

Supplier Registration Form of SLTMobitel

To the supplier

Information of this application form will be used by SLTMobitel to record the type of your business and the details of your company. Please complete the required sections of the form and return.

While conducting business with SLTMobitel, Supplier may provide information that identifies Supplier employees or other persons, such as emails, addresses, and other contact information, ("Personal Data"). Supplier agrees that it has obtained the agreement of those employees and persons to provide the Personal Data and to allow to use, disclose and transmit the Personal Data in connection to business relationship with Supplier.

Registration Form with supporting documents should be submitted with checklist to the SLTMobitel.

Section 1 : General Information			
1. Name of the Company			
2. Address			
3. Telephone		4. Fax	
5. Web Site		6. Email Address	
7. Date of Establishment		8. Business Registration No	
9. Date of Registration		10. Place of Registration	
11. VAT Registration No			
12. Cheif Executive Officer	Name		
	Telephone/Mobile		
	Email		
13. Cheif Financial Officer	Name		
	Telephone/Mobile		
	Email		
14. Key Contact	Name		
	Designation		
	Telephone/Mobile		
	Email		

15.	Is your company affiliated with any other company either as a "Parent Company, Subsidiary or Affiliate Company"?	Yes/No
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	If "Yes", state the relationship and list all related companies below.	
16.	Names of Board Members	
17	List of Major Customers	

Section 2 : Financial					
Year	Total Revenue	Profit (Net Earnings Before Tax)	Total Assets	Current Liabilities	Total Equity (Capital + Reserves)
Note- Provide last years financial information of your company (please state currency utilized) Attache certified copies of your company's last year Balance Sheet & Income Statements.					

Section 3 : Bank Information			
Account Name			
Account Number			
Name Of Bank		Bank Code	
Bank Address			
Branch		Branch Code	
Note - A letter should be given by the supplier counter signed by the bank. Please refer Annexure 1 for specimen			

Section 4 : Supplier Declaration
All suppliers and vendors interested in conducting business with SLTMobitel must declare following details to be eligible to be awarded a contract/PO.

1	Proprietors	Have you registered another business where you act as a Sole Proprietor which is already registered with SLTMobitel as a supplier.	Yes		No	
		Have you registered another business where you act as a Partner which is already registered with SLTMobitel as a supplier.	Yes		No	
		Are you appointed as Director in another company which is already registered with SLTMobitel as a supplier	Yes		No	
2	Directors/ Partners	Are any of your Directors/Partners functioning as a Director/Partner/Sole Proprietor in another company/Business which is already registered with SLTMobitel as a supplier	Yes		No	
3	Proprietors/ Directors/ Partners	Are you or any of your Directors/Partners already registered with SLTMobitel as an individual supplier (i.e. Natural Person without registering as a business/company)	Yes		No	
4	Name changes/ Mergers	Have your Company/business undergone any name changes in the past	Yes		No	
		Were there any merges/acquisitions taken place in respect of the company in the past	Yes		No	

If the answer is "yes" to any of above questions 1, 2,3 & 4, please disclose the name of the company/business which is already registered with SLTMobitel as a supplier.

	Name of the Company/Business	Contact Details
1		
2		
3		

Note - If your company has undergone any name changes/merger/acquisition, please submit relevant documents

Section :5 UNDERTAKING REGARDIN WATCH LISTED SUPPLIERS

1. We hereby confirm and declare that -----<name of the company>-----, is not kept under Watch listed suppliers of SLTMobitel or any other SLT subsidiaries which we have Submitted a Bid/Executed/ Undertaken the works/ Services during the last 10 years and also currently not involved in any litigation with SLTMobitel or SLT subsidiaries.
2. Further, we confirm that none of the Partners or Directors of a Watch listed party by SLTMobitel) or any other SLT subsidiaries during last 10 years, are acting as Partner or Director in -----<name of the company>-----

With related to above section (5) if your company is kept under Watch listed supplier by SLTMobitel or any other SLT subsidiaries, please mention the relevant details in **table 1** below.

Further, if any Partner or Director of your company is working as a Partner or Director of a company under Watch listed suppliers of Mobitel Pvt Ltd, Sri Lanka Telecom (SLT) or any other SLT subsidiaries, please mention the relevant details in **table 2** below.

Table 1

Watch listed by SLTMobitel or its Subsidiary (Please mention the Company name)	Reason for Watch Listed	Effective Date
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Table 2			
Name of the Partner/Director	Name of the company which was kept under Watch list where he/she is acting as a director/Partner	Watch listed by (SLT or its Subsidiary) (Please mention the Company name)	Name of the Partner/Director
1		1	
2		2	
Reason for Watch list	1.		
	2.		

Section : 6 iSupplier details		
Contact Person		
Designation		
Contact No.		
Email address	Name of the officer	Designation

Check List – To be filled by supplier		(√) or (N/A)	If (N/A) Remarks
1	Supplier Registration Form		
2	Letter Confirming Bank Details as per Annex A		
3	SLTMobitel Code of Business Practice for Business Partners		
4	Company Profile		
5	Certified Copy of Business Registration/ Certificate of Incorporation		
6	Certified True copy of Form 1 or 20 (Latest) / Copy of NIC for Partnerships/ Proprietorship		
7	Copy of VAT Registration		
8	Address of the registered office or of any changes therein (Form13 /Form 36)		
9	Article of Association		
10	Certified Copies of your company's last year's balance sheet and income statement		
11	Organization Chart		
12	List of Major Customers		
13	SLT/Mobitel Categories Form		
14	Certified True Copy of Form 15		
15	SSCL Certificate		
16	Payment Invoice – with major category numbers		
17	Payment Receipt		
18	Proof of registration - Rainbow Pages Business Directory		

Note -

Please refer - **Annex B** for Supplier Change of Contact details form (*Applicable only when suppliers contact details are changed*)

We hereby certify that the information provided in the SLTMobitel Supplier Registration Form and the documents submitted are true & correct and request SLTMobitel to register us as a supplier. We also agree to comply with SLTMobitel Code of Business Practice whilst dealing with SLTMobitel

Signature	
Signed by	
Designation	
Date	
Note - Please place company Seal	

For office use only			
Received Documents in Full		Yes	No
Supplier Approval Status		Approved	Rejected
If rejected reason			
Checked By	Approved By	Approved By	
Senior Executive - Procurement	Senior Manager - Procurement	Head Of Procurement	

Note – Please Refer the Annex “C” for categories

Annex – A

Specimen Letter To be given on company Letter head (or as the case maybe)

Date

Dear Sir/Madam,

Confirmation of Bank Account- Name of Company/Individual (to be filled)

This is to confirm the Bank Account Details as given below.

Account Holders Name:

Account Number:

Bank Name/code:

Bank Branch/code:

Swift Code:

Type of Account: Current/Savings

Signed By

.....
Authorized Signatory of Supplier

.....
Counter Signed by Bank
Bank Representative/Seal & signature

Annex - B

1. Supplier Change of Contact Details

1. Name of the Company			
2. Address			
3. Telephone		4. Fax	
5. Web Site		6. Email Address	

2. Details of future correspondences (Key Contact) / Mailing Address

#	Detail	Previously Provided Details	New Details (to be changed to)
1	Name		
2	Designation		
3	Telephone		
4	Mobile		
5	Fax		
6	E-mail		

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