

Application for iSupplier Registration

All Vendors wishing to do business with Sri Lanka Telecom PLC must be registered for being eligible to bid for tenders in iSupplier portal.

Documentary Requirements for Registration

1. All prospective suppliers shall sign underneath and submit the duly signed this *Application for iSupplier Registration*.
2. All prospective suppliers need to upload all the documents requested as per “Annex - A” as applicable.
3. All prospective suppliers should apply for the business category as required, in order for them to qualify for the bidding process under each category.
 - A registration fee will be charged for each Main category which you apply for registration and copy of Payment Invoice made to any of the SLT Teleshop and Receipt received should be uploaded along with the registration application.
 - If you are a new supplier coming through iSupplier self-registration path, you also have the option of paying through the online invoice generated.
 - Suppliers can include additional categories at any time to their profile through iSupplier by paying relevant category fees, upload the scanned copies of payment invoice & payment receipt to iSupplier.
 - “You have the option for registering only for multiple categories to a (maximum) period of 3 years. Applying for multiple periods in the registration is not allowed.”
 - Category payments will not be refunded OR considered as a payment in lieu of another category. Hence carefully go through the business categories form (at the Annexes – D) and select relevant categories. If you change your business and need not receiving tender alerts in reference with any category, we can terminate sending tender alerts on your request.
 - Pls. mark **category numbers** as well as **number of categories** on invoice correctly.
4. All prospective suppliers shall hand over Two (02) copies of duly signed *Master Agreement & Non-Disclosure Agreement*.
 - Please refer “Annex – B” for requirement of the signatories. One copy of the agreement will be handed over back to supplier once the Agreement is signed by SLT, OR we will send duly signed & scanned agreements by e-mail. (You

are requested to upload both agreements along with supplier registration documents in to SLT iSupplier web portal.)

- Please note that each page of the **Master Agreement & Non-Disclosure Agreement** need to be countersigned.
5. All prospective suppliers (local companies) shall also be registered with annually published SLT ‘Rainbow Pages of Business Telephone Directory’. A proof of registration need to be uploaded with this document.
- Further information on registration in Rainbow Pages could be obtained from Mr. Buddhika Wijekoon at 011 2399399 (Ext 117) or 0716 821635

Important

1. Failing to submit any of the documents requested by SLT, may lead to the rejection of request for registration.
2. **. Pls. attach/upload a copy of check list along with your documents for speed up the approval process.** Check lists are attached at the end of this application as Annex – E. It contains with 3 pages. You may use a page/section relevant to you.
3. Please refer iSupplier Registration User Guide at <https://www.slt.lk/iSupplier> for updating your account.
4. All Suppliers shall be bound by the terms and conditions laid out in the **Master Agreement & Non-Disclosure Agreement**
5. For certain categories, SLT may carry out an additional qualification before the supplier is being registered for a particular category. In such instances, the supplier payment done for that category would be considered as the fee for the request for qualification. However, supplier shall only be eligible to take part in the tenders of that category once the additional qualification carried out by SLT is successful.

On successful registration, the prospective supplier will be issued a Username and Password to login to the SLT iSupplier portal. The password can be changed anytime, and it is required to change the password immediately after first login due to security concerns.

The mode of communication will be via email and via iSupplier portal. It is the responsibility of the supplier to provide an active and valid email address during the registration process. Any changes to the above email address should be notified immediately to SLT (using format provided in Annex - C) and should be duly authorized by an Authorized Signatory of the supplier.

Requirements to access SLT iSupplier portal

1. Supplier must have a secure Internet connection and be equipped with a web browser to login to the SLT iSupplier portal.
2. All documents published will be in Portable Document Format (*.pdf) and supplier must also have the availability of PDF Reader software to view SLT Tender documents. (e.g. Adobe Acrobat Reader software)
3. All tender clarifications pertaining to a particular tender shall be published in the iSupplier portal under each tender and the latest clarification published in the portal shall supersede all documents published for that tender, prior to the aforesaid clarification.
4. Any extensions granted for a tender will be updated in the iSupplier portal and notified via email (email given during the registration). The due date and time appearing in the portal against the tender shall be considered as the final and conclusive Tender closing date and time.
5. A complete record of quoted online tenders and downloaded tender details can be viewed by the Supplier anytime under the iSupplier portal once logged in to the system.

I/We have fully read and understood and agree to abide by the terms and conditions laid out in this document. I/We wish to submit the request for registering as a prospective supplier to supply goods and services to Sri Lanka Telecom PLC.

