



Dear Applicant

**REQUEST FOR SUPPLIER INFORMATION – MOTOR BODY REPAIRERS (MBR).**

**Instructions**

Please complete and sign the attached Request for Information (“RFSI”). E-mail electronic copy to Group Procurement at: [procurement@hollard.co.za](mailto:procurement@hollard.co.za) and Hollard [hollard@vendormanagementsystems.com](mailto:hollard@vendormanagementsystems.com). Attach the required mandatory supporting documentation where relevant & where we indicate it as a requirement.

Completion and submission of this Request for Information does not guarantee that Hollard will enter a business relationship with the business enterprise described in the attached Request for Information (referred to as “the applicant”). Hollard will be under no contractual obligation to enter a business relationship with the applicant at this stage. It is within Hollard’s sole and absolute discretion to decide whether it should enter a business relationship with the applicant and whether, or not to appoint the applicant as an approved Hollard service provider.

All business enterprises are rated according to Hollard’s Objective Selection Criteria (OSC) which promotes and allows business enterprises to compete in terms of their value offering which includes aspects of quality, service excellence, technology, innovation & operational aspects, as well as regulatory requirements and commercial terms.

<b>OBJECTIVE SELECTION CRITERIA</b> (as relevant to service provided)	
<b>OBJECTIVE</b>	<b>SELECTION BASED ON</b>
<ul style="list-style-type: none"> <li>• Promote transparency.</li> <li>• Partner with businesses that share the same vision, values, customer centricity, ethical business practice and strategic intent.</li> <li>• Source Transformed and B-BBEE compliant businesses.</li> <li>• Find new and innovative ways to transact with business enterprises.</li> <li>• Negotiate cost effective and “win-win” deals with business enterprises.</li> <li>• Create fair and equitably opportunities for business enterprises to pitch for Hollard’s business.</li> <li>• Review Hollard’s rates, fee structures.</li> <li>• Control cost of claim by using selected business enterprises on terms meaningful to Hollard.</li> <li>• Manage the quality and performance and service delivery via contracts and service level agreements.</li> <li>• Total Cost of Ownership costing model.</li> <li>• Agree contractual and commercial service terms with preferred service providers.</li> </ul>	<ul style="list-style-type: none"> <li>• Services GAP analysis ensuring adequate national coverage.</li> <li>• Proposed fee offered by Hollard – Request for Offer (RFO).</li> <li>• The Provision of service provider panel.</li> <li>• Consideration of new business requirements aligned to the company’s overall strategic objectives.</li> <li>• Alignment of service networks across the Hollard group.</li> <li>• Outcome of the procurement due diligence process</li> <li>• Transformation</li> <li>• Technical Assessment – Capability &amp; Equipment</li> <li>• Statutory Compliance</li> <li>• Financial soundness</li> <li>• A detailed outline of systems employed integration possibilities and business operations.</li> <li>• Statutory Compliance reached during the due diligence process (process and outcome).</li> </ul>

**INTRODUCTION**

The Hollard Insurance Company Limited is a leading short-term, life and commercial insurance company in South Africa.

Hollard has completed a comprehensive needs analysis for the utilisation of an existing or independent service within the respective divisions of the Hollard group.

The aim of this RFSI process is to formalise contractual and commercial terms with a preferred network of successful service providers that are aligned to internal business processes and overall business goals whilst supporting its efficiency and business continuity.

**REQUEST FOR INFORMATION**

This document must be read carefully, and a reply formulated in the applicable response format and returned to the e-mail address details supplied above. Please note that the application process will take about 8 weeks to complete from the date of submission, provided that all the required and mandatory documentation is submitted with the RFSI, any delays in document submission may affect your application negatively.

## SCOPE OF SERVICE

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The minimum Entry Level Criteria may be amplified by added requirements which become necessary due to the specialised skill, methodology, technology, manufacture licensing/accreditation etc. required for a particular supply or service.

- "Aluminium Repairs" (All Aluminium Vehicles) - Defined by having a fully functional and equipped aluminium bay and qualified staff. Specialist Repairs / Aluminium Repairs / Repairs on luxury and sports vehicles.
- "Warranty Repairs" (All In Warranty Vehicles) - Defined by all In Warranty Vehicles regardless of the make or brand.
- "Non-Warranty Repairs" – (All Vehicles Out of Warranty) - Defined for all Out of Warrantee vehicles regardless of make or brand.

