



Companies and Intellectual
Property Commission
a member of the dti group

MEMO

TO : EXCO; MANCO ;OPC All CIPC
FROM : Mr. M. Jasat
CIPC: CHIEF FINANCIAL OFFICER
DATE : 14 FEBRUARY 2018
RE : SUPPLIER COMPLIANCE CERTIFICATE

Dear Colleagues

This communication serves to provide clarity on the approval process for invoices issued for payment for services rendered by the suppliers.

Based on the new improved processes, a compliance certificate will be issued with the authorisation of invoices. Invoices for all services rendered or goods supplied to the organisation are to be certified before payment is processed.

The process is being enhanced to improve controls within CIPC to ensure that the services rendered or goods received are managed per the Service level Agreement (SLA). The new compliance process requires signing the certificate of compliance as well as signing of the invoice.

ISO 9001: 2008 Certified

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**CERTIFICATE OF COMPLIANCE
REGARDING RENDERING OF SERVICES**
TO BE FILLED IN BY CIPC parent Division managing contractual

SLA
compliance
and Ceiling
amount check

operational and financial perspective

Issues to be responded	CIPC parent Division	Other notes / comments by CIPC parent Division
General		
Please indicate the RFQ number / tender number		
Services as per contract		
Service ceiling amount as per contract / CIPC Order	R	
CIPC Order number	P00000	
Invoice related		
Invoice number, date and amount	No. / Date	30 days invoice tracking
Date when invoice was received by parent Division from Payables Unit	/ / 20 (..... day)	
Was services to which invoice relates to, delivered / received as per -	Yes : <input type="checkbox"/> or	If not, please clarify:
• the conditions	No : <input type="checkbox"/>	
• scope and		
• breakdown of cost, as stipulated in the contract?	Yes : <input type="checkbox"/> or	
<i>Note: It is understood that depending on contents of a contract, ICT licenses and maintenance are most of the time paid in advance in order to see such Invoice set</i>	No : <input type="checkbox"/>	
CIPC parent Division hereby confirms that all relevant supporting documents (i.e timesheet, delivery notes, good receive note, etc.) have been attached by the parent Division to the invoice concerned for purposes of payment	Yes : <input type="checkbox"/> or	
Is any part of the amount on the invoice concerned being disputed (not agreed with) by this parent Division?	Yes : <input type="checkbox"/> or	
	No : <input type="checkbox"/>	If "Yes", please indicate
		<i>Note: Check contract - undisputed part to be paid, while disputed part is being discussed</i>

Confirmation of
disputes or lack
thereof

APPROVED BY (Print Name and Surname)	
TITLE	
DIVISION/BUSINESS UNIT	
TELEPHONE EXT.	
SIGNATURE	
DATE	

MR MUHAMMED JASAT
CIPC: CFO