

**SUPPLIER REGISTRATION - CHECK LIST**

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Name of Company: .....

**Details of Contact Person from the organization**

<b>Name</b>				<b>Designation</b>	
<b>Tele</b>		<b>Mobile</b>		<b>eMail</b>	

**\* First Column of relevant cage to be checked (√) by the applicant**

<b>(1) Limited Liability Company</b>					
Certificate of Incorporation (Form 41 / Form 65)					
Directors Details (Form 20/Form 48)			Shareholders Details (Form 15)		
Full Name, Address and copies of National Identity Cards of Directors					
Memorandum of Association			Articles of Association		
Audited Financial Statements			1 year Bank Statements		
Registration Agreement signed			Common Board Resolution		
Business Categories			Payment Receipt attached		
Etender Registration Process			Non Disclosure Agreement signed		
Registration on 'Rainbow Pages'			Supplier Registration Declaration		

<b>(2) Partnership</b>					
Copy of the Business Registration					
Full Name, Address and copies of National Identity Card of all Partners					
Audited Financial Statements			1 year Bank Statements		
Registration Agreement signed			Common Authorization		
Business Categories			Payment Receipt attached		
Etender Registration Process			Non Disclosure Agreement signed		
Registration on 'Rainbow Pages'			Supplier Registration Declaration		

<b>(3) Proprietorship</b>					
Copy of the Business Registration					
Full Name, Address and copy of National Identity Card of Proprietor					
Audited Financial Statements			1 year Bank Statements		
Registration Agreement signed			Non Disclosure Agreement signed		
Business Categories			Payment Receipt attached		
Etender Registration Process			Supplier Registration Declaration		
Registration on 'Rainbow Pages'					

<b>(4) Companies incorporated outside Sri Lanka</b>					
Certificate of Incorporation					
Full Name, Address and copies of Passport of all Directors					
Details of the Local Representative / Agent					
Registration Agreement signed			Non Disclosure Agreement signed		
Business Categories			Payment Receipt attached		
Etender Registration Process			Audited Financial Statements		
Supplier Registration Declaration					

**\* For Official use only**

Checked by : .....

Date : .....