## FEE PROPOSAL & COMMERCIAL TERMS

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Provide a detailed fee proposal specific to the services offered.

## REQUIREMENTS

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### KEY PEOPLE

Include a description of relevant qualifications and experience for the key personnel to be assigned to this account.

### SERVICE PROVIDER QUALIFICATIONS

As a minimum, the applicant is required to provide all services to industry standards and comply with all applicable regulations, codes and standards.

The applicant must:

- a) Demonstrate its ability to provide additional resources to Hollard at short notice if required to do so to meet required service levels.
- b) List any relevant accreditations and qualifications for the supply of the goods or the services.

## MANDATORY DOCUMENTS REQUIRED FOR SUBMISSION

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- **Relevant Acts:** The Income Tax Act, 1962, Value-Added Tax Act, 1991 and the latest amendments. B-BBEE Act 53 of 2003 and latest amendments, The Companies Act of 2008 and the latest amendments.
- For the RFSI to be considered valid, the following documents must be attached and comply accordingly with regulatory & statutory requirements:
  - A valid Tax Clearance Pin Letter to validate the applicant's status with SARS.
  - The Tax Clearance must be in accordance to the current SARS rules, compliant and valid in all aspects.
  - A valid VAT registration document (if VAT registered or proof that you are not VAT registered per SARS).
  - SARS Letter of Good Standing - dated within this fiscal year, signed by the Receiver of Revenue and 3<sup>rd</sup> party verification pin, so that Hollard can verify it.
  - CIPC registration documentation with directors / shareholder's information.
  - Certified Copies of Directors/Owners/Shareholders ID.
  - Proof of bank account – bank letter, must be valid and a recently issued (within 3 months of application).
  - Audited financial statements for the previous financial year or solvency letter issued by Auditor.
  - MIBCO membership.
  - OEM Manufacturer approvals.
  - Proof of relevant insurance example: Professional Indemnity, Public and Product Liability Insurance, Workman's Compensation, Fidelity Guarantee, Cyber Liability Insurance, Motor trader's internal and external insurance policy, Motor trader's 3<sup>rd</sup> party insurance policy etc.
  - Clear and legible copies of valid qualifications, accreditations, and membership of any professional or regulatory bodies which the applicant belongs to or is regulated by.
  - A valid BBBEE certificate issued by a SANAS accredited agency (if the applicant is Generic enterprise or is a QSE with less than 51% black ownership) or a sworn affidavit (if the applicant is an EME or is a QSE with at least 51% black ownership). Hollard is serious about economic transformation as prescribed in the B-BBEE Act and the latest codes of good practice as such Hollard stringently verifies for proof and evidence all BEE declarations made in a

form of sworn affidavits. Therefore, any misrepresented or falsified BEE declaration will render the applicant's application invalid, and Hollard holds the applicant accountable, not the applicants' BEE advisors, for such misrepresentations.

- A detailed Company Profile indicating the service offering and fee structure / costing model.
- 3 reference letters of contactable referees from other Insurance companies / Brokerages that the applicant has provided the applied for service to.

## HOLLARD CONTACT DETAILS

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**Name:** Hollard Claims Procurement

**Telephone Number:** (011) 351 5000

**E-mail Address:** [Hollard: hollard@vendormanagementsystems.com](mailto:hollard@vendormanagementsystems.com)  
[procurement@hollard.co.za](mailto:procurement@hollard.co.za)

**Physical Address:** 22 Oxford Road  
Parktown  
Johannesburg  
2198

**Postal Address:** The Hollard Insurance Company Limited  
Group Procurement, RFSI nr: MBR/RTR  
  
P.O. Box 87419  
Houghton

**Postal Code:** 2041

## CONFIDENTIALITY

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This Information document may not be used for any purpose by the applicant other than for developing their response to it, and all reasonable efforts must be taken by the applicant to ensure confidentiality of any information provided. This document and any other information of a confidential nature provided to the applicant during the Request for Information (RFSI) process are and will be covered by the non-disclosure agreement in place between Hollard and the applicant.

## FRAUD

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Hollard has a zero-tolerance policy towards fraud, dishonesty & misrepresentation. Any fraudulent practices by your organisation may render possible future Hollard appointments null and void. Hollard reserves the right to investigate any/all information provided. Any fraudulent practices or misrepresentation of your organisational information will be reported by Hollard to the Insurance Crime Bureau and relevant industry governing body.

