



T

EXPRESSION OF INTEREST:

POTENTIAL BIDDERS ARE REQUIRED TO NOTIFY THE LAND BANK SUPPLY CHAIN DEPARTMENT VIA E-MAIL OF THEIR INTENTION TO TENDER FOR THE ABOVEMENTIONED TENDER
NOTIFICATION OF INTENT TO BID FOR THIS TENDER WILL ALLOW THE SUPPLY CHAIN DEPARTMENT TO SHARE CRITICAL INFORMATION DURING THE DURATION OF THE TENDER
POTENTIAL BIDDERS ARE TO SUBMIT THE FOLLOWING DETAILS VIA E-MAIL TO Tenders@landbank.co.za
NAME OF COMPANY:
CONTACT PERSON(S):
PHONE:
CSD REGISTRATION NUMBER:
BBBEE LEVEL:
E-MAIL ADDRESS:

REQUEST FOR PROPOSAL

**APPOINTMENT OF A SERVICE PROVIDER FOR THE PANEL OF REAL ESTATE AGENTS
REFRESHER FOR THREE YEARS**

T01-05-26

The Land and Agricultural Development Bank of South Africa
P O Box 375 Pretoria 0001 First Floor Block A, Lakefield Office Park
272 Lenchem Avenue (Corner of Lenchen Avenue and West Avenue
De Hoewes, Centurion
Webaddress: www.landbank.co.za

Registered credit provider: Reg Number NCRCP18

Directors: Directors: Mr M Skwatsha (Chairperson), Ms KV Rantao (Deputy Chair), Ms S Dlungwane, Ms S Ford, Prof J Kirsten, Mr B Maseko, Ms PH Maseko, Ms TF Matlala, Mr MA Moloto, Ms E Pillay, Ms KH Mukhari (Chief Financial Officer), Mr J Mphambo (Acting Chief Executive Officer)



Ms R Swanepoel (Acting Company Secretary)

1. TABLE OF CONTENTS

1. INVITATION TO TENDER.....	4
2. OVERVIEW OF LAND BANK.....	7
3. TERMS OF REFERENCE	8
4. CONFIDENTIAL.....	22
5. MISCELLANEOUS.....	22
6. TERMS OF CONTRACT	22
7. GENERAL MANDATORY CONDITIONS	22
8. OBJECTIONS AND RISK.....	23
9. SUBMISSION REQUIREMENTS	24
10. FICA AND COMPLIANCE	24
11. PROTECTION OF PERSONAL INFORMATION	24

ANNEXURE A:	VENDOR INFORMATION SHEET
ANNEXURE B:	BIDDERS DISCLOSURE
ANNEXURE C:	CONVENANT OF INTERGRITY
ANNEXURE D:	FICA REQUIREMENTS
ANNEXURE F:	TERMS AND CONDITIONS
ANNEXURE G:	DRAFT SERVICE LEVEL AGREEMENT
ANNEXURE H:	BRIBERY AND CORRUPTION DECLARATION

1. INVITATION TO TENDER

Tender Number	T01-05-26
Title of this RFP	Appointment of a service provider for the Panel Real Estate Agents Refresher for three years
Issue Date	21 May 2026
Written questions of clarification closing date	01 June 2026 at 16h00
Written response to all clarifications	03 June 2026 at 16h00
RFP Closing Time & Date	19 June 2026 @ 11:00am
Delivery Address	Land Bank Head Office, Tender Box Lakefield Office Park, Block A, first floor 272 West Avenue Die Hoewes, Centurion
Originals to be submitted	1 Original proposal
Copies to be submitted	1 soft copy (USB) (soft copy and original document must contain the same information)
Tender Validity Period	120 business days from the closing date



SBD 1 – Part one

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE LAND BANK					
BID NUMBER:	T01-05-26	CLOSING DATE:	19 June 2026	CLOSING TIME:	11:00am
DESCRIPTION	Appointment of a service provider for the panel real estate agent's refresher for three years				
BID RESPONSE DOCUMENTS MUSY BE HAND DELIVERED AT:					
Land Bank Head Office, Tender Box					
Lakefield Office Park, Block A, first floor					
272 West Avenue					
Die Hoewes, Centurion					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Bathabile Nkosi		CONTACT PERSON	Bathabile Nkosi	
TELEPHONE NUMBER			TELEPHONE NUMBER		
E-MAIL ADDRESS	Tenders@landbank.co.za		E-MAIL ADDRESS	Tenders@landbank.co.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					



**PART B
TERMS AND CONDITIONS FOR BIDDING**

<p>1. BID SUBMISSION:</p> <p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</p>
<p>2. TAX COMPLIANCE REQUIREMENTS</p> <p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p> <p>2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."</p>

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

2. OVERVIEW OF LAND BANK

Established in 1912 to promote agricultural and rural development, the Land Bank provides production, instalment sale finance, and medium-term or mortgage loans to emerging and commercial farmers. From time to time, the Bank also administers other government programmes, such as drought relief schemes and flood assistance. The Land Bank is wholly- owned by the South African government, and is in turn the sole shareholder of LBIC and LBLIC, which provide insurance products in the agricultural sector.

The Bank's objectives flow from the Land Bank Act, No. 15 of 2002, and are aligned with government policies and the country's socio-economic needs. The Bank is expected to play a pivotal role in advancing agriculture and rural development. Its broad mandate, as expressed in the Land Bank Act, covers 11 objectives:

- Equitable ownership of agricultural land, in particular increasing the ownership of agricultural land by historically disadvantaged persons
- Agrarian reform, land redistribution or development programmes aimed at historically disadvantaged persons
- Land access for agricultural purposes
- Agricultural entrepreneurship
- Removal of the legacy of racial and gender discrimination in agriculture
- Enhancing productivity, profitability, investment and innovation
- Growth of the agricultural sector and better use of land
- Environmental sustainability of land and related natural resources
- Rural development and job creation
- Commercial agriculture
- Food security

Land Bank is committed to contributing to socio-economic transformation in South Africa and will therefore be contributing to the Preference System of all suppliers who are compliant to the Broad-Based Black Economic Empowerment Act no.53 of 2003 and the Preferential Procurement Policy Framework Act no.5 of 2011.

3. TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PANEL OF REAL ESTATE AGENTS FOR THREE (3) YEARS.

1. PURPOSE

The purpose of this RFA (Request for Accreditation) is to invite Suppliers (hereinafter referred to as "bidders") to submit bids for the panel of Real Estate Agents, on an as and when required basis for a period for of three (03) years.

2. BACKGROUND

The panel of Real Estate Agents will be responsible for facilitating and managing the sales process for Land Bank properties. The panel's role is to ensure a transparent, fair, and efficient Property Sales process in accordance with relevant regulations and best practices.

3. OBJECTIVES

The objectives of the panel of real estate agents are:

- (a) To facilitate property transactions that are professional, transparent, and compliant with all legal and regulatory frameworks;
- (b) To promote fairness, equity, and competitiveness in the marketing, sale, and leasing of properties;
- (c) To optimize the financial returns and strategic value of the property being sold on behalf of the organization;
- (d) To safeguard and maintain the integrity of assets throughout the transaction lifecycle, ensuring value preservation;
- (e) To provide expert guidance on property market trends, pricing strategies and optimal sales or leasing approaches.

4. SCOPE OF WORK

The appointed real estate agency firms will be required to perform the following activities:

4.1 Pre-Sale/Lease Preparation:

- (i) Conduct property inspections and assessments to determine market readiness.
- (ii) Advise on pricing strategies, including listing prices and negotiation thresholds.

- (iii) Develop and execute targeted marketing and advertising campaigns to attract suitable buyers or tenants.
- (iv) Facilitate property viewings, open houses, and promotional events.
- (v) Prepare property brochures, listings, and promotional materials for various platforms.
- (vi) Ensure compliance with municipal zoning, title deed conditions, and other regulatory requirements prior to listing.

4.2 Sale/Lease Process:

- (i) List and market properties across appropriate channels (online platforms, print media, signage, etc.).
- (ii) Engage and manage prospective buyers or tenants, including screening.
- (iii) Conduct negotiations and present offers in a transparent and professional manner.
- (iv) Ensure all transactions adhere to applicable property laws, regulations, and ethical standards.
- (v) Coordinate with conveyancers, attorneys, and other stakeholders to facilitate smooth transactions.

4.3 Post-Sale/Lease Activities:

- (i) Finalize sale or lease agreements and ensure timely collection of deposits and payments.
- (ii) Provide detailed reports on transaction outcomes, including sale/lease prices, buyer/tenant profiles, and any challenges encountered.
- (iii) Assist with post-transaction support, including handover of property and resolution of outstanding matters.
- (iv) Maintain records of all transactions and communications for audit and compliance purposes.
- (v) Provide market feedback and strategic recommendations for future property disposals or acquisitions.
- (vi) Provide reports on properties that are leased entailing the maintenance applied and the status of the properties leased.

5. ENGAGEMENT MODEL (RULES OF ENGAGEMENT)

- (a) Suitable service providers will conclude a mandate agreement with Land Bank, outlining the terms and conditions of appointment to the panel of Estate Agents;



- (b) Appointed service providers will remain on the panel of Estate Agents for a period of three (3) years, subject to performance and compliance reviews;
- (c) Estate agents will be engaged on a project-by-project basis, contingent upon submission and acceptance of a valid quotation and issuance of an official appointment letter by Land Bank;
- (d) The engagement process may involve direct sourcing and/or rotational allocation of service providers, depending on the nature and scope of the assignment;
- (e) Land Bank reserves the right to refresh, review, or onboard additional estate agents to the panel through an open bid process at its discretion;
- (f) Specific property-related requirements and expectations will be communicated during each engagement process;
- (g) Land Bank reserves the right to include a Rate Card or commission structure at the contracting stage, subject to negotiation and approval;
- (h) Work will be allocated to service providers on an ad hoc basis, subject to the service provider meeting the qualifying criteria and demonstrating capacity to deliver;
- (i) Specific Preference Goal Requirements will be communicated during the engagement process, in alignment with the Land Bank Supply Chain Management Policy and transformation objectives.

Note: Placement on the panel does not guarantee allocation of work. The requirements for each project will be assessed independently against the proposals, skills and capacity of the service provider.

6. BID EVALUATION STAGES

- (a) The bid evaluation process consists of two (02) stages, according to the nature of the bid.
- (b) A bidder must qualify for each stage to be eligible to proceed to the next stage of the evaluation. The stages are:

Stage	Description	Applicable for this bid YES
Stage 1	Mandatory Administrative pre-qualification Requirements	YES
Stage 2	Technical Functionality Evaluation Requirements	YES



Note: The Bidder must qualify for each stage to be eligible to proceed to the next stage of the evaluation. Failure to submit the mandatory requirements above will be disqualified.

7. MANDATORY PRE-QUALIFICATION REQUIREMENTS (STAGE 1)

Bidders must comply with and meet the mandatory requirements referred to below. Bidders who do not meet any of the mandatory requirements listed below will be immediately disqualified.:

NO	DESCRIPTION	Substantiating Evidence Of Compliance (Used To Evaluate Bid)	COMPLIANT (YES/NO)
1	The Bidder must be a registered estate agency firm or practitioner in good standing, and registered with the Property Practitioners Regulatory Authority (PPRA) and hold a valid Fidelity Fund Certificate (FFC)	Submit proof of registration with the PPRA and Submit a copy of a valid Fidelity Fund Certificate issued by the PPRA for the current year.	
2	Professional indemnity insurance.	The Bidder must submit a letter of intent to provide assurance that sufficient indemnity insurance will be in place for the value of the asset to be sold or lease	

NO	DESCRIPTION	Substantiating Evidence Of Compliance (Used To Evaluate Bid)	COMPLIANT (YES/NO)
3	Compliance to legislation	The bidder must complete and submit the Compliance Questionnaire provided (Annexure A: Real Estate Agent Compliance Questionnaire Form)	

8. Non-mandatory essential returnable documents

Bidders are requested to submit the essential returnable documents with the bid document.

- (a) Land Bank reserves the right to request outstanding essential documents during the evaluation process and the bidder will be expected to provide such within a limited period (not more than 5 working days).
- (b) Failure to provide any outstanding information within the required timeframe will lead to a proposal being deemed non-responsive.

