

Funding ready **checklist.**

WHAT TO HAVE READY

Start your application without them if you need to. Having them ready helps our team move faster.

☒ Tick each box as you go. Your ticks save with the file in most PDF readers.

01 ABOUT THE ORDER & SUPPLIERS

- ☐ **Official Purchase Order (PO) / Appointment Letter**
Must be on the buyer's official letterhead, show a valid date, clearly detail the goods/services, and perfectly match your registered company name.
- ☐ **Supplier Quotation(s)**
Must be on the supplier's letterhead, addressed to your company, and the goods/costs must exactly match the items on your PO.
- ☐ **Request for Quotation (RFQ) / Award Email**
The original RFQ or initial award communication from the department to prove the original specifications.
- ☐ **Delivery Timelines**
Confirmation of supplier stock availability and delivery capacity.

02 COMPANY READINESS & FICA

- ☐ **CIPC Documents**
The latest registration documents showing your active directors and registered address.
- ☐ **Certified IDs**
Clear, certified ID copies for all directors (and shareholders with 25%+ ownership). The certification stamp must not be older than 3 months.
- ☐ **Director Verification Selfie**
A clear, well lit photo of the director holding their original ID document next to their face for identity verification.
- ☐ **Proof of Address**
A utility bill or account statement for all directors, not older than 3 months.

02 COMPANY READINESS & FICA CONTINUED

- ☐ **Business Bank Confirmation Letter**
Must be on the bank's letterhead, not older than 3 months, and the account name must exactly match your CIPC registered name.
- ☐ **SARS Tax PIN**
A valid, up to date Tax Compliance Status (TCS) PIN.
- ☐ **CSD Report**
A full, updated Central Supplier Database (CSD) overview report.

03 COMMUNICATION & TRANSPARENCY

- ☐ **Your buyer knows we may call**
Have you informed your department or end user that AAA Consortium may contact them regarding the order?
- ☐ **Your funding partner is known**
Have you communicated that your financial position changed after the tender or RFQ application, and that you are now working with a funding partner to ensure successful delivery?
- ☐ **Your buyer is open to verification**
Is your department or end user open to communicating with AAA Consortium during the verification process?
- ☐ **The same bank account**
Was the same business bank account submitted to the department or end user?

IMPORTANT TO NOTE

This checklist is designed to help speed up the process and reduce unnecessary delays.

You are still welcome to apply even if everything above is not yet in place. Our team will guide you through the process where needed.

Help us help you deliver successfully.

APPLY ONLINE
aaaconsortium.co.za

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