- **Dishonesty:** Any Conduct on the part of the applicant (including its employees and other representatives) which is deceitful or fraudulent and which has resulted in any damages to Hollard (including monetary loss or reputational tarnishing) or could have resulted in such loss if not discovered prior to the commission of the conduct. Thus, an attempt to commit an act or deceitfulness or fraud will be constituted as dishonesty.
- **Theft:** Of any nature.
- **Bribery or Corruption:** Offence includes giving or accepting or receiving money, goods, reward or services as an inducement to do some act which is detrimental to Hollard.
- **Misappropriation/Misrepresentation:** Offence includes giving or accepting or receiving money, goods, reward or services as an inducement;.
- **Fraud and/or Alleged Fraud:** Defined as the unlawful and intentional misrepresentation which can lead to actual or potential disadvantage to another individual or group.
- **Forgery:** Consists in unlawfully making, with intent to defraud, a false document which causes actual prejudice, or which is potentially prejudicial to another.
- **Deliberate falsification:** of records, South African Identity documents, SARS Documentation, BBBEE documentation, Qualifications or References,
- **Concealed:** criminal record/employment history, employment record, adverse financial, credit history. Hollard requires that any of the adverse information be disclosed up front and at the time of the application.

- **Industrial Espionage:** Includes divulgence/falsification of company information/documentation and breach of client or staff confidentiality, the selling or passing on of client or company information, records or electronic data to any unauthorised person.
- **Aiding or abetting:** Any other person or persons that commit or attempt to commit any conduct outlined in the offences listed above.
- **Conspiring:** Conspiring with any other person or persons to commit or attempt to commit any conduct outlined in the offences listed above.
- **Deliberate giving of untrue/misleading/erroneous information:** Verbal or written misrepresentation of work undertaken by the service provider.
- **Misrepresentation of B-BBEE status or company ownership:** Purposeful, verbal, or written misrepresentation of information relating to the company ownership structure and B-BBEE certification and overall status. Providing falsified documentation or dishonest information under oath.

#### **Reporting Fraud:**

Report suspicions of Financial Crime & Fraud, Non-Compliance & Unethical behaviour to the Hollard Tip-Offs line.

Toll Free: 0801-516-170 or Email: hollard@tip-offs.com

Confidentiality is guaranteed! Don't support it, report it!

#### **IMPORTANT**

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- Every paragraph of the attached RFSI must be completed and must either be ticked or answered as indicated, additional documentation in support of any section of the proposal may be submitted but must be clearly headed and refer to relevant section of RFSI.
- The "Indemnity & Consent to Disclosure" paragraph and "Declarations" paragraph must be completed, signed, and returned as stipulated in the attached RFSI.
- Information supplied and submitted must be true, valid and verifiable.
- A registered VAT vendor must submit a copy of the current VAT certificate from SARS indicating the registered and trading names which must appear on their CIPC registration document, Tax invoices & BBBEE certificate.
- A registered business entity must submit a copy of the current company registration certificate from CIPRO.
- A BBBEE rated business enterprise must submit a copy of its BBBEE Certificate or certified affidavit as required by the Department of Trade and Industry (DTI).
- Should any part of the RFSI be unclear, clarification may be requested in writing before the stipulated closing date.
- Should an extension on submission be needed, a request may be sent in writing for consideration before the stipulated closing date. No late submissions will be accepted or considered without written confirmation from the relevant cross functional committee.
- Should any section of the RFSI be incomplete or any mandatory supporting documentation not be submitted by the tender closing date, without written approval for extension, the tender application will be deemed invalid and unsuccessful.

#### **B-BBEE REQUIREMENTS**

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For Hollard to verify the applicant's B-BBEE Status, we may require a submission of the following documentation issued in accordance with the Companies Act of 2008 and the B-BBEE Act of 2003 with most current amendment Act requirements:

- **Private Companies:**

Please provide the Share Register, Shareholders' Agreement, Share Certificates, the memorandum of incorporation and Certified colour ID documents of the Black Shareholders.

- **Close Corporation:**

Please provide the CK1 documentation, founding statement and Certified colour ID documents of all black members.

- **To measure participation by the black shareholders or in the case of Black Members of a CC:**

Please provide minutes of the shareholders or members meetings to see how much participation the black person has and if they are involved in the decision making of the applicant organisation.

Should any of the supporting information be unclear, Hollard reserves the right to request an Ownership Certificate which must be issued by a SANAS approved verification agency.