NO	DESCRIPTION
1	A proof that the bidder is in good standing with SARS. Such information will be verified through Central Supply Database (CSD) or using SARS e-filing pin in National Treasury compliance with instruction note 9 of 2017/2018 prior to the award of the bid.
2	A proof of registration as a vendor on the National Treasury Central Supply Database (CSD), which can be found at

	https://secure.csd.gov.za/ in compliance with National Treasury compliance paragraph 4.2 with instruction note 4a of 2016/2017
3	SBD 4 - A fully completed and duly signed disclosure form. Should a conflict of interest be declared or identified, the bid would be declared non-responsive. NB Bidder must ensure all pages are complete and all questions answered, and to indicate not applicable (N/A) where appropriate.
4	SBD 6.1 - Fully completed preference points claim form in terms of the preferential procurement regulations 2022.

9. TECHNICAL FUNCTIONALITY EVALUATION REQUIREMENTS (STAGE 2)

- (a) The bidder must submit substantiating evidence for the TECHNICAL FUNCTIONALITY requirements below to obtain points.
- (b) The bidder must provide a unique reference number (e.g. binder/folio, chapter, section, page) to locate substantiating evidence in the bid response. During evaluation, Land Bank reserves the right to treat substantiation evidence that cannot be located in the bid response, as **“NOT COMPLY”**.
- (c) The evaluation (scoring) of bidders' responses to the requirements will be determined by the completeness, relevance and accuracy of substantiating evidence.
- (d) Each **TECHNICAL FUNCTIONAL** requirement will be evaluated using a rating scale as per the table included in the requirements.
- (e) **Weighting of requirements:** The score for the desktop evaluation of TECHNICAL FUNCTIONALITY REQUIREMENTS will be calculated as follows:

No.	Technical Functionality Requirements (per environment)	Weighting Points
1.	Portfolio of Services Rendered	25
2.	Experience - Reference letters	25
3.	National Footprint	25



No.	Technical Functionality Requirements (per environment)	Weighting Points
4	Information Security and Privacy Management	25
TOTAL		100

Minimum threshold. To be eligible to proceed to the next stage of the evaluation the bid must achieve a minimum threshold score of 60 points.

NOTE (1):

TECHNICAL FUNCTIONALITY REQUIREMENTS	Substantiating evidence and evaluation criteria (used to evaluate bid)	Weighting Points	Substantiation reference (to be completed by bidder)
1. Portfolio of services rendered			
<p>The Bidder to indicate practical experience of more than five (05) years from the publication of this bid in conducting selling or leasing for the following assets:</p> <ul style="list-style-type: none"> (a) Residential properties (b) Commercial properties (c) Industrial properties (d) Agricultural or rural properties <p>Minimum Requirement: Experience in d and either of a, b, or c)</p>	<p>Evidence The Bidder to submit supporting documentation/brochure/manual/corporate profile or a sworn affidavit as evidence of practical experience required.</p> <p>Evaluation 0= No Information provided, or does not meet minimum requirement.</p> <p>10 = Meets minimum requirements: Experience in d.</p> <p>15= Meets minimum requirements: Experience in d and either of a, b, or c)</p>	25	<p>provide unique reference to locate substantiating evidence in the bid response</p>



TECHNICAL FUNCTIONALITY REQUIREMENTS	Substantiating evidence and evaluation criteria (used to evaluate bid)	Weighting Points	Substantiation reference (to be completed by bidder)
	25= Exceeds minimum requirements: Experience in (a), (b), (c) and (d). 25		
2. Experience - Reference letters			
<p>The Bidder must provide reference letters indicating practical experience in selling, leasing, or acquiring the following type of property types:</p> <ul style="list-style-type: none"> (a) Residential properties (b) Commercial properties (c) Industrial properties (d) Agricultural or rural properties <p>Minimum Requirement: Experience in d and either of a, b, or c)</p>	<p>Evidence Signed letter/s or list of clients with contract person & contact details (on conducting sales) on the client letterhead with contact details.</p> <p>Note (1): The bidder can submit multiple clients list however, the letter/s or list must clearly reflect the type of asset/s sold as evidence of practical experience.</p> <p>Note (2): The letter/s or clients must be within ten (10) years from the publication date of this bid.</p> <p>Evaluation 0= No Information provided, or does not meet minimum requirement</p> <p>10 = Meets minimum requirements: Experience in d.</p>	25	provide unique reference to locate substantiating evidence in the bid response

TECHNICAL FUNCTIONALITY REQUIREMENTS	Substantiating evidence and evaluation criteria (used to evaluate bid)	Weighting Points	Substantiation reference (to be completed by bidder)
	15= Meets minimum requirements: Reference letter/s indicating experience in d and either of a, b, or c) 25= Exceeds minimum requirements: Reference letter/s indicating experience in (a), (b), (c) and (d)		
3. National Footprint			
The Bidder to indicate their operational capacity across all seven provinces (a) Eastern Cape Province (b) Free State Province (c) Gauteng Province (d) KwaZulu-Natal Province (e) Limpopo Province (f) Mpumalanga Province (g) Northern Cape Province (h) North West Province (i) Western Cape Province	<p>Evidence The Bidder to submit one of the following as proof of business address in provinces represented:</p> <p>Bidders must provide evident of their business present in each province claimed. Acceptable proof of Business address includes (one or more of the following per province:</p> <p>(a) A utility bill reflecting the name and residential address of the company;</p> <p>(b) A signed lease or rental agreement or rental statement reflecting the name and</p>	25	<p>provide unique reference to locate substantiating evidence in the bid response</p> <p>Only verified and supported claim of provincial presence will be considered for scoring. Failure to provide adequate supporting documentation may result in reducing the points.</p>



TECHNICAL FUNCTIONALITY REQUIREMENTS	Substantiating evidence and evaluation criteria <i>(used to evaluate bid)</i>	Weighting Points	Substantiation reference <i>(to be completed by bidder)</i>
	<p>residential address of the company;</p> <p>(c) Utilities account e.g. rates, taxes, water, electricity, issued by a Body Corporate / Share Block Association; not older than three (03) months from the publication of this bid.</p> <p>(d) Municipal rates reflecting the name and residential address of the company; not older than three (03) months from the publication of this bid.</p> <p>(e) Mortgage statement from a financial institution reflecting the name and residential address of the company; not older than three</p>		

