



Cape Peninsula
University of Technology

creating futures

PROTECTION OF PERSONAL INFORMATION AND PRIVACY PLAN

DATA SUBJECT: SERVICE PROVIDERS



Personal information collected through Service Provider forms.

- Title, initials, and surname: (In the event of a sole proprietor)
- Enterprise registered and/ trading name of enterprise and registration number (for Companies and CC's)
- Physical address and postal address
- VAT registration number
- Country of origin
- Contact numbers (Home, fax, work, and cell numbers)
- Email address
- ID number or Passport number for foreign candidate - Sole proprietary must submit a copy of Identity document
- List all partners, proprietors and shareholders' name, position occupied, ID numbers, Citizenship, and date of ownership
- Income Tax Reference number
- Website
- Banking Details

Personal information collected through supporting documentation.

- Company Registration Documents (Select relevant form of ownership)
- Sole Proprietor: Owners' ID/Passport
- Partnership: Partnership Agreement and ID/Passport of partners
- Close Corporation: Member'(s) ID/Passport, Certificate of Incorporation (aka CK) and Founding Statement
- Private Company (PTY) LTD: Shareholder's ID/Passport, Memorandum and Article of Association, Share Certificates and Certificate of Incorporation
- Section 21 Company: Member'(s) ID/Passport, Memorandum & Article of Association and Certificate of Incorporation
- External Company (Non-South African): Shareholder's ID/Passport, Certificate of Registration (CM49), Details/register of Directors (CM29) and Registered Address in South Africa (CM22)
- Non-profit Organisation: NPO registration certificate
- Joint Venture: Joint Venture Agreement, Registration Documents, or ID/Passports of all entities/individuals of the Joint Venture
- Valid original SARS Clearance Certificate and pin (where applicable) for a Partnership or Sole Proprietor letter of Good standing from SARS must be submitted
- BBBEE certificate or proof of exemption from an accredited SANAS/IRBA verification agency/auditor or an affidavit
- Creditworthiness documents (e.g., letter from the bank). Cancelled cheque
- Financial Statements

Personal information sharing with third parties.

- External Audit: for auditing purposes
- SARS for taxation purposes
- Council Members: for reporting purposes

Contact us

The Deputy Information Officer

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Postal address:

Office of the Registrar

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