TICK ACKNOWLEDGEMENT & UNDERSTANDING OF TERMS

TERMS & CONDITIONS
• Every branch of a franchise, holding company or Group must submit their own RFSI ( <u>if not</u> 100% owned by the Group).
• Background checks will be done only if a business has been short listed. Refer to "Indemnity & Consent to Disclosure" where permission must be given. Refusal could influence your RFSI.
• Complete all fields accurately and truthfully.
• The person who submits this RFSI warrants that: <ul style="list-style-type: none"> <li>○ he/she is duly authorised to complete and submit the RFSI on behalf of the business represented herein; and</li> <li>○ he/she is duly authorised to enter into the agreement on behalf of the business represented herein; and</li> <li>○ if requested, he/she will provide proof of such authority</li> </ul>
• This RFSI does not guarantee that Hollard will enter into a formal business relationship with the business enterprise described in this RFSI.
• Hollard will unfortunately not enter into any discussions relating to our decisions or the progress of the RFSI's whatsoever.
• The business enterprise described in this RFSI will only be contacted should a vacancy arise and the objective selection criteria was met.
• Submit supporting documentation either by fax or email as will be indicated in the RFSI.
• We reserve the right to request proof or more information where relevant.
• All information will be entered into a database and kept for two years. Companies may be considered again should work volumes indicate a need geographically or area of speciality.
• Submit supporting documentation, as indicated in the RFSI, to fax No. 011-351-0899 or email procurement@hollard.co.za.

I acknowledge that I have read, understood and agreed to the above TERMS AND CONDITIONS

BUSINESS ENTERPRISE DETAILS			
Trading Name			
Registered Name		Registration No	
VAT Registered Name (SARS)		VAT No.	
FRANCHISE / GROUP COMPANY			
Is your company owned by a franchise, holding company or group? If yes, please give name		Is your company a Franchisee or a Branch	No. of branches / franchisees
MEMBER OF A CONTROLLING BODY OR ASSOCIATION			
<i>This Association may in some instances have the authority to represent, negotiate and enter into agreements on your behalf.</i>			
Name of the Association (if applicable)	Main contact name and number	Is this membership Annually renewable?	Does your company openly trade in this Association
PHYSICAL ADDRESS			
Street No	Street Name		
Suburb	City	Postal Code	Region
CONTACT DETAILS			
Tel No and Dialling Code		Tel No and Dialling Code	
Fax No 1		Fax No 2	
Email Address			

DETAILS OF SOLE PROPRIETOR/PARTNERS/DIRECTORS & SHAREHOLDERS (PRIVATE COMPANY)/MEMBERS				
Name				
Population Group (race)				
Local / Foreign Citizen				
Gender				
% Shares / Economic Interest				
ID No. (please attach copies)				
Email Address				
Contact No.				

TICK ACKNOWLEDGEMENT & UNDERSTANDING OF TERMS

**GENERAL**

**BANKING DETAILS**

BANK NAME:

ACCOUNT HOLDER:

ACCOUNT NUMBER:

BRANCH:

BRANCH CODE:

PLEASE ATTACHED A LETTER FROM BANK CONFIRM ACCOUNT DETAILS.

**COMMUNICATIONS**

Who is the main contact person for your business?	Cell / Tel No	Email
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May we SMS the main contact person notices or updates relating to our business relationship?

Provide details in respect of the preferred method of communication for written material?

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Which Hollard division, partner and/or broker(s) do you currently deal with?

<input type="checkbox"/> Is your email monitored regularly during working hours?	<input type="checkbox"/> Does your business have a computer?
<input type="checkbox"/> Do you have at least 1 dedicated land line?	<input type="checkbox"/> Are you able to email colour photos?
<input type="checkbox"/> Do you have at least 1 dedicated fax line and machine?	<input type="checkbox"/> Do you have a digital colour camera?

**OPERATING HOURS**

<input type="checkbox"/> Are you open for business on Saturdays?	<input type="checkbox"/> Are you closed during festive seasons?
<input type="checkbox"/> Do you have after hours / emergency facilities available	<input type="checkbox"/> Do you have access to e-mails away from the office?