TECHNICAL FUNCTIONALITY REQUIREMENTS	Substantiating evidence and evaluation criteria <i>(used to evaluate bid)</i>	Weighting Points	Substantiation reference <i>(to be completed by bidder)</i>
	<p>(03) months from the publication of this bid.</p> <p>(f) A copy original title deeds issued by the Deeds Registry with the ERF description is allowed provided the company name, erf/stand and city/township details are reflected on the document;</p> <p>(g) Affidavit by the landlord / property owner / lessee confirming that the company operates from the property that is owned, rented.</p> <p>(h) Website extracts to be provided in the form of screenshots or printouts that clearly demonstrate the Provincial Coverage across</p>		



TECHNICAL FUNCTIONALITY REQUIREMENTS	Substantiating evidence and evaluation criteria (used to evaluate bid)	Weighting Points	Substantiation reference (to be completed by bidder)
	the different provinces. (i) <u>Evaluation</u> 0= No Information provided, or does not meet minimum requirement 10= Represented in 1 to 2 provinces 15= Represented in 3 provinces 20= Represented in 5 provinces 25= Represented in 7		
4. Data and Information Privacy Management			
Adherence to data protection and privacy regulations.	<u>Evidence</u> (a) Copy of POPIA Policy	25	provide unique reference to locate substantiating evidence in the bid response

The bidder must achieve at least **60 points** for each of the technical Functional requirement sections as indicated in table above, failing which will result in disqualification.

NOTE (2):

Land Bank reserves the right to verify All the information provided.

NOTE (3):

Bidders should take note of the Minimum Requirements as well as the Minimum Threshold.

Should the bidder not meet the Minimum Requirements, or the Minimum Threshold the Bidder will be disqualified.

10. Pricing INFORMATION AFTER APPOINTMENT

- The appointed estate agent shall disclose their proposed professional commission as a percentage of the final purchase price (excluding VAT). This commission is payable upon registration of transfer and must include all services rendered in connection with the sale of the property. These services must be clearly itemized and may include, but are not limited to: marketing and advertising the property, facilitating viewings, qualifying potential purchasers, negotiating offers, securing the property where applicable and managing the sales process through to completion.
- The appointed estate agent shall ensure that all necessary due diligence is conducted on the prospective purchaser, including full Know Your Customer (KYC) verification in accordance with applicable laws and regulations. Should the purchaser be identified as a Politically Exposed Person (PEP), the estate agent is obligated to notify the relevant financial institution and provide all required documentation to support enhanced scrutiny and compliance procedures.



ANNEXURE 1: ESTATE AGENT COMPLIANCE QUESTIONNAIRE FORM

ESTATE AGENT COMPLIANCE QUESTIONNAIRE (COMPULSORY)

Instructions: Please complete all sections and attach the requested documents. Incomplete submissions **will** result in disqualification from consideration.

1. COMPANY INFORMATION

- Registered Legal Name: _____
- Trading Name (if different): _____
- Company Registration Number: _____
- VAT Number: _____
- Physical Address: _____
- Postal Address: _____
- Contact Person: _____
- Position: _____
- Telephone Number: _____
- Email Address: _____

2. REGULATORY COMPLIANCE

2.1. Property Practitioners Regulatory Authority (PPRA)

- **Are you registered with the PPRA?** Yes / No

- o If yes, provide:

PPRA Registration Number: _____

Expiry Date of Registration: _____

(Attach a copy of your current Fidelity Fund Certificate (FFC))



2.2. Consumer Protection Act (CPA)

- **Are you compliant with the CPA regarding auction operations?**

Yes / No

- o If yes, provide:

- **Describe measures taken to ensure compliance with Section 45 of the CPA:**

_____ *(Attach a sample of your standard auction terms and conditions.)*

2.3. Financial Intelligence Centre Act (FICA)

- **Are you registered with the Financial Intelligence Centre (FIC)?** Yes / No

- o If yes, provide:

FIC Registration Number: _____

Date of Registration: _____

(Attach a copy of your updated Risk Management and Compliance Programme (RMCP))



3. FINANCIAL AND LEGAL STANDING

- **Are there any pending legal proceedings against your company or its directors?**

Yes / No

- o If yes, provide details: _____

- **Has your company ever been declared insolvent or entered into business rescue?**

Yes / No

- o If yes, provide details: _____

4. OPERATIONAL PROCEDURES

- **Describe your process for handling the sale and leasing of a property, including verification:** _____

- **Explain how you manage and safeguard client funds:**

- **Detail your procedures for advertising and conducting the sale and leasing of a property in compliance with legal requirements:** _____



- Provide a copy of your standard operating procedures (SOPs) for the sale and leasing of properties.

5. DECLARATION

I, the undersigned, hereby declare that the information provided above is true and correct to the best of my knowledge. I understand that any false or misleading information may result in disqualification from consideration.

- **Full Name:** _____
- **Position:** _____
- **Signature:** _____
- **Date:** _____

12. Bid Submission Instructions

Note that bidders must submit as follows:

- (a) **One (1) original file**
- (b) **One (1) electronic copy on USB memory stick/ flash drive** in Portable Document Format (**PDF**) of the **RFB Document**
- (c) It is the Bidder's responsibility to ensure that the information and contents on the electronic copies is the same as in the hard copies.
- (d) To ensure that the electronic copies are not damaged, the bidder must submit the USB's (memory stick/ flash drive) in a sealed padded envelop and be clearly marked.
- (e) Bidders shall submit proposal responses in accordance with the prescribed manner of submission as specified above.
- (f) The **RFB** Responses (hard and electronic copies) must be clearly marked as follows: Bidder's Name & Contact Details, **RFB** Number, **RFB** Description, and Closing Date.
- (g) All Bids in this regard shall only be accepted if they have been placed in the tender box before or on the closing date and stipulated time.
- (h) Late bids shall not be considered.
- (i) The proposal must be signed by an authorised employee, agent or representative of the bidder. The proposal must bear the initials of the signatory at the bottom of every page as an indication that the bidder has familiarised itself with the terms and conditions of this **RFB** document.
- (j) Faxed or e-mailed bids will not be accepted.
- (k) Bidders are required to submit all returnable documents/information together with their Bids/proposals on or before the closing time and date of the Bids/proposals.
- (l) All services supplied in accordance with the bidder's proposal must be in accordance with all applicable legal requirements in terms of South African law, policies and regulations.

