- To KYC, these third-parties or to process and verify their Personal Information or to terminate a business relationship. It also includes activities in connection with investigating potential future business relationships.
- Sébastien Investissements and Logistique may transmit any Personal Information to a jurisdiction outside of South Africa for storage purposes or in connection with the operations of Sébastien Investissements and Logistique such as cloud-based data backup and securely held databases under Sébastien Investissements and Logistique control.
- As a vendor, equity partner, business development partner, consultant, corporate customer, the NDA is to be signed in conjunction with this consent form to ensure confidentiality and provisions for the proposed transaction between Sébastien Investissements and Logistique and you as the data subject are aligned.

The POPI Act regulates the processing of the Personal Information of data subjects (employees & third parties contracting with Sébastien Investissements and Logistique) by the responsible party (Sébastien Investissements and Logistique) in a manner that gives effect to this right, subject to limitations.
The processing of Personal Information is therefore limited but not prohibited. Sébastien Investissements and Logistique takes data privacy seriously however all data subject requests will be handled on a case-by-case basis.
Personal information will only be processed by Sébastien Investissements and Logistique, lawfully and in a manner that does not infringe on the data subject's privacy.

Please note that no consent is required when:

- the data subject (employee/ third-party) already has a contract in place with Sébastien Investissements and Logistique; or
- where the processing of the third-party's personal information is required in terms of the contract proposed, or
- where there is a reason in law for collecting or processing personal information of employees or contracting parties of Sébastien Investissements and Logistique. (Labour Relations Act, Basic Conditions of Employment Act, Occupational Health and Safety Act, FICA, Prevention and Combating of Corrupt Activities Act etc.)

The duration of the storage of personal data is determined by the respective legal retention period (such as commercial, tax, legislative retention periods). After expiry of this period, the corresponding data will be routinely deleted. Provided the Personal Information is no longer necessary for the performance or initiation of the contract and/or there is no longer any legitimate interest on Sébastien Investissements and Logistique's part in the further storage of this personal data.

If you have any data privacy / POPI Act concerns, Personal Information requests such as to delete your

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Personal Information must be made in an email to tess@sebastieninvest.com and tam@sebastieninvest.com in which all personal data requests are handled confidentially.

Thank you for your kind cooperation and we will continue to ensure your Personal Information is handled securely and confidentially.

I, the undersigned, am the responsible person designated by the entity/ company and have all rights and authority to provide all data requested by Sébastien Investissements and Logistique, understand the purposes for which the Personal and Company Information is required and hereby provide consent to Sébastien Investissements and Logistique to collect, process, and store all provided Company and Personal Information.

First Responsible Person

Signed at _____ on the_____ day of _____ 20___

Signature: _____

Name of Responsible Person (Full Names): _____

Responsible Person Identification Number: _____

Name of Entity/ Company: _____

Second Responsible Person

Signed at _____ on the_____ day of _____ 20___

Signature: _____

Name of Responsible Person (Full Names): _____

Responsible Person Identification Number: _____

Name of Entity/ Company: _____

POPI Act

Section 18

(1) If Personal Information is collected, the responsible party must take reasonably practicable steps to ensure that the Data Subject is aware of—

(a) The information being collected and where the information is not collected from the Data Subject, the source from which it is collected.
(b) The name and address of the responsible party.
(c) The purpose for which the information is being collected.
(d) Whether or not the supply of the information by that Data Subject is voluntary or mandatory.
(e) The consequences of failure to provide the information:
(f) Any particular law authorising or requiring the collection of the information.
(g) the fact that, where applicable, the responsible party intends to transfer the information to a third country or international organisation and the level of protection afforded to the information by that third country or international organisation.
(h) Any further information such as the—

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(i) Recipient or category of recipients of the information.
(ii) Nature or category of the information.
(iii) Existence of the right of access to and the right to rectify the information collected.
(iv) Existence of the right to object to the processing of Personal Information as referred to in section 11(3); and
(v) right to lodge a complaint to the Information Regulator and the contact details of the Information Regulator, which is necessary, having regard to the specific circumstances in which the information is or is not to be processed, to enable processing in respect of the Data Subject to be reasonable.

(2) The steps referred to in subsection (1) must be taken—

(a) if the Personal Information is collected directly from the Data Subject, before the information is collected, unless the Data Subject is already aware of the information referred to in that subsection; or
(b) in any other case, before the information is collected or as soon as reasonably practicable after it has been collected.

(3) A responsible party that has previously taken the steps referred to in subsection (1) complies with subsection (1) in relation to the subsequent collection from the Data Subject of the same information or information of the same kind if the purpose of collection of the information remains the same.

(4) It is not necessary for a responsible party to comply with subsection (1) if—

(a) the Data Subject or a competent person where the Data Subject is a child has provided consent for the non-compliance.
(b) non-compliance would not prejudice the legitimate interests of the Data Subject as set out in terms of this Act.
(c) non-compliance is necessary—
(i) to avoid prejudice to the maintenance of the law by any public body, including the prevention, detection, investigation, prosecution, and punishment of offences.
(ii) to comply with an obligation imposed by law or to enforce legislation concerning the collection of revenue as defined in section 1 of the South African Revenue Service Act, 1997 (Act No. 34 of 1997);
(iii) for the conduct of proceedings in any court or tribunal that have been commenced or are reasonably contemplated; or
(iv) in the interests of national security.
(d) compliance would prejudice a lawful purpose of the collection.
(e) compliance is not reasonably practicable in the circumstances of the particular case; or
(f) the information will—
(i) not be used in a form in which the Data Subject may be identified; or
(ii) be used for historical, statistical or research purposes.

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