



uthukela
water

SERVICE PROVIDER APPLICATION FORM - FORMAL QOUTES

Only complete the form if you are not on UTW database

SUPPLIER TRADING NAME		
CSD NUMBER		
CONTACT EMAIL FOR REQUESTING QUOTES	Email	
	Contact Number	
CONTACT EMAIL FOR PLACING ORDERS	Email	
	Contact Number	
CONTACT EMAIL FOR INVOICES AND SUPPLIER STATEMENTS	Email	
	Contact Number	
COMPANY REGISTRATION		
INCOME TAX NUMBER		
VAT NUMBER		

BANKING INFORMATION

Name of Bank	
Name of the Account holder	
Account Number	
Branch Code	
Type of Account	
PLEASE ATTACH BANK STAMPED PROOF OR COPY OF CANCELLED CHEQUE	

PLEASE READ AND UNDERSTAND UTHUKELA WATER TERMS AND CONDITIONS

1.1 Invoices

- All invoices must be addressed to creditors Department, uThukela Water, Private Bag X 6644 and posted or delivered to uThukela Water 79 Harding Street, Newcastle 2940 or be sent via email to creditors@uthukelawater.co.za
- All invoices must have UTW, **VAT Number 4270212725**

1.2 Banking Details

- Suppliers must notify UTW if the banking details have changed, cancelled cheque / original letter from bank and a letter /form approved by one of the company's directors will be required prior to changing the information.

1.3 Company name change



**EXISTING SUPPLIER UPDATE FORM / CHANGE INFORMATION FORM
AND
ANNUAL DECLARATION OF INTEREST
2022**

- Supplier must notify UTW should the company name change and submit the company change form to the SCM Manager
 - The ONUS lies with supplier to ensure that UTW has the updated details on the system, A request to make any amendments to the above information must be submitted on a company's letter head.
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