

**UMSOBOMVU MUNICIPALITY  
21A CHURCH STREET  
COLESBERG  
9795**

Bidder's Number:

## Bidder Registration Form

<b>Auction Date:</b>		
<b>Name &amp; Surname:</b>		
<b>Identity Number:</b>		
<b>Company / Trust / Close Corporation (If in representative capacity):</b>		
<b>Registration Number:</b>		
<b>Address (domicilium citandi et executandi):</b>		
<b>Postal Address:</b>		
<b>Telephone:</b>	<b>E-mail:</b>	<b>Cell:</b>
<b>VAT Registration Number:</b>		
<b>General Notes:</b>		

### A. Important Information:

- a. To bid at the auction you are required to register as a bidder.
- b. The auction is conducted in accordance with Umsobomvu municipality's Rules of Auction.
- c. You are required to pay a deposit of R1 000.00 to register as a bidder. If you do not buy anything at the auction, the deposit is refundable. Kindly complete the deposit refund acknowledgement document attach hereto for all deposit refunds. Makes sure to read the terms and conditions contained therein.
- d. In order to register the Bidder must supply his required FICA documentation as set out herein below:

### 1. Private Individuals

1.1 Proof of residential address (for example Utility Bill with current residential address not older than 3 months)	
1.2 Copy of ID	

## 2. Companies and Close Corporations

2.1 Proof of business address (for example Utility Bill with current residential address (not older than 3 months))	<input type="checkbox"/>
2.2 Resolution letter confirming the registered representative/s can buy on behalf of the company or close corporation	<input type="checkbox"/>
2.3 SARS letter with VAT Number (not older than 3 months)	<input type="checkbox"/>

2.4 Owner's ID Copy (all directors and members) as well as proof of private residential address (not older than 3 months)	<input type="checkbox"/>
2.5 Proxy details/BRN certificate/Dealer stocking certificate/Traffic Register certificate	<input type="checkbox"/>
2.6 Proxy and representative's ID copies	<input type="checkbox"/>
2.7 Copy of Original CK/CM/CoR documents (to confirm the identity of all members or directors)	<input type="checkbox"/>

## 3. Sole Proprietors

3.1 Proof of residential address (for example Utility Bill with current residential address (not older than 3 months))	<input type="checkbox"/>
3.2 Owner's ID copy	<input type="checkbox"/>
3.3 Letter on a company letterhead confirming the existence of the business as a sole proprietorship	<input type="checkbox"/>
3.4 If registered for VAT, SARS letter with VAT Number (not older than 3 months)	<input type="checkbox"/>

## 3. Partnerships

4.1 Proof of residential address (for example Utility Bill with current residential address not older than 3 months)	<input type="checkbox"/>
4.2 Partners' ID copies and Proof of residential address (not older than 3 months)	<input type="checkbox"/>
4.3 SARS letter with VAT Number (not older than 3 months)	<input type="checkbox"/>
4.4 Proof of business address (not older than 3 months)	<input type="checkbox"/>
4.5 Resolution letter (authorising representative to buy on behalf of company)	<input type="checkbox"/>

4.6 Proxy details/BRN certificate/Dealer stocking certificate/Traffic Register certificate	<input type="checkbox"/>
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**4. Trusts**

5.1 Trust deed	<input type="checkbox"/>
5.2 Letter of authority issued by the master of the high court	<input type="checkbox"/>
5.3 Authorization letter to buy on behalf of trust	<input type="checkbox"/>
5.4 Tax clearance certificate (if vat registered)	<input type="checkbox"/>
5.5 ID's of all trustees	<input type="checkbox"/>
5.6 Proof of residential address eg. Utility Bill with current residential address (not older than 3 months) (all Trustees)	<input type="checkbox"/>
5.7 Proof of address for the trust (for example Utility Bill with current residential address (not older than 3 months)	<input type="checkbox"/>

**Additional Notes**

- ✦ Prospective Bidders residing or operating from someone else's premises may submit an affidavit with an ID copy of the premises' owner.
- ✦ A lease agreement may be submitted to Umsobomvu municipality, for those renting from agencies
- ✦ Foreign buyers may submit copies of Passports, Valid VISAs or Traffic register certificates instead of IDs.
- ✦ Drivers Licenses may NOT be used as form of identification.

**A. How did you pay your deposit?**

- Credit card
- Bank cheque
- EFT
- Debit card

Other (please specify): \_\_\_\_\_

Date of deposit: \_\_\_\_\_

Reference used (if EFT): \_\_\_\_\_

*\*If paying by debit card or EFT, your banking details must be bank-stamped for the refund*

**B. Regarding your deposit**

- Use it as down payment on purchase (not applicable to credit card deposits)
- Use it as deposit for future auctions (no interest applicable)
- Refund it (provide details for refund below)

**C. Banking details for refund**

Account Holder: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

Branch Code: \_\_\_\_\_

**Important Notice:** All refunds will be done via EFT.

**IMPORTANT NOTICE AND DECLARATION - READ BEFORE SIGNING THE BIDDER'S REGISTRATION FORM:**

*This Bidder's Registration Form, as well as your participation in any auction conducted by Umsobomvu municipality, is subject to the Umsobomvu municipality's Rules of Auction ("the Rules") which are available on Umsobomvu municipality's website ([www.umsobomvumun.co.za](http://www.umsobomvumun.co.za)) and at Umsobomvu municipality's offices upon request. By signing this Bidder's Registration Form you acknowledge that 1. you understand that all Umsobomvu municipality's auctions are governed by the Rules, 2. that you have read the Rules and are fully acquainted with its contents and legal implication thereof, 3. that you confirm you are fully bound by the Rules and 4. that the onus is on you to familiarise yourself with the Rules before signing the Bidder's Registration Form and participating in a Umsobomvu municipal auction.*

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**BIDDER (Sign in Full)**

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**DATE**

**OFFICE USE ONLY**

PRIVATE

DEALER