4. **Confidentiality**

The bidder will be required to sign a confidentiality agreement to ensure that the Bank data and information is managed confidentially.

5. **Miscellaneous**

The Bank reserves the right, in its sole and absolute discretion to amend these terms of reference as required from time to time.

6. **TERMS OF CONTRACT**

Before the tender will be awarded and before the commencement of any work, the successful tenderer will enter into a Service Level Agreement with the Land Bank which will form the contractual basis for the delivery of the services as well as how performance will be measured and will include the General Conditions of the Contract.

The Service Provider will not proceed with any work, tasks or requests without being in possession of a duly signed Service Level Agreement or any other form of agreement, letter of intent, communicated to the Service Provider from the Land Bank Procurement Department.

Should the Service Provider commence with any work without a signed Service Level Agreement, the Service Provider will be doing so solely at their own risk and Land Bank will not be liable or be under any obligations whatsoever.

7. **GENERAL CONDITIONS**

All tenderers responding to this request for Proposals must provide the following statutory compliance documentation in order to be considered:

- a) Completed Vendor Accreditation Form
- b) Proof of registration to the Central Supplier Database (CSD)
- c) Cancelled cheque and/or stamped letter from the Bank
- d) All Supplier information and disclosure forms must be properly completed, signed and stamped by a Commissioner of Oaths
- e) Any false declaration of information will result in the exclusion of the proposal from consideration
- f) Bidders to submit a tax compliance status (TCS) pin issued by SARS along with a valid tax clearance certificate
- g) A BEE certificate from a SANAS accredited rating agency or Affidavit substantiating the bidders B-BBEE rating
- h) Certified copy of Identity Documents of Shareholders/Directors
- i) In the case of Consortium or Joint Venture, bidders are required to provide copies of signed agreements stipulating the work split – **not applicable in this tender**
- j) The Land Bank may invite bidders for an oral interview prior to the approval of a bid. Land Bank will not be liable for the costs incurred by the tenderer in connection with such interview.

8. OBJECTIVE CRITERIA & RISK ANALYSIS

- 8.1. In addition to the financial offer and preference evaluation, the Tenderers having the highest ranking / number of points, will additionally be reviewed against the following points listed in order to ascertain suitability for award.
- a) If having passed Qualifying Criteria, the tenderer will again be checked in terms of having a Compliant Tax Status at time of recommendation to confirm that the status has not changed, based on an active and Tax Complaint Pin issued by the South African Revenue Services
 - b) Fully compliant and registered with the National Treasury Central Supplier Database
 - c) No misrepresentation in the tender information submitted
 - d) Any non-performance on Land Bank projects
 - e) The tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector; and
 - f) The tenderer has declared that there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process and persons in the employ of the state are permitted to submit tenders or participate in the contract
 - g) Convicted by a court of law for fraud and corruption
 - h) Removed from a contract between them and any organ of state on account of failure to perform on or comply with the contract
 - i) Unduly high or unduly low Tendered rates in the Tender offer. In this regard, a financial risk analysis will be performed to verify that the costs are reasonable and balanced. Tenders may be disqualified if tendered rates are found to be distorted.
 - j) In terms of unduly high Tendered fees in the Tender offer, refer to the PPR2022.
- 8.2. Land Bank may perform a due diligence exercise on the preferred tenderer to determine its risk- profile. The outcome of the due diligence exercise may be considered as an objective criterion. A due diligence exercise may include, but is not limited to, the following factors;
- 8.3. Financial Analysis of Tenderers Financial Statements.**
Financial health of the bidder may be assessed if deemed necessary, to ensure that the service provider will be able to operate as per required deliverables (Ratios: Accounts Receivable & Payable Turnover, Liquidity & Solvency). In the case of an unincorporated JV or a SPV, each partner of the entity must submit their financial statements and it will be consolidated to determine their capability to execute the applicable contract.
- 8.4. Judgements and criminal convictions.**
Land Bank may consider previous civil judgements against the preferred tenderer as part of its risk assessment. Land Bank may also consider whether the preferred tenderer or any of its directors have been-convicted of a serious offence.
- 8.5. Pending litigation**
Land Bank may consider any pending litigation in a court of law or administrative tribunal as part of its risk assessment.

8.6. Performance

Land Bank may consider the Service Provider having a history of poor performance on any task orders/purchase orders or contracts, including poor performance in respect of compliance with policies or procedures regarding safety, health, quality control or environment, or having committed a serious and gross breach of contract.

8.7. Reputational-harm

If Land Bank is likely to suffer substantial reputational harm as a result of doing business with the preferred service provider, it may take this into account as part of its risk assessment.

The above set out other objective criteria may be clarified during the evaluation and correction of any non-compliance may be negotiated with the highest scoring tenderer, if possible. However, should the tenderer not comply with these requirements by the close of negotiations, Land Bank reserves have the right to award to the next ranked tenderer.

9. SUBMISSION REQUIREMENTS

- Any service provider requiring clarification on any matter whatsoever, including questions relating to the specifications required of the service provider to perform this project or the tender and evaluation process must do so via e-mail and address such request to Tenders@landbank.co.za
- Proposals must be deposited in or couriered to the tender box at the reception area of Land Bank Head Office, Lakefield Office Park, Block A first floor, 272 West Avenue, Die Hoewes, Centurion on or before **19 June 2026 @ 11:00am**.

10. FICA AND COMPLIANCE CHECKS

Land Bank, in its capacity as an accountable institution, has a duty to verify the identity of all its clients in compliance with the Financial Intelligence Centre Act No 38 of 2001 (FICA).

The Land Bank shall thus conduct a comprehensive PEP screening on the successful bidder and therefore requests all bidders to submit the Know Your Customer (KYC) documents as listed in Annexure D of this RFP document.

