



**OXFORD
CLAIMS PROCUREMENT
SERVICES**

NEW SUPPLIER APPLICATION FORM

SUPPLIER DETAILS

Registration Name			
Trading Name			
Registration Number			
VAT Registration Number			
Income Tax Reference Number			
Expiry Date of Tax Clearance Certificate			
Web Address			
Email Address			
Telephone Number			
Postal Address			Postal Code
Physical Address			Postal Code

BROAD-BASED BLACK ECONOMIC EMPOWERMENT (BBBEE)

BBBEE Level		Certificate Number	
Certificate Expiry Date			
Name of Rating Agency Who Issued Certificate			
Company Type (General EME, SME, etc.)			
% Black Owned		% Black Woman Owned	

CONTACT PERSON IN YOUR COMPANY (ACCOUNTS DEPARTMENT)

Name		Position in Company	
Telephone Number		Mobile Number	
Email Address			

BANKING DETAILS

Name of Account Holder											
Name of Banking Institution											
Type of Account						Branch Name					
Account Number											
Branch Number											

FOR INTERNAL USE ONLY

Supplier captured as:

Normal Supplier

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Factored Supplier

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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New ROC Creditor Code Number

<input type="text"/>

DOCUMENT CHECKLIST

to be provided by the Applicant

Document	Yes	No	Document	Yes	No
Company Registration Certificate			VAT Clearance Certificate		
Banking Letter Stamped by the Bank (not older than 3 months)			TAX Clearance Certificate		
Latest BBBEE Certificate			Proof of Company Address (not older than 3 months)		
Registration Documents to Statutory Body Regulating Supplier's Industry (if applicable)			List of repair work expertise or area of speciality		
Business Plan: 1. insurance policies 2. Type of business 3. business strategy			List of staff and qualifications		
Ownership structure: 1. Shareholding; 2. membership			Financial system: 1. invoicing; 2. maintain financial records		
Rental / Ownership: 1. copy of rental agreement 2. proof of ownership			Geographical location: 1. location of workshop		
Summary of the Workshop : 1.tools of trade; 3. Occupational Health and Safety standard; 4. Infrastructure 5. Layout;			Annual Turn – over		
Last audited / financial statements			Company Resolution authorising the signatory of this application form to submit the application on behalf of the Applicant		
Overall customers service standards in place: 1. Complaints management 2. code of ethics 3. customer satisfaction surveys; 4. communication standards in place: a. updates to clients on progress			Costing structure in place		
Onsite Visit Criteria: 1. cleanliness; 2. Marked signage; 3. equipment; 4. location; 5. repairer space and layout; 6. reception area;					

* Please ensure that supporting documents are attached. If no supporting documents are attached, the change will not be affected. Application and all supporting documents to be sent to Monique@claimssupport.co.za

SELECTION CRITERIA:

OCPS is an outsource partner of Renasa Insurance Company Limited (“Renasa”), who has been authorised to procure and approve repairers on Renasa’s behalf.

The below sections are the considering factors on whether to approve your application to be on the Renasa panel of repairers. The purpose of the pre-vetting process is to ensure that you the applicant have the operational and governance standards in place in order to be selected as a repairer for Renasa.

The selection criteria has been put in place:

1. in order provide for a fair opportunity for all repairers to be considered for Renasa’s panel of repairers;
2. to identify the need for repairers and its expertise that may be required in a geographic location; and a
3. requirement for additional repairers to be appointed to the panel.

The following information will be used in assessing your application:

1. the documentation that has been submitted in the checklist block above;
2. The outcome of an onsite inspection;
3. historical business relationship;
4. Complaints;
5. pending investigations;
6. expertise;
7. geographical location;
8. expertise and/or type of repair work;
9. transformation;
10. adherence to industry standards;
11. confirmation of bank account vetting

OUTCOME:

1. Renasa and/or its outsource partner, Oxford Claims Procurement Services (Pty) Ltd will inform you of the outcome of your application.
2. in the event that your application is rejected, the reasons will be provided to you within 10 working days from receiving your application.
3. We will keep your information on our database and notify you of any new opportunities that may arise.

Declaration

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the company: –

- 1) Confirms that the information provided are accurate, correct and true;
- 2) Read and understood the Privacy Statement of Oxford Claims Procurement Services that is attached to this form;
- 3) Confirms that no partner or member or person who exercise control within the company has been convicted of fraud or corruption in the past 5 years;

- 4) Confirms that no partner or member or person who exercise control within the company has a personal or other relationship, with any employee of Renasa Insurance Company Limited (“Renasa”) or Concourse Holdings and its subsidiaries (please visit www.concourseholdings.co.za for the company structure) or a broker of Renasa. If they have, this should be declared in writing and attached to this application. The declaration should indicate the name and surname of the employee of Renasa or Concourse or a broker of Renasa, the name and surname of the undersigned’s company, and the nature of the relationship.

Name and Surname

Position

Signature

*

Date

*Duly authorised signatory

PRIVACY STATEMENT

OXFORD CLAIMS PROCUREMENT SERVICES PROPRIETARY LIMITED PRIVACY STATEMENT

Oxford Claims Procurement Services Proprietary Limited (“OCPS”) hereby notifies you of its policy for processing personal information in terms of the Protection of Personal Information Act, 2013 (“POPI”). OCPS is an outsource partner of Renasa Insurance Company Limited (“Renasa”). Renasa has outsourced its procurement and approval of repairers for Renasa’s preferred list. Your right to privacy is important to us and we are committed to safeguarding and processing your personal information in a lawful manner.