Company Name: _____

Business Registration Number: _____

Authorized Signatories of the Company:

Name	(1)	(2)
Signature		
Official Frank (Rubber Stamp)		
Date		

Annex – A

Documents required for registration as a supplier in SLT iSupplier

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 UPLOADED along with the application for registration.

Check lists are attached at the end of this application under Annex –E. **Pls. fill and attach/upload appropriate check list to speed up the approval process.**

A Companies incorporated in Sri Lanka

(a) Limited Liability Company

- (i) Certificate of incorporation (Form 41)
- (ii) Certified copy of List of Directors (Form 20) and List of Major Shareholders (Form 15)
- (iii) Article of Association
- (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 (Form13 / Form 36)
- (vi) Audited Financial Statements and Bank Statements of past one year
- (vii) Organization profile
- (viii) VAT Registration Certificate (if applicable)
- (ix) Supplier Registration Payment Invoice and Payment Receipt

(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 and Bank Statements of past one year
- (iv) Organization profile
- (v) VAT Registration Certificate (if applicable)
- (vi) Supplier Registration Payment Invoice and Payment Receipt

(c) Sole 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 and Bank Statements of past one year
- (iv) Organization profile
- (v) VAT Registration Certificate (if applicable)
- (vi) Supplier Registration Payment Invoice and Payment Receipt

(d) Government Owned Business Undertakings

- (i) Certificate of incorporation (Form 41)

- (ii) Certified copy of List of Directors (Form 20) and List of Major Shareholders (Form 15)
 - (iii) Article of Association
 - (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 and Bank Statements of past one year
 - (vii) Organization profile
 - (viii) VAT Registration Certificate (if applicable)
 - (ix) Supplier Registration Payment Invoice and Payment Receipt
- (e) **Government Corporations**
- (i) Chairman/Board of Directors details
 - (ii) Organization profile
 - (iii) VAT Registration Certificate (if applicable)
 - (iv) Supplier Registration Payment Invoice and Payment Receipt

B Companies incorporated outside Sri Lanka

- (i) The relevant incorporation documents
- (ii) VAT Registration Certificate (if applicable)
- (iii) Article of Association or Constitution or Charter document
- (iv) Address of registered office
- (v) Full Name, Private Address, Contact details & copies of Passport of all Directors
- (vi) Company profile
- (vii) Audited financial statements for past one year
- (viii) Details (under section A) of the Local Representative/Agent (if any)

Note:

- Once registered, any changes to this information must be immediately informed to the Procurement Division of SLT
- All suppliers must attach duly filled/Signed “Application for iSupplier Registration” document, first three pages. **(Page 1 of 10 to Page 3 of 10)**
- All local companies must attach a proof of registration for **Rainbow Pages of Business Telephone Directory**

Annex – B

Signing of the Agreement (s)

In order to fulfill the legal agreement (s), the signatory should be properly authorized by the particular company to sign on behalf of the company.

Before signing of the agreement (s) 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/Government Owned Business Undertakings

Agreement (s) 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

Agreement (s) to be signed by all partners on the Companion Rubber Stamp

or

Written authorization to be given by all the partners nominating an authorized signatory to sign on behalf of the company

(c) Sole Proprietorship

Agreement (s) 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

B 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

Annex - C

Supplier Change of Contact Details

1. Company Name	
2. Company Details	
i. Registered place of business	
ii. Telephone	
iii. Fax	
iv. E-Mail	
v. Web Address	

3. Details of future correspondences / Mailing Address

	Previously Provided Details	New Details (to be changed to)
i. Name		
ii. Designation		
iii. Tele No		
iv. Mobile		
v. Fax		
vi. Email		

I/We hereby declare that the above information provided by me/us are true and accurate including the information provided/attached. I/We further agree to notify SLT any changes to the above information as and when changes are made thereto.