11. PROTECTION OF PERSONAL INFORMATION

In submitting any information or documentation requested above or any other information that may be requested pursuant to this RFP, you are consenting to the processing by Land Bank or its stakeholders of your personal information and all other personal information contained therein, as contemplated in the Protection of Personal Information Act, No.4 of 2013 and Regulations promulgated thereunder ("POPI Act"). You also consent that any information, either written or verbal, may be made available to third parties strictly for the purpose of oversight to this tenders' appointment. Further, you declare that you have obtained all consents required by the POPI Act or any other law applicable. Thus, you hereby indemnify Land Bank against any civil or criminal action, administrative fine or other penalty or loss that may arise because of the processing of any personal information that you submit.



SUGGESTED COMPILATION OF BIDS

PLEASE ENSURE THAT THE SEPARATE ANNEXURES/FILES ARE NAMED ACCORDINGLY ON YOUR USB AND HARD COPY SUBMISSION

Name of Firm	
CSD Registration Number	
Contact Person	
Contact Number	
Physical Address	
E-mail Address	
Administrative	
Annexure A: Vendor Accreditation Form	
Annexure B: Bidders Disclosure Form	
Annexure C: Covenant of Integrity Declaration	
Annexure D: Land Bank FICA requirements	
Annexure E: Terms and Conditions	
Annexure F: Service Provider Agreement *This is included for informative purposes and does not need to be completed. *Successful bidder(s) will enter into the service provider agreement attached in this RFP, with the addition of their proposed financial submission, services, time lines, etc.	
Annexure G: Bribery & Corruption Declaration	
Annexure H: SBD 1 Tax Compliance	
Annexure I : SBD 6.1 Preference Points Claim Form In Terms Of The Preferential Procurement Regulations 2022	
Annexure J: Valid BBBEE Certificate or Affidavit	
Annexure K: Tax compliance status (TCS) pin issued by SARS along with a valid tax clearance certificate	
Annexure L: Cancelled cheque and/or stamped letter from the bank confirming banking details	
Annexure M: National Treasury's CSD Proof of registration	
Annexure N: Financial Proposal (Land Bank will negotiate the rate at SLA stage)	
Annexure O: Qualifying Criteria	
MANDATORY CRITERIA DOCUMENTATION (PLEASE REFER TO THE EVALUATION CRITERIA ABOVE FOR MORE INFORMATION)	
FUNCTIONALITY CRITERIA DOCUMENTATION	
Annexure P: Essential returnable documents	



ANNEXURE A

Vendor information sheet

SAP Registration number _____

1. Registration name of company _____

2. Company registration number _____

3. VAT number _____

4. Company details	Street address	Postal address
Building/complex _____	PO Box _____	
Street name _____	City _____	
Suburb _____	Code _____	
City _____	Suburb _____	
Code _____		
Telephone no _____	Contact person _____	
Fax no _____	Direct Tel _____	
E-mail _____	Direct Fax _____	

5. Payment terms _____

6. Payment must be made in (currency) _____

7. Bank detail Please attach banking details on an original letterhead signed by CEO/Director/s appearing on the letterhead.

Bank name _____

Branch _____

Type of account _____ (eg. Current account; Cheque account, Savings account, e.t.c)

Account number _____ Branch code _____

8. Contact person for Account queries

Cell no _____	Name S C M _____
E-mail tenders@landbank.co.za	Tel no <input style="width: 100px;" type="text"/>
	Fax no _____

9. How much is the company's annual turnover? : R _____

10. Share holding - (Please list Share holders with their % of share holding)

Title	Name	Identity number	Race	% share holding

11. _____

INT - International business ()
JVB - Joint venture business ()



Business indicator - mark with (X) in the bracket
 HDP - Historically Disadvantaged Persons ()
 EXB - Existing business ()

12. Additional

<u>List the commodities / service that you currently supply to Land Bank</u> <u>Currently providing</u>	<u>Can provide</u>
_____	_____
_____	_____
_____	_____

I the undersigned, confirm that the information provided on this vendor information sheet is accurate and contains no misrepresentations or omissions, and is based on current information known to me. I also undertake to immediately inform the Land Bank of any changes to the above furnished information. The Land Bank is hereby allowed to verify any of the details provided.

 Name

 Signature

Designation

Date

**FOR OFFICE USE ONLY
 (LAND BANK)**

Procurement
 Department

Name & Signature _____

Date: _____



ANNEXURE B BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?

YES/NO

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

YES/NO

2.2.1 If so, furnish particulars:

.....

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.



2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

I, the undersigned, (name)...in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

ANNEXURE C

CONVENANT OF INTERGRITY

I, the undersigned,

(Full names)

do hereby make oath and state as follows:

1. I am:
 - 1.1. an adult male/female aged__;
 - 1.2. presently employed as/carrying on business as _____
situated at_____.
2. The facts stated herein are both true and correct and within my personal knowledge and beliefunless otherwise stated.
3. I hereby confirm that:
 - 3.1. I am duly authorised to depose to this affidavit;
 - 3.2. neither myself nor anyone acting on behalf of the tenderer is, or will be, engaged in any Prohibited Practice as defined in 4 below in connection in respect of any tendering process orin the provision of services and/or goods;
 - 3.3. I will immediately inform Land bank of any instance of any such Prohibited Practice which comes to my attention and/or the attention of the tenderer and/or its employees or agentsconcerning the following;
 - 3.3.1. if any of the tenderer's directors, employees or agents has been convicted in anycourt for any offence involving a Prohibited Practice in connection with any tendering process and/or the provision of goods or services during the 5 (five) years immediately preceding the date of this affidavit; and/or
 - 3.3.2. if any of the tenderer's directors, employees or agents is dismissed or resigns fromthe tenderer's employment on grounds of being implicated in any Prohibited Practice.
 - 3.4. I will provide Land Bank with full details of such conviction, dismissal or resignation and themeasures taken to ensure that neither the tenderer nor any of its directors, employees or agents commits any Prohibited Practice in future.
 - 3.5. In the event that the tenderer is awarded any business by land bank, the tenderer grants Land bank or its employees and/or agents the right of inspection of its

records. The tenderers shall preserve such records in accordance with applicable law but in any case for at least 3 (three) years after conclusion of each transaction contemplated under the Request for Tender.