**OTHER**

What is the nearest town / city to you (Metro) and the estimated distance						
		<input type="checkbox"/> 0-50m	<input type="checkbox"/> 51-100km	<input type="checkbox"/> 101-150km	<input type="checkbox"/> 151-200km	<input type="checkbox"/> 201-250km

<b>TYPE OF SUPPLIER, grading, approvals, memberships</b>

**TYPE OF SUPPLIER**

**MOTOR CLAIMS** (policyholders). *Provide service to our policyholders*

<p><b>FITMENT / REPAIR &amp; REPLACE</b></p> <ul style="list-style-type: none"> <li>○ Motor Body Repairs MBR Non-Structural (NSR)</li> <li>○ Motor Body Repairs MBR Major Structural (MSR)</li> </ul>	<p><b>SERVICES</b></p> <ul style="list-style-type: none"> <li>○ Assessors (<i>assessments &amp; estimates for damages to vehicles; 2nd level assessments; work-in-progress &amp; compliance management</i>)</li> <li>○ Towing, Tow yard destinations.</li> <li>○ Vehicle Pre-Inspection Services (<i>Inspections are done to confirm the vehicle; its details; condition; security systems &amp; driver details.</i>)</li> </ul>	<p><b>Automotive Suppliers</b></p> <ul style="list-style-type: none"> <li>○ Accessories</li> <li>○ Motor Parts Sourcing</li> <li>○ Vehicle Dealers Used &amp; New</li> <li>○ Specialist fitment</li> </ul> <p><b>Emergency Services</b></p> <ul style="list-style-type: none"> <li>○ 24/7/365 Contact Services</li> </ul>
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**Other services**, please list:

Please list your companies specialities:

**PROFESSIONAL MEMBERSHIPS** – *list those applicable to your business*

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**TICK ACKNOWLEDGEMENT & UNDERSTANDING OF TERMS**

**RATES & FEES** *We reserve the right to ask for additional information if required*

Provide a detailed fee proposal specific to the services offered.

**GOOD BUSINESS PRACTICE**

**WARRANTIES** *(Please list warranty relevant to your business)*

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**LEGAL, FINANCIAL, EMPLOYEE & INSURANCE REQUIREMENTS**

Does your business comply with the following?

<input type="checkbox"/> Income Tax (Provisional Tax)	<input type="checkbox"/> UIF (Unemployment Insurance Fund)
<input type="checkbox"/> PAYE (Pay as You Earn)	<input type="checkbox"/> (Skills Development Levy)
	<input type="checkbox"/> VAT (Value Added Tax)

**REQUIRED INSURANCE** – *relevant to your service industry (and attach current and valid document)*

Type	Professional Indemnity	Workman's Compensation	Liability Insurance
Effective Date			
Renewal Date			
Policy No			
Insurer			
Limit of Indemnity			
Contact Name & No			

B-BBEE INFORMATION		
OWNERSHIP		B-BBEE CODES OF GOOD PRACTICE <i>Must have a certificate – please fax copy</i>
<input type="checkbox"/> 100% Black Owned <input type="checkbox"/> 100% Black Woman Owned <input type="checkbox"/> 51% Black Owned <input type="checkbox"/> 51% Black Woman Owned <input type="checkbox"/> Less than 51% Black Owned Owned <input type="checkbox"/> Less than 51% Black Woman Owned <input type="checkbox"/> No Black Ownership  <input type="checkbox"/> Generic <input type="checkbox"/> EME <input type="checkbox"/> QSE <input type="checkbox"/> _____		<input type="checkbox"/> Level 1: 100% <input type="checkbox"/> Level 2: 51% <input type="checkbox"/> Level 3: <51% <input type="checkbox"/> Level 4 <input type="checkbox"/> Level 5 <input type="checkbox"/> Level 6 <input type="checkbox"/> Level 7 <input type="checkbox"/> Level 8 <input type="checkbox"/> Level 9 <i>Gazetted 11 October 2013. Please Attach the certificate</i>  Empowering Business? <input type="checkbox"/> yes <input type="checkbox"/> no  <input type="checkbox"/> EME Turnover R10 million <input type="checkbox"/> QSE turnover R10 -R50 million <input type="checkbox"/> Large entities: R50 million and above
<i>Please provide supporting documentation: ID copies, shareholders agreement / share certificates indicating number of shares owned, DTI affidavit, B-BBEE certificate issued by a SANAS approved verification agent.</i>		
If rated, who rated you?	Effective Date	If you are a signatory to a charter, please indicate which one
DTI ENTERPRISE CATEGORY – relevant to your business enterprise		
<input type="checkbox"/> Qualifying Small Enterprise (QSE) annual turnover is greater than R10m but less than R50m <input type="checkbox"/> Exempt Micro Enterprise (EME) annual turnover is less than R10m		
<i>Hollard reserves the right not to engage in business with any company that does not have a formal BBBEE rating (Level 1-4) or add any preferential procurement value or be deemed an empowering business. Hollard may request additional supporting documentation to verify and confirm the applicants claimed B-BBEE status.</i>		