.....
Name & Signature

.....
Name & Signature (in case of
Partnership)

Date:

Company Seal

Annex - D

Rev. Date:27/03/2020 - V6

BUSINESS CATEGORIES FORM

PROS/FBC/010 V6

Main Category No.	Main Category	Code	Sub Category
010	Stationery & Printing	10	Ordinary Stationery
		11	Draftsman Paper
		12	Paper For Photocopy, Fax, Printers etc.
		13	Printing Work - Offset, Digital etc.
		14	Maggi Boards, Flip Boards, White Boards & Stands
020	Furniture	20	Interior Work - Partitioning Work, Curtaining & Carpeting, etc.,
		21	Furniture - Office & Domestic
030	Office Equipment & Maintenance	30	Photo Copier, Fax Machines & Accessories
		31	Audio Visual Equipment - Cameras, Multimedia Equipment, etc.,,
		32	Paper Shredders, Pops Machines
		33	Document & Image Scanners, Note Counters
		34	Scratch Cards, Smart Cards, etc.,
		35	Franking Machines, Binding Machines, etc.,
040	Software License, IT Solutions and Services	36	Maintenance Of Office Equipment
		40	Software Licensing, It Solutions & It Consultancy Works,
		41	Cloud Solutions, Smart Solution
		42	Data Storage & Capturing Solutions & Services
		43	Antivirus, Firewall, Network Security Solutions
050	PCs, Printers, IT Equipment & Services	44	Electronic Certification, Payment Solutions, etc.,
		45	Email / Web Hosting, Web Development
		50	PCs, Laptops, Tab, PDAs, iPods, & Notebook Computers
		51	Network Cabling Products & Services
		52	Repair & Maintenance Of IT & N/W Equipment
		53	Smart Devices & Services, Smart Home CPEs
		54	Printers - Document & Label Printers, Toner Cartridges, Printer Ribbon, & Services
060	Electrical Items	55	Computer Servers, Computer Hardware Components - RAM, HDD, CD & DVD Writers / Readers, etc.,
		56	Rental Of Computers, Laptops, Servers, etc.,,
		60	Electrical Switchgear, Lighting Items, Bulbs & Fittings, etc.,
		61	Electrical Cable Products
		62	Household Electrical Appliances
		63	Tools - Drill bit, Welding Rod, Soldering Iron, etc.,,
070	Electronic Items	64	Electrical Measuring Instruments - Multi-meters, Ammeters, Voltmeters, Etc.
		65	Electrical Pumps
		70	Electronic Equipment
		71	Electro Mechanical Items
080	Building Material & Hardware Items	72	Electronic Components - IC, Diode, Resistor, etc.,,
		73	Security / Access Control Systems, CCTV
		80	Hardware Items - Nuts & Bolt, Fittings, Paint, Adhesives, Paint Brushes, Gas Cylinders, etc.,
		81	Plywood Sheets ,MDF Boards, Timber, Fittings
		82	PVC Pipes & Fittings
		83	Steel & Plastic Trunking - Conduits & Casing
		84	Sanitary ware - Tiles, Bathroom Fittings, etc.,
		85	Asbestos & Roofing Products
		86	Aluminum / Zinc Products - Frames & Accessories
87	Glass Products - Glass Sheets, Mirrors, etc.,		
		88	Building Repair And Maintenance - Civil Work

090	Power Items	90	Industrial / Telecom Batteries
		91	Solar Panels & Power Solutions
		92	Power Generators And Spares
		93	Power Distribution Panels & Equipment, PDUs
		94	Power Protection Equipment - Surge, Lightening Arrestors, Earthing Systems, Etc.
		95	Power Rectifiers, Inverters
		96	Uninterrupted Power Supplies (UPS)
		97	Power Wiring & Installation Work
		98	Generator Repair Work
100	Outside Plant (OSP) Material & Services	100	Telecom Cabinets, Disconnection Modules, MDF Protectors, Etc.
		101	Concrete Works - Poles, Manhole / Hand hole Chambers & Covers
		102	PSTN/Smart Telephones, Payphone Booths, Other CPEs, Accessories & Repair Services. CDMA Services
		103	OSP Standardized Materials -(Refer Standardized List - Cables, Fittings, Closures, Connectors, CPE Items, GI & Steel Products)
		104	Telecom Pipes & Fittings, Stainless Steel Products
		105	Telecom Cables (Copper & Fiber), Fittings, Connectors, Accessories
		106	OSP Services -Unit Rate Services, New Connection, Maintenance, Rehabilitation, Construction
110	Janitorial & Welfare Items	110	Household Utensils
		111	Rain Coats, Umbrella, etc.
		112	Soap & Detergents, Coir Products
		113	Leather & Plastic ware
		114	Clothing Material, Uniforms
		115	Musical Instruments, Sports gear, etc.
		116	Rubber Products
120	Marketing & Advertising	120	Sales Teams & Services
		121	Names & Signboards, Branding Works
		122	Rental Of Hoardings
		123	Advertising Services - Creation, Activation, etc.,.
		124	Marketing Research Work
		125	Promotional Items
130	Air Conditioners, Spares	130	AC Installation Material
		131	Air Condition Plants & Spare Parts
		132	Air Condition Plants Relocations & Maintenance
140	Motor Vehicles, Accessories and related Services	140	Automobile, Motor Bicycle/ Heavy Vehicle & Machinery - Backhoe, Fork Lift, Excavators, Wheel Loaders, etc.,.
		141	Servicing Of Vehicles, Servicing Of Auto A/C, Vehicle Cushioning Work, Motor Vehicle Repair, etc.,.
		142	Vehicle Batteries, Tyres, Tubes
		143	Vehicle Spare Parts & Accessories, Car Cassette & Radio
		144	Machinery, Tools & Equipment's For Vehicle Repairs, Servicing, etc.,.
		145	Fuel And Lubricants
150	Datacom Equipment & Accessories	150	Data Communication, Customer Premise Equipment (CPE)
		151	Network Equipment - Routers, Switches, Hubs, etc.,.
		152	Wi-Fi Broadband Solutions & Equipment
		153	IPTV, LTE Network Equipment & Maintenance
		154	19" Equipment Racks, Cabinets & Accessories
		155	Distribution Equipment & Accessories - Patch Panel, Patch Cords, etc.,.,.
		156	Media Converters & Accessories, Servers