4. I acknowledge that for all purposes under this affidavit, the following terms and/or expressions below shall bear the meanings set out hereunder:

4.1. "Corrupt Practice" means the offering, giving or promising of any improper advantage to

influence the action of a Public Official, or the threatening of injury to his person, employment, property, rights or reputation, in connection with any procurement process or in the execution of any contract in order that any person may obtain or retain business improperly or obtain any other improper advantage in the conduct of business;

4.2. "Fraudulent Practice" means a dishonest statement or act of concealment which is intended to, or tends to, improperly influence the procurement process or the execution of a contract to the detriment or potential detriment of Land Bank or is designed to establish tender prices at non-competitive levels and/or to deprive Land Bank of the benefits of fair and open competition, and includes collusive practices (whether before or after tender submission) among tenderers or between a tenderer and a consultant or any employees or agents of Land Bank;

4.3. "Public Official" means any person holding a legislative, administrative, managerial, political or judicial post in any country, or exercising any public function in any country or a director or employee of a public authority or of a legal person controlled by a public authority of any country, or a director or official of a public international organisation; and

4.4. "Prohibited Practice" means an act that is either a Corrupt Practice or a Fraudulent Practice.

5. I/We consent that Land Bank will process (by collecting, using, storing or otherwise dealing with) my/our personal information and that of third parties which I/we provide, for the purposes of providing services and products to me/us. The personal information will be processed in accordance with the requirements of the law. All personal information I/we provide to Land Bank is given voluntarily. However, if I/we withhold any personal information requested; withhold consent for or object to the processing of my/our personal information, this may result in Land Bank not establishing or continuing a relationship.



DEPONENT

Thus done and signed at _____ on this the ____ day of _____ 2023
the Deponent having acknowledged that:

1. he/she knows and understands the contents of this declaration;
2. he/she has no objection to taking the prescribed oath; and
3. he/she considers the prescribed oath to be binding on his/her conscience.

Commissioner of Oaths Stamp	<p>_____</p> <p>COMMISSIONER OF OATHS</p> <p>_____</p> <p>FULL NAMES</p>
-----------------------------	--



	<p>CAPACITY</p> <hr/> <p>BUSINESS ADDRESS</p>
--	---

ANNEXURE D

Land Bank, in its capacity as an accountable institution, has a duty to verify the identity of all its clients in compliance with the Financial Intelligence Centre Act No 38 of 2001 (FICA).

Know Your Customer (KYC) documents are required for each client transaction. The requirements for each entity type are listed below.

Individuals

- Green, bar-coded Identity document **(also used for PEPs/Sanctioned screening purposes)** if not available valid reason why identity document could not be provided together with a valid Passport or valid driver's licence
- Valid Passport (for foreign nationals)
- Proof of physical residential address
- Authority to act (if applicable) : power of attorney / letter of appointment from the court and Identity document, physical residential address and contact details of persons authorised to act
- Birth certificate (for minors under 18 years) and proof of authority (where minor is assisted by legal guardian)

Unlisted Companies

South African

- Certificate of Incorporation (CM1 or CoR 15.1/CoR 14.1)
- Certified copy of Change of Name, if applicable (CM9 or CoR 9.1 or 2)
- Notice of Registered Office and Postal Address (CM22 or CoR 21)
- Current list of Directors (CM29 or CoR 39) **(also used for PEPs/Sanctioned screening purposes)**
- Authority to act : Directors' Resolution and/or Delegation of Authority
- In respect of the Principal Executive Officer , each Director, each Authorised person, and each shareholder holding more than 25% of the voting rights of the company:
 - Certified copy of the Identity document
 - residential address and contact details
- Proof of physical business address and trading/operating name
- Beneficial ownership (warm body that owns the company) of the company. If the shareholder is another company, provide shareholder details and beneficial ownership. Process continues till we establish the ultimate beneficial owner. If the shareholder is a trust, the trust deed needs to be provided to identify and verify all trustees, founders and beneficiaries to the trust.**

Foreign

- Official Document of Incorporation (or CoR 17.1)
- Registration Certificate (CoR 17.3)
- If trading in RSA, documents for RSA unlisted companies
- Authority to act : Directors' Resolution
- Identity document/Passport, details of physical residential address and contact details of related parties and persons authorised to act **(also used for PEPs/Sanctioned screening purposes)**

- Proof of physical business address and trading/operating name

Listed Companies

- Registration Certificate (Registrar of Companies or equivalent regulator- foreign companies)
- Documentary evidence of listing (printout from the official website of the stock exchange on which the entity is listed is required)
- Authority to act : Directors' resolution
- Identity document proof of residence and contact details of persons authorised to act (**also used for PEPs/Sanctioned screening purposes**)

Close corporations (CC)

- Founding Statement and Certificate of Incorporation (CK1)
- Amended Founding Statement (CK2), (If applicable)
- Authority to act : Members' Resolution
- Identity document, physical residential address and contact details of each member, persons authorised to act and of the Person Exercising Executive control over the CC. (**also used for PEPs/Sanctioned screening purposes**)
- Proof of physical business address and trade name

Conversion of Close Corporation (If a Close Corporation converts to another entity type, the following forms are applicable)

- Form CoR 18.1 – Application to convert a Close Corporation
- Form CoR 18.3 – Registration Certificate

Trusts

- Trust Deed or other Founding Document
- A Foreign Trust: an official document reflecting appointment of Trustees issued by an authority in the country where the Trust is created
- Authority to act : Letter of Authority from the Master of the High Court and Trustees' Resolution
- Identity document, physical residential address and contact details of each trustee, each beneficiary, the founder and the persons authorised to act (**also used for PEPs/Sanctioned screening purposes**)
- Proof of registered address of Master of High Court (stamp on letter of authority)

Partnerships

- Partnership Agreement
- Authority to act: Partners' Resolution
- Identity document, physical residential address and contact details of all the partners and persons authorised to act and of the Person Exercising Executive control of the partnership (**also used for PEPs/Sanctioned screening purposes**)

