



Supplier Registration Application Form

1. **Company Name**

2. **Company Registration Number**

Date of Registration

Tax Payer ID

Please attach a copy of the Company Registration Certificate as requested in Annex – A

3. **Staff Strength** Lessthan10 Between10-50 Between50-100
 Between100-500 Between500-1000 Above1000

4. **CompanyDetails**

 i. **Registered place Of business (Address)**

 ii. **Telephone**

 iii. **Fax**

 iv. **E-Mail**

 v. **Web Address**

5. **Company Profile**

 i. **Type of Organization** (Please mark relevant cage)

Limited Liability Company

Partnership

Proprietorship

 Other (please specify) Please attach company profile documents as requested in Annex - A

 ii. **Details of Board of Directors & copies of National Identity Card / Passport** Please provide as requested in Annex - A

 iii. **Share Holders**
Please provide as requested in Annex - A

 iv. **Financial Status**
Please submit audited Financial Statement (including Management Accounts) of the recent financial year or Bankers details with 1 year Bank Statements.

6. Factory Address(es) (If Applicable only)

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7. Range of Products / Services intended to offer

Please fill the Business Categories form & attach product brochures, authorization letters, distributorships & agency details to substantiate your capacity.

8. Quality Certifications (If available, please attach copies of certificates)

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9. Details of future correspondences of the Contact Person from your organization

- i. Name
- ii. Designation
- iii. TeleNo
- iv. Mobile
- v. Fax
- vi. Email
(Compulsory)

I/We hereby declare that the above information provided by me/us is true and accurate including the information provided and attached under Annexure A.

I/We further agree to immediately notify SLT any changes to the above information as and when changes are made thereto.

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Name & Signature
Please affix Company Seal ○
(Rubber Stamp)

.....
Date

Note: Suppliers need to forward the below documents (duly filled and signed) along with this signed "Supplier Registration Form"

- Check List
- Conditions for Supplier Registration
- Business Categories Form
- Copy of Invoice & Receipt of Payment
- Agreement for "Registration as a Supplier for Supplying of Goods and Services" to qualify as a prospective tenderer for SLT
- Non-Disclosure Agreement
- Confirmation on Rainbow Pages Registration
- Supplier Registration Declaration Form

Annex - A**Instructions to suppliers for registering with SLT for Supply and Delivery of Materials & Services****Documents required for registration as a supplier in SLT**

When venturing into do business with SLT, the credibility and the legal standing of the company requires to be verified. As such, following documents should be forwarded along with the application for registration.

A Companies incorporated in Sri Lanka**(a) Limited Liability Company**

- (i) Certificate of incorporation (Form 41 / Form 65)
- (ii) Certified copy of Memorandum / Articles of Association
- (iii) Certified copy of List of Directors (Form 1/Form 20/Form 48) and List of Shareholders (Form 15)
- (iv) Full Name, Private Address and copies of National Identity Card / Passport of all Directors
- (v) Address of the registered office or of any changes therein (Form 13 / Form 36)
- (vi) Audited Financial Statements or Bank Statements of past one year
- (vii) Tax Payer Identification Certificate (Tax Reg No, Tax Payer ID)
- (viii) Bank Details (A/C Name, A/C No, Bank Name, Branch No)

(b) Partnership

- (i) Copy of the Business Registration
- (ii) Full Name, Private Address and copies of National Identity Card / Passport of all partners
- (iii) Audited Financial Statements or Bank Statements of past one year
- (iv) Bank Details (A/C Name, A/C No, Bank Name, Branch No)

(c) Proprietorship

- (i) Copy of the Business Registration
- (ii) Full Name, Private Address and copy of National Identity Card / Passport of the Proprietor
- (iii) Audited financial statements or Bank Statements of past one year
- (iv) Bank Details (A/C Name, A/C No, Bank Name, Branch No)

B Companies incorporated outside Sri Lanka

- (i) The relevant incorporation documents
- (ii) Company details (such as laws under which they are registered, principal place of business etc.)
- (iii) Full Name, Private Address, Contact details & copies of Passport of all Directors

- (iv) Company profile
- (v) Audited financial statements for past one year
- (vi) Details (A) of the Local Representative/Agent (if any)
- (vii) Bank Details (A/C Name, A/C No, Bank Name, Branch No)

Note: Once registered, any changes to this information must be immediately informed to the Procurement Division of SLT

Annex - B

Signing of the Contract/Agreement.

In order to fulfill a legal contract/agreement, the signatory should be properly authorized by the particular company to sign on behalf of the company.

Before signing of the contract/agreement the authorization documents regarding the Signatory should be forwarded to SLT.

Authorized signatory in relation to different company categories are as below.

- A**
- (a) Limited Liability Company**
Contract/Agreement should be signed either by two Directors or a Director and the Company Secretary on the respective Company rubber Stamps attesting the Company embossed seal placed on the document or Board Resolution to be produced nominating an authorized signatory to sign on behalf of the principal (Company)
 - (b) Partnership**
Contract/Agreements to be signed by all partners of the Company on Rubber Stamp
or
Written authorization to be given by all the partners nominating an authorized signatory to sign on behalf of the company
 - (c) Proprietorship**
Contract/Agreements to be signed by the Proprietor on the Company Rubber Stamp with the National Identity Card Number
or Written authorization to be given by the proprietor nominating an authorized signatory to sign on his behalf
 - (d) A Company incorporated outside Sri Lanka**
A power of Attorney to be issued by the Company authorizing a signatory to bind the company and the Power of Attorney to be registered in Sri Lanka at the Registrar General's Department. The Power of Attorney to be used for this purpose shall be issued by SLT.