160	Telecom Plant, Equipment & Services	160	Telecom Communication Antennae
		161	Switching, Transmission Equipment & Spares
		162	Telecom Tower Construction & Maintenance
		163	PABX & Accessories
		164	Telecom Test & Measuring Instruments
		165	Telecom Tools - Testers, Insertion Tools, etc.,
		166	Equipment For NGN Network, IP Services, etc.,
170	Man Power	170	Technical & Professional Staff
		171	Security Services
		172	Janitorial Staff
180	Logistic Services	180	Inland Transportation
		181	Cargo Clearance & Logistic Support
		182	Freight Forwarding
		183	Courier Services
		184	Vehicle Hiring
		185	Storage & Material Handling
190	Special Instruments & Equipment	190	Satellite Communication Equipment
		191	Mobile Communication Equipment - walkie talkie, Small Range Radio Communication Equipment
		192	Surveying Instruments
		193	Air Craft Warning Lamps
		194	Industrial Equipment - Lathe, Grinding, Fabricating Machines, Saw Millers, etc.,
200	Insurance & Financial Services	200	Financial Auditing, Consultancy Services, Due Diligence, etc.,
		201	Insurance Services
		202	Financial Services - Leasing, Loans, etc.,
210	Medical & Health Services	210	Domestic Health Activities, Pest Control, etc.,
		211	Medical Tests & Health Services
220	Laboratory & Safety Equipment	220	Medical Equipment & Accessories
		221	Laboratory Equipment
		223	Fire Detectors, Fire Fighting Equipment, Maintenance, etc.,
		224	Industrial Safety Accessories - Safety Jackets, Belts, Shoes, Gloves, Goggles, Safety Cones, etc.,
230	Disposal of Materials	230	Material Disposal & Scrapping
		231	Collecting E-Waste Materials, Electronic Equipment, Used, Never Used, Obsolete, Recovered Etc.)
		232	Collecting Disposal Materials - (Used, Never Used, Obsolete, Recovered Etc.)
240	Miscellaneous Services	240	Supply of Drinking Water
		241	Consultancy Services (HR, ...)
		242	Standardization Services
		243	Training

Annex – E
SUPPLIER REGISTRATION - CHECK LIST

PROD/FCL/011 V1

Name of Company:

A (a) Limited Liability Company				
No	Description of Document	(√) or (N/A)	If (N/A) Remarks	Verified by SLT
1	Certificate of Incorporation (Form 41, 65,2A,2C)			
2	Certified copy of List of Directors (Form 20)			
3	List of Major Shareholders (Form 15)			
4	Article of Association (or Memorandum of Association)			
5	Full Name, Private Address and copies of National Identity Card /Passport of all Directors			
6	Address of the registered office or of any changes therein (Form13 /Form 36)			
7	Audited Financial Statements			
8	Bank Statements of past one year			
9	Organization profile			
10	VAT Registration Certificate (if applicable)			
11	Payment Invoice – with major category numbers			
12	Payment Receipt			
13	Proof of registration - Rainbow Pages Business Directory -			
14	Non-Disclosure Agreement (signed by SLT)			
15	Master Agreement (signed by SLT)			
16	Application for iSupplier Registration (1 st 3 pages)			
17	Pls. Verify Sub categories updated in iSupplier as per Annex-D			