Professional partnerships

- (Certain Partnerships consisting of more than (20) partners which are incorporated in terms of Section 30(2) of Company's Act 61 of 1963 which are recognized in terms of the relevant Government Gazettes examples are: Attorneys, Notaries and Conveyancers, Public Accountants and Auditors, Medical Practitioners, Pharmacists, Professional Engineers, Quantity Surveyors, Stockbrokers and Architect)
- Registration certificate (provide proof of registration of the partnership by a regulatory body)
- Partners Resolution (Authority to act)

- Identity document residential and contact details for Persons Authorised to Act and of the Person Exercising Executive control of the partnership **(also used for PEPs/Sanctioned screening purposes)**
- Proof of physical business address

PEPS

Politically exposed person or PEP is the term used for an individual who is or has in the past been entrusted with prominent public functions in a particular country. The principles issued by the Wolfsberg Group of leading international financial institutions give an indication of best banking practice guidance on these issues. These principles are applicable to both domestic and international PEPs.

The following examples serve as aids in defining PEPs:

- Heads of State, Heads of Government and cabinet ministers;
- influential functionaries in nationalised industries and government administration;
- senior judges;
- senior political party functionaries;
- senior and/or influential officials, functionaries and military leaders and people with similar functions in international or supranational organisations;
- members of ruling or royal families;
- senior and/or influential representatives of religious organisations (if these functions are connected to political, judicial, military or administrative responsibilities).

According to the Wolfsberg principles, families and closely associated persons of PEPs should also be given special attention by a bank. The term "families" includes close family members such as spouses, children, parents and siblings and may also include other blood relatives and relatives by marriage. The category of "closely associated persons" includes close business colleagues and personal advisers/consultants to the PEP as well as persons, who obviously benefit significantly from being close to such a person.

A bank should conduct proper due diligence on both a PEP and the persons acting on his or her behalf. Similarly, KYC principles should be applied without exception to PEPs, families of PEPs and closely associated persons to the PEP.

Proof of physical residential/business address

Any one of the following documents reflecting the physical/business address is acceptable :

- Utility bill (must be less than 3 months old, unless otherwise specified)
- Current lease or rental agreement
- Bank statement
- Municipal rates and taxes invoice
- Valid television licence
- Mortgage statement
- Telkom account
- Valid motor vehicle licence
- Insurance policy
- Tax return (less than 1 year old)
- Letter from bank manager, medical practitioner, accountant, or attorney, on a formal letterhead, stating that they know the client for three years and confirming physical address
- Letter on letterhead, signed by board of trustees, directors' etc. confirming physical business address
- Correspondence from a body corporate or shareblock association
- Payslip or salary advice

All address verification documents must be valid and reflect the name and the current physical address of the client (legal property descriptions are also acceptable - e.g. erf/stand numbers).

Spouse/partner

Any of above documents for spouse, together with marriage certificate or if not available;

- Affidavit from person co-habiting with client, providing:

Name, identity number and physical residential address of client and co-habitant

Relationship between client and co-habitant

Confirmation that residential address is shared

Parent:

- Any of above documents for parent

- Must be accompanied by the child's birth certificate (for a minor)

If above documentation not available:

Visit to physical address by a Land Bank employee, or

Affidavit from client (as a last resort), providing:

- Name, identity number and physical residential address

- Confirmation that client resides at physical residential address

Trade name (if this is not reflected on the proof of physical business address)

Any one of the following documents reflecting the Trade Name is acceptable:

- An Original Company Letterhead
- Utility bill (less than three months old)
- Bank statement or financial statement from another financial institution (less than threemonths old)
- Valid lease or rental agreement (signed by all relevant parties)
- Municipal rates and taxes invoice (less than three months old)
- Mortgage statement from another financial institution (less than six months old)
- Telephone account i.e. a land-line or cell phone (less than three months old)
- An official tax return (less than one year old)
- An official tax assessment or official correspondence from the local revenue services (lessthan three months old)
- Valid television licence document
- A recent short-term insurance policy or a renewal letter (less than one year old)

Definitions

Principal Executive Officer

Refers to the principal executive officer such as the CEO, CFO, COO, MD, FD or any person who exercises executive control.

Authorised Persons

These are individuals who are authorised to act on behalf of the Company/Legal Entity and who are authorised to establish a relationship with Land Bank on behalf of the company/legal entity.

Authority of Individuals purporting to act on behalf of the Company/Legal Entity:

- Duly executed Board Resolution authorising the opening of an account/establishment of the business relationship/conclusion of the transaction and conferring authority on those who will establish the business relationship/conclude the single transaction; OR
- Certified extract of the minutes proving authority; OR
- Original letter signed by the company secretary on the official company letterhead

If a 3rd party is acting on behalf of the Client(Individual) the following is required:

- Proof of authority (i.e.) power of attorney, mandate, resolution, court order,
- Letters of appointment by the Master of the High Court
- Individual FICA above, for the person who is acting on behalf of the Client (together with all the FICA documentation of the Client)

Certified or Verified

We are required to hold originally certified/verified copies of the following documentation on record. Strictly, only clear, legible copies of identity and other documents will be accepted.

Please provide the original or certified copies of the following documentation for each shareholder holding 25% or more of voting rights at a general meeting of the company:

- South African (Pty) Company – Certificate of Incorporation and Notice of Registered Office and Postal Address, and a letterhead of the company;
- Listed Company – Latest Annual Report;
- Foreign Private Company: the official document reflecting the incorporation of the foreign company issued by the relevant registrar of companies or similar authority of the country of incorporation of the foreign company, reflecting the company's incorporation and bearing its name and number of incorporation and the address where it is situated for purposes of its incorporation, together with a letterhead of the company;
- Close Corporation – Founding Statement and Certificate of Incorporation and Amending Founding together with a letterhead of the close corporation.

By submitting your information as requested above, you consent that Land Bank will process (by collecting, using, storing or otherwise dealing with) the personal information and that of third parties which is provided, for the purposes of providing services and products. The personal information will be processed in accordance with the requirements of the law. All personal information provided to Land Bank is given voluntarily. However, if you withhold any personal information requested; withhold consent for or object to the processing of the personal information, this may result in Land Bank not establishing or continuing a relationship.