



## MINISTRY OF FINANCE AND ECONOMIC DEVELOPMENT

### REQUIREMENTS FOR VENDOR NUMBER REGISTRATION

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The following are the requirements by the Ministry of Finance and Economic Development, through the Public Finance Management System Unit for Vendor Registration:

1. **Application letter typed from one of the company's directors which must include in the body:**

- i. Registered name of company
- ii. Physical address of company
- iii. Postal address of company
- iv. Name of company's bank, branch and account number
- v. Contact person from the company
- vi. Position of the contact person in the company
- vii. Email address

2. **The application letter must be supported by the following certified documents of the company:**

- a) Certificate of Incorporation.
- b) Current Form C.R.14. (***Certify all pages***)
- c) Current Form CR6
- d) Tax Clearance
- e) National Identity/Passports/Driver License for at least two of the directors on the company's current Form C.R.14.
- f) Current bank statement for the company.
- g) Proof of residence of the two directors on C.R.14 in the form of water / electricity bill/Prepaid ZESA receipts in their names only.
- h) Bring all original documents of the certified documents with you.

3. **The application shall be made to the:**

The Director  
Public Finance Management System (PFMS) Unit  
Mukwati Building 2nd Floor West Wing

***NB: hand deliver documents accompanied by a receipt for payment***

4. **Vendor application fees has been reviewed upwards with effect from 01.01.2022 as listed in the table below:**

CATEGORY	AMOUNT ZWL/USD
Initial Registration	20,000
Re- registration	16,000
Change of Bank Accounts	10,000
Change of Directors	10,000
Foreign Vendor Initial Registration	300
Foreign Vendor Renewal	200

*Please note that these Vendors Registration is renewed annually.*

5. **Payment/receipting will be done at:**

Ministry of Finance and Economic Development  
Second Floor Office Number B326 B- Block  
Mgandane Dlodlo Building  
Samora Machel Ave and Simon Muzenda  
Harare

6. 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.

#### **Change Of Bank Accounts Requirements**

7. The same requirements for the vendor number application are required i.e. the application letter for the change of bank details and the supporting documents. Confirmation letter from ZIMRA on change of bank details. A copy of a Board Resolution must be provided.
8. For more information call: +263-4-792657/9 or visit our website on: [www.pfms.gov.zw](http://www.pfms.gov.zw).

9. **Payment Details:**

Make your bank deposit to;  
Ministry of Finance and Economic Development  
Bank name                                    Cbz  
Branch     Kwame Nkrumah  
Swift code                                    COBZZWHAXXX  
Account number                            06622384860013  
Reference text                                (Your company name)