

# PAINTLESS DENT REMOVAL (PDR) COMMUNICATION

Dear Service Providers

## SANTAM MOTOR PAINTLESS DENT REMOVAL (PDR): APPLICATION REQUIREMENTS 2022

### How to apply?

All new PDR application requests need to be send to the following e-mail address for review: [ClaimsMotorProcurement@santam.co.za](mailto:ClaimsMotorProcurement@santam.co.za)

Below is a **high-level minimum requirements** with regards to the PDR application process:

**IMPORTANT NOTE:** Any supplier that previously had an agreement in place with Santam Limited, may only re-apply to be onboarded as a preferred supplier after a period of 3 (three) years from the date of the termination of the respective agreement.

### Step 1: Vendor registration on Santam Supplier Portal

Please note that the portal link will be e-mailed to you once the PDR application form is completed.

### Step 2: Minimum mandatory entry level criteria

Santam would like to afford **all suppliers** a fair opportunity to do business with them, conditional upon the minimum entry-level criteria listed below:

| NO. | MANDATORY REQUIREMENT DOCUMENTS                  | ADDITIONAL INFORMATION                                                                                                                                                                                                                                                                                                                                                                                                                           | MANDATORY |
|-----|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 1   | Business current registration certificate (CIPC) | <p><b>NOTE: Company registration certificate:</b></p> <ul style="list-style-type: none"> <li>• PDR company current registration certificate.</li> <li>• If sole proprietor, a copy of the owner's/owners' ID book(s).</li> <li>• If partnership, a copy of the partnership agreement.</li> <li>• If private company, copies of share certificates (All to be in-force i.e. registration certificate, signed and dated documentation).</li> </ul> | YES       |
| 2   | Tax clearance certificate (not expired)          | Business needs to be in good standing. Tax pin document status needs to be in good standing, NOT tender.                                                                                                                                                                                                                                                                                                                                         | YES       |
| 3   | BBBEE certificate or sworn BBBEE affidavit       | Document needs to be valid for 12 months on date of application.                                                                                                                                                                                                                                                                                                                                                                                 | YES       |
| 4   | Proof of insurance                               | Public liability, Fire and Theft and Sasria.                                                                                                                                                                                                                                                                                                                                                                                                     | YES       |
| 5   | Stamped letter from the bank                     | Letter should not be older than 3 months to confirm business bank details.                                                                                                                                                                                                                                                                                                                                                                       | YES       |
| 6   | Latest Audatex statement                         | Business needs to have an active Abuntex account.                                                                                                                                                                                                                                                                                                                                                                                                | YES       |

A close-up photograph showing a person's hands in blue gloves using a yellow PDR tool to work on a car's body panel. The background is blurred, showing other tools and a workshop environment.

# PAINTLESS DENT REMOVAL (PDR) COMMUNICATION

## Definitions

1. **Paintless Dent Removal (PDR)** means a business enterprise that performs structural repairs and non-structural repairs to motor vehicles but excludes dealers.
2. **Non-structural repairer** means work undertaken to restore the damaged interior and exterior parts of a motor vehicle that do not have an intrinsic bearing on the mechanical functioning of the motor vehicle, including plastic, aluminium and steel parts.
4. **By-laws** are laws managed by municipalities. The Constitution of South Africa gives municipalities the power to pass their own legislation in the form of by-laws for subject areas. These by-laws hold the same power and force as other national and provincial legislation.

Kind regards

**SANTAM GROUP SOURCING TEAM**

[www.santam.co.za](http://www.santam.co.za)