SECTION A

**TO BE COMPLETED IF THE BUSINESS IS A COMPANY / CLOSE CORPORATION:**

I, the undersigned..... (Full names)

in my capacity, as ..... (Job title) of ..... (Full name of the business)

- hereby indemnify Hollard and its agents, advisors, contractors, employees and duly appointed representatives from any loss or damage caused to the company/close corporation, as a result of Hollard disclosing any information provided in this document for the purpose of a proposed business relationship.
- acknowledge that all information concerning the company/close corporation is essential to enable Hollard to properly evaluate the following information and hereby consent and agree that the following information may be disclosed to Hollard:
  - information that may be recorded at any credit bureau.
  - information regarding any criminal history or record, previous convictions and any other relevant information usually furnished by the Criminal Record Centre
  - information regarding any other material fact which is likely to influence the outcome of the RFSI.
- accordingly waive any right to privacy in respect of the above information concerning the company/close corporation and hereby consent to and authorise such information being disclosed by and to Hollard.
- consent to Hollard verifying any information provided against other legitimate sources on behalf of the company/close corporation.
- furthermore, indemnify Hollard, its agents, advisors, contractors, representatives, and its employees against any liability whatsoever, which may result from furnishing or receiving information in this regard and hold them harmless.
- warrant that the information supplied in this RFSI is true and accurate and complete in all respects and that should there be a change in the information between the date of this RFSI and the date of its acceptance and the inception date of any agreement that may be entered between the parties, Hollard will immediately and without delay be notified of such change, in writing.
- further warrant that an opportunity was given to provide full declarations where relevant.
- accept that signing this RFSI does not bind Hollard to offer or to accept any agreement, but it is agreed that this RFSI shall be the basis of the agreement and will be attached to and made a part of the agreement should an agreement be entered.

TICK ACKNOWLEDGEMENT & UNDERSTANDING OF TERMS

**INDEMNITY & CONSENT TO DISCLOSURE**

It is good business practice to do routine checks on business enterprises, its Owners (Sole Proprietor), Partners, Directors, Shareholders and Members. Hollard requires permission to undertake these checks. The Indemnity and Consent to Disclosure below must be completed giving Hollard the necessary permission to conduct these checks. These checks will only be done if your business has been short listed.

**Section A and section B of the Indemnity and Consent to Disclosure must be completed if the business is a company or close corporation. Please note that all Directors, Shareholders (private company) and Members must personally complete and sign section B of the Indemnity and Consent to Disclosure. The corporate entity cannot consent and sign section B of the Indemnity and Consent to Disclosure on behalf of any Director, Shareholder (private company) or Member.**

