



<b>Private Bag x14, Brandhof, 9324 30 Rhodes Avenue, Oranjesig, Bloemfontein, 9301</b>	<b>Tel no: +27 (0) 51-412 2668 Fax no: +27 (0) 51-409 2454</b>
<b>Contact Person: TD Lerata e-mail: Tseko.Lerata@centlec.co.za</b>	<b>Date: 12 January 2015</b>
<b>Our Ref.: Prepaid Criteria and Application Form</b>	

**THE FOLLOWING BASIC CONDITIONS WILL BE APPLIED TO ALL  
APPLICATIONS TO PROVIDE VENDING SERVICES**

**SECTION 1: THE APPLICATION**

**The following requirements pertaining to the application form must be taken into consideration and the required information must be submitted together with the application form**

- 1.1 The entity / business must be a registered business, in case of an unregistered or informal business the business should be registered with the South African Revenue Services (SARS).  
**(\*A copy of the business registration certificate, the VAT Registration Certificate if the business is registered for VAT as well as the original Tax Clearance Certificate from SARS should be submitted with the application)**
- 1.2 The municipal services account of the business must be fully paid.  
**(\*A municipal clearance certificate for services should be submitted with the application)**
- 1.3 The owner's personal municipal services account must be fully paid.  
**(\*A municipal clearance certificate for services should be submitted with the application)**
- 1.4 \*A Copy of the owner's identity document should accompany the application form.
- 1.5 \*Proof of ownership of the premises or a copy of the formal lease agreement must be submitted in cases where the business premises are not owned but rented.
- 1.6 \*A completed Banking Instruction form (attached) signed and stamped by the bank or an original cancelled cheque should be submitted with the application.
- 1.7 The official trading hours of the business must be completed on the application form.
- 1.8 \*In cases of a trust copies of the trust registration papers and power of authority document depicting who should sign on behalf of the trust should be submitted with the application form



**Directors: ML Mbali(Chairperson), FP Zitha(Deputy Chairperson) L de Jager, TJ Mongake  
SM Zimu, SG Xulu, N Mokhesi, KM Moroka, LR Bomela(Company Secretary),**



**\*NB ALL ITEMS MARKED WITH A \* ARE MANDATORY AND NO APPLICATION WILL BE CONSIDERED IF THEY ARE NOT SUBMITTED WITH THE APPLICATION FORM**

**SECTION 2: THE BUSINESS**

**The following are the requirements pertaining to the business / shop or premises from which the vending services are going to be provided:**

- 2.1 The business should not be a Tuck Shop in the same premises with a Private Home or a Private Home.
- 2.2 The business must have burglar bars.
- 2.3 The business must have an alarm system (negotiable).
- 2.4 The premises must be accessible to physically impaired people. (Wheelchairs etc)
- 2.5 The business must be accessible to children. (NOT Liquor Stores /Taverns)
- 2.6 The business must possess a contact telephone or cellphone where it can always be contacted.
- 2.8 The business must possess or have access to a fax machine in order to fax bank deposit slips to CENTLEC (SOC) LTD on a daily basis.
- 2.9 The business must possess a class 2 safe (minimum requirement by insurance).
- 2.10 The premises must comply with CENTLEC (SOC) LTD's image.
- 2.11 The prospective vending station should be a hundred meters from the nearest existing vending station.

### **SECTION 3: OPERATIONS**

**The following are the requirements pertaining operations of the vending station:**

- 3.1 The owner must give a minimum bank guarantee or deposit of R50 000 in favor of CENTLEC (SOC) LTD. (An amount not less than R10 000 will be considered based on area and sales potential)
- 3.2 The business must provide an employee to operate the sales point.
- 3.3 Before appointment a vendor assessment which includes an inspection of the shop or premises from which the vending of electricity is going to take place will be done to ensure that the vendor meets all the above criteria.
- 3.4 The successful vendor will be paid a commission of **2%** on total electricity sales per month excluding VAT **plus commission on FBE transactions** for South FS Municipalities and **2,5 %** of total electricity sales per month excluding VAT for Mangaung Local Municipality.
- 3.5 All relevant equipment will be installed and maintained by CENTLEC (SOC) LTD and training will be given to operate the system.
- 3.6 By signing the application form which is part of this prepaid vending criterion the prospective applicant certifies that he/she is fully conversant with all the requirements and conditions as set out in this document.
- 3.7 Upon the approval of the vendor assessment form after the inspection of the business by CENTLEC (SOC) LTD, a formal agreement with all the terms and conditions (Private Vendors Representative Agreement) will be entered into between CENTLEC (SOC) LTD and the successful vendor.

**APPLICATION TO SELL PRE-PAID ELECTRICITY**

**BUSINESS NAME** : \_\_\_\_\_

\_\_\_\_\_

**ADDRESS** : \_\_\_\_\_

\_\_\_\_\_

**TEL / CELL NO** \_\_\_\_\_

**FAX NO** :

**BUSINESS** \_\_\_\_\_

**REGISTRATION NO:** \_\_\_\_\_

**TYPE OF BUSINESS:** \_\_\_\_\_

**BUSINESS HOURS :** \_\_\_\_\_

**NAME OF OWNERS:** \_\_\_\_\_

\_\_\_\_\_

**ADRESS OF OWNERS** \_\_\_\_\_

\_\_\_\_\_

**BUSINESS INCOME TAX** \_\_\_\_\_

**REG. NO** \_\_\_\_\_

**VAT REGISTRATION NO** \_\_\_\_\_

\_\_\_\_\_

**AUTHORISED** \_\_\_\_\_

**SIGNATURE** :

**DATE** :

\_\_\_\_\_