2.1 Personal Information

Personal information is any information that can be used to reveal a person’s identity. Personal information relates to an identifiable, living, natural person, and where applicable, an identifiable, existing juristic person (such as a company), including, but not limited to information concerning: race, gender, sex, pregnancy, marital status, national or ethnic origin, colour, sexual orientation, age, physical or mental health, disability, religion, conscience, belief, culture, language and birth of a person; information relating to the education or the medical, financial, criminal or employment history of the person; any identifying number, symbol, email address, physical address, telephone number, location information, online identifier or other particular assignment to the person; the biometric information of the person; the personal opinions, views or preferences of the person; correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence; the views or opinions of another individual about the person; the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person.

2.2 Processing

The act of processing information includes any activity or any set of operations, whether or not by automatic means, concerning personal information and includes: the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use; dissemination by means of transmission, distribution or making available in any other form; or merging, linking, as well as any restriction, degradation, erasure or destruction of information.

2.3 Responsible party: Oxford Claims Procurement Services Proprietary Limited, its head office situated at _____

2.4 Information Officer:

Our Information Officer’s Contact Details	
Name	
Contact Number	
Email	

2.5 Purpose for Processing your Information

We process your personal information for the purpose of:

- a) evaluating you application to be an approved repairer on Renasa’s panel of repairers;
- b) conducting credit reference searches;
- c) conducting criminal checks;
- d) conducting background checks on any pending investigations, albeit criminal or civil in any forum;
- e) confirming, verifying and updating your personal information details;
- f) confirming the existence of a bank account;
- g) managing and administering claims;
- h) compliance with a legal or statutory requirements or industry bodies that apply to Renasa and/or OCPS;
- i) fraud detection and prevention;
- j) market research;
- k) confirming compliance with SARS requirements;
- l) confirming your solvency status;
- m) monitoring compliance with contractual obligations;
- n) confirming operational skill and ability and personal character details; and
- o) confirming your B-BBEE status.

Type of information processed:

The personal information may be collected by OCPS from you directly, and/or through verification agencies service providers, outsource partners, and consultants and other third parties.

The following personal information may be processed by OCPS in terms of the information that has been supplied by the repairer:

Business plans, names and surnames, identity numbers, physical and postal address, contract details of Directors, members, employees, auditors with practise numbers, company number ,shareholding details, business profile of company. CIPC print outs, SARS compliance, expenditure, banking details, remuneration breakdown, financial soundness declarations, management and financial accounts, annual financial statements, membership details, criminal and/or credit history, qualifications, B-BBEE status.

Recipients:

The following persons may be recipients of the personal information that is being processed by OCPS

a) *Staff members of OCPS;*

The following persons are third parties who OCPS may share your personal information in order to give effect to the purpose:

a) *Renasa departments including but not limited to:*

- *forensics;*
- *legal;*
- *claims;*
- *internal audit;*
- *finance;*
- *Business development,*

b) *Statutory bodies;*

c) *intermediaries and/or Underwriting Managers of Renasa;*

d) *3rd party compliance officer / consultant;*

e) *Industry bodies;*

f) *Service providers;*

g) *Professional advisers;*

h) *verification agencies; and*

i) *other insurers.*

Sharing personal information with 3rd parties and recipients:

OCPS may share personal information with recipients and third parties in order to give effect to the purpose stated above.

The recipients and third parties must take precautions to ensure that as the recipients of your personal information they will treat your personal information confidentially and with the required security measures and protocols.

Personal information may be hosted on servers and processed by recipients and third parties, which may be located outside of South Africa.

An approved repairers name and contact details are also published on a Renasa and/or an OCPS website.

The personal information that we are processing is required in order to enable OCPS to give effect to the purpose stated herein. The failure to furnish the requested personal information may result in your application as a preferred supplier not being considered, terminated or declined, or no service provider agreements and/or outsource agreements being concluded.

2.8 Right to Access

A data subject can request access to the personal information that OCPS holds about them at any time and if you think that we have outdated information, please request us to update or correct it. Please contact OCPS Information officer.

2.9 Right to Rectify:

A data subject has the right to request that their personal information must be corrected or deleted where OCPS is no longer authorised to retain the personal information.

2.10 Right to Complain:

If OCPS is unable to resolve your complaint, to your satisfaction you have the right to complain to the Information Regulator.

The Information Regulator: Ms Mmamoroke Mphelo

Physical Address: SALU Building, 316 Thabo Sehume Street, Pretoria

Email: inforreg@justice.gov.za

Website: <http://www.justice.gov.za/inforeg/index.html>

2.11 Right to Object:

A data subject has on reasonable grounds the right to object to the processing of their personal information. In such circumstances, OCPS will give due consideration to the request and the requirements of POPIA.

OCPS may cease to use or disclose personal information and, subject to any statutory and contractual record keeping requirements, also destroy the personal information.

2.12 Security measures

OCPS endeavours to protect the personal information that it processes. The security measures that are put in place is to ensure that no person unauthorised personal accesses your personal information. The control measures include data protection, confidentiality of accessing personal information, IT controls, etc.