



MINISTRY OF FINANCE AND ECONOMIC DEVELOPMENT

REQUIREMENTS FOR:

VENDOR NUMBER ALLOCATION

This Ministry through the Public Finance Management System located in the old Central Payments Offices requires an **application letter typed from one of the company's directors** and on the company's letterhead with a processing fee of either:

- USD\$300.00 (Three hundred US dollars) for a two (2) day working process and Or
- USD\$200.00 (Two hundred US dollars) for a seven (7) day working process.
- Documents submitted on a Monday for \$300 vendor will be out the very week on Thursday, \$200 vendor will be out on the next week on Thursday.
- Documents submitted on a Thursday will be treated as if submitted on a Monday of the following week.

The following information must be included in the application letter: -

1. Registered name of company
2. Physical address of company
3. Postal address of company
4. Name of company's bank, branch and account number
5. Contact person from the company
6. Position of the contact person in the company

The application letter **must** be supported by the following documents and originals of the same: -

- (a) **a certified copy** of the company's Certificate of Incorporation
- (b) **a certified copy** of the company's current Form C.R.14. (**All pages**)
- (c) **a certified copies of** National Identity/Passports/Driver Licence for all the directors on the company's current Form C.R.14.
- (d) **an original or certified copy** of bank statement for the company.
- (e) **Proof of residence** of two directors on C.R.14 in the form of water / electricity bill/Prepaid ZESA receipts in their names **only**.
- (f) **Bring all original documents of the certified documents with you.**

Please **note** that the registered name of the company stated in the application and Certificate of Incorporation must be the same as that of the account holder appearing on the bank statement.

1. A vendor shall make an application to the:

The Project Manager
Public Finance Management System (PFMS) Unit
Mukwati Building 2nd Floor West Wing (**hand deliver documents accompanied by a receipt for payment**)

PAYMENT/RECEIPTING WILL BE DONE AT

New Government Composite Building (Samora Machel Avenue /Corner 4thStreet)

Block B Office Number B326.

Enquires, Collections and submissions are only done on:

Mondays and Thursdays only.

You can visit our website on: www.pfms.gov.zw

Phone: 263-4-792657/9

CHANGE OF BANK ACCOUNTS REQUIREMENTS

A letter accompanied by a bank statement of the new bank account. The following documents and originals of the same: -

- (g) **a certified copy** of the company's Certificate of Incorporation
- (h) **a certified copy** of the company's current Form C.R.14. **(All pages)**
- (i) **a certified copies of** National Identity/Passports/Driver Licence for all the directors on the company's current Form C.R.14.
- (j) **an original or certified copy** of bank statement for the company.
- (k) **Proof of residence** of two directors on C.R.14 in the form of water / electricity bill/Prepaid ZESA receipts in their names **only**.
- (l) **Bring all original documents of the certified documents with you.**