**Section B must be completed in the event of a sole proprietor or partnership.**

<b>SECTION B</b>			
<b>TO BE COMPLETED BY THE OWNER (Sole Proprietor), PARTNERS, DIRECTORS, SHAREHOLDERS (Private Company) AND MEMBERS:</b>			
<i>(Should there be insufficient space, please complete Annexure "A" annexed hereto which Annexure forms an integral part of this Request for Proposal and the Indemnity and Consent to Disclosure)</i>			
<u>Full name</u>	<u>Identity Number</u>	<u>Capacity</u> <i>(Sole Proprietor/Partner/Director/Shareholder/Member)</i>	<u>Signature</u>
1. ....	.....	.....	.....
2. ....	.....	.....	.....
3. ....	.....	.....	.....
<input type="checkbox"/> hereby indemnify Hollard and its agents, advisors, contractors, employees and duly appointed representatives from any loss or damage caused to me as a result of Hollard disclosing any information provided in this document for the purpose of a proposed business relationship.			
<input type="checkbox"/> acknowledge that all information concerning the Owner (Sole Proprietor), Partners, Shareholders, Members and Directors is essential to enable Hollard to properly evaluate the following information and hereby consent and agree that the following information may be disclosed to Hollard:			
<ul style="list-style-type: none"> <li><input type="checkbox"/> information that may be recorded at any credit bureau.</li> <li><input type="checkbox"/> information regarding any criminal history or record, previous convictions and any other relevant information usually furnished by the Criminal Record Centre</li> <li><input type="checkbox"/> information regarding any other material fact which is likely to influence the outcome of the RFSI.</li> </ul>			
<input type="checkbox"/> accordingly waive any right to privacy in respect of the above information and hereby consent to and authorise such information being disclosed by and to Hollard.			
<input type="checkbox"/> consent to Hollard verifying any information provided by me against other legitimate sources.			
<input type="checkbox"/> furthermore, indemnify Hollard, its agents, advisors, contractors, representatives, and its employees against any liability whatsoever, which may result from furnishing or receiving information in this regard and hold them harmless.			
<input type="checkbox"/> warrant that the information supplied in this RFSI is true and accurate and complete in all respects and that should there be a change in the information between the date of this RFSI and the date of its acceptance and the inception date of any agreement that may be entered between the parties, I will immediately notify Hollard in writing of such change.			
<input type="checkbox"/> further warrant that an opportunity was given to me to provide full declarations where relevant.			
<input type="checkbox"/> accept that signing this RFSI does not bind Hollard to offer or to accept any agreement, but it is agreed that this RFSI shall be the basis of the agreement and will be attached to and made a part of the agreement should an agreement be entered.			
<b>DECLARATIONS</b>			
<b>Please tick either yes or no. Every block must be ticked.</b>			
<b>CREDIT HISTORY</b> <input type="checkbox"/> No <input type="checkbox"/> Yes			
Has any party to this RFSI ever been declared insolvent, placed in liquidation whether provisional or final or reached a compromise with creditors. If yes, give details/explanation.			
Has any party to this RFSI have a poor credit history or history of not paying creditors? If yes, give details/explanation. Attach separate page if needed.			
<b>CRIMINAL RECORD</b> <input type="checkbox"/> No <input type="checkbox"/> Yes			
Has any party to this RFSI any pending, expunged or proven criminal charges or convictions or paid an admission of guilt fine other than speeding or parking offences. If yes, please give details/explanation. Attach separate page if necessary.			
Should you have a criminal record irrespective of the type of offence, we will require SAPS clearance by means of fingerprints. This can be obtained from any SA Police Station or from the Criminal Record Centre in Pretoria, at your own cost.			

**OTHER MATERIAL FACT**  No  Yes

Is there any material fact (Fraud/misconduct/non-compliance/breach to contractual terms/removal of other insurance company panel etc.) that is likely to influence the assessment of this RFSI which will affect the decision Hollard makes with regard to whether Hollard do business with you or not? If yes, please give details. Attach separate page if necessary.

*If you are in any doubt as to whether a fact would be considered material, you should declare/explain it anyway to enable us to make an informed decision. Where necessary or possible, provide proof to substantiate your explanation/declaration. All the information that Hollard request in this RFSI is material.*

*Conflict of Interest: Friends / Family working for Hollard, Broker or Partner or Strategic Supplier*  No  Yes  
*IF Yes please provide a letter stipulating and clarifying the relationship in full.*

**SUPPORTING INFORMATION**

Please note any relevant information on a separate page if necessary and attach to this RFSI.

- I acknowledge that I have read and authorise the INDEMNITY AND CONSENT TO DISCLOSURE
- I acknowledge that I have truthfully submitted the information in this application and above DECLARATION.
- I hereby authorise that the necessary checks be done.
- I hereby confirm that the information submitted in this application is true, valid and not misleading.
- I have fully read and understood the RFSI and RFSI terms and I hereby commit myself and my company to serve and comply with the conditions thereof.
- Handle Hollard clients, their property and privacy with respect and dignity always.

**POPIA Declaration:**

- Hollard cares about your privacy. In order to continue with this process, we and our service providers must process the personal information you provide to us. We will treat this information with caution, and we have put reasonable security measures in place to protect it.

**Sign in Full:** ..... **Full Names:** ..... **Date:** .....

**ANNEXURE "A"**

**TO BE COMPLETED BY THE OWNER (Sole Proprietor), PARTNERS, DIRECTORS, SHAREHOLDERS (Private Company) AND MEMBERS:**

<u>Full name</u>	<u>Identity Number</u>	<u>Capacity</u> <i>(Sole Proprietor/Partner/Director/Shareholder/Member)</i>	<u>Signature</u>
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