A (b) Partnership				
No	Description of Document	(√) or (N/A)	If (N/A) Remarks	Verified by SLT
1	Copy of the Business Registration			
2	Full Name, Private Address and copies of National Identity Card /Passport of all partners			
3	Audited Financial Statements			
4	Bank Statements of past one year			
5	Organization profile			
6	VAT Registration Certificate (if applicable)			
7	Payment Invoice – with major category numbers			
8	Payment Receipt			
9	Proof of registration - Rainbow Pages Business Directory -			
10	Non-Disclosure Agreement (signed by SLT)			
11	Master Agreement (signed by SLT)			
12	Application for iSupplier Registration (1 st 3 pages)			
13	Pls. Verify Sub categories updated in iSupplier as per Annex-D			

*** For Official use only**

Comments:

Checked by :.....

Date :

SUPPLIER REGISTRATION - CHECK LIST

Name of Company:

A (c) Sole Proprietorship				
No	Description of Document	(√) or (N/A)	If (N/A) Remarks	Verified by SLT
1	Copy of the Business Registration			
2	Full Name, Private Address and copy of National Identity Card /Passport of the Proprietor			
3	Audited Financial Statements			
4	Bank Statements of past one year			
5	Organization profile			
6	VAT Registration Certificate (if applicable)			
7	Payment Invoice – with major category numbers			
8	Payment Receipt			
9	Proof of registration - Rainbow Pages Business Directory -			
10	Non-Disclosure Agreement (signed by SLT)			
11	Master Agreement (signed by SLT)			
12	Application for iSupplier Registration (1 st 3 pages)			
13	Pls. Verify Sub categories updated in iSupplier as per Annex-D			

A (d) Government Owned Business Undertakings				
No	Description of Document	(√) or (N/A)	If (N/A) Remarks	Verified by SLT
1	Certificate of incorporation (Form 41)			
2	Certified copy of List of Directors (Form 20) and List of Major Shareholders (Form 15)			
3	Article of Association			
4	Full Name, Private Address and copies of National Identity Card /Passport of all Directors			
5	Address of the registered office or of any changes therein (Form 13/ Form 36)			
6	Audited Financial Statements			
7	Bank Statements of past one year			
8	Organization profile			
9	VAT Registration Certificate (if applicable)			
10	Payment Invoice – with major category numbers			
11	Payment Receipt			
12	Proof of registration - Rainbow Pages Business Directory -			
13	Non-Disclosure Agreement (signed by SLT)			
14	Master Agreement (signed by SLT)			
15	Application for iSupplier Registration (1 st 3 pages)			
16	Pls. Verify Sub categories updated in iSupplier as per Annex-D			

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SUPPLIER REGISTRATION - CHECK LIST

Name of Company:

A (e) Government Corporations				
No	Description of Document	(√) or (N/A)	If (N/A) Remarks	Verified by SLT
1	Chairman/Board of Directors details			
2	Organization profile			
3	VAT Registration Certificate (if applicable)			
4	Payment Invoice – with major category numbers			
5	Payment Receipt			
6	Proof of registration - Rainbow Pages Business Directory -			
7	Non-Disclosure Agreement (signed by SLT)			
8	Master Agreement (signed by SLT)			
9	Application for iSupplier Registration (1 st 3 pages)			
10	Pls. Verify Sub categories updated in iSupplier as per Annex-D			

B Companies incorporated outside Sri Lanka				
No	Description of Document	(√) or (N/A)	If (N/A) Remarks	Verified by SLT
1	The relevant incorporation documents			
2	VAT Registration Certificate (if applicable)			
3	Article of Association or Constitution or Charter document			
4	Address of registered office			
5	Full Name, Private Address, Contact details & copies of Passport of all Directors			
6	Company/Organization profile			
7	Audited financial statements for past one year			
8	Details (under section A) of the Local representative/Agent (if any)			
9	Payment Invoice – with major category numbers			
10	Payment Receipt (if possible only – via local agent etc...)			
11	Non-Disclosure Agreement (signed by SLT)			
12	Master Agreement (signed by SLT)			
13	Application for iSupplier Registration (1 st 3 pages)			
14	Pls. Verify Sub categories updated in iSupplier as per Annex-D			

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Comments:

Checked by :

Date :