



Supplier Information Form

A Supplier information						
1	Name of Company/firm/Shop					
2	Office Address					
3	Telephone no.					
	Fax					
	Email					
	Website					
4	Name of contact person					
	Position					
	Email					
	Phone Number					
5	Type of Company/Firm/Shop	Private	Partnership	Private. Limited	Public Limited	
a	Name of Company owner					
	Telephone Number					
	Mobile					
	Email					
6	Nature of Business	Producer	Whole Sale	Distributor	Dealer	Trader
7	Date of Business start up					
8	Types of goods and services that you serve					
9	Human Resources					
a	Technical staff					
b	Administrative staff					
c	Capacity of machine					
10	Name (s) of Board Directors					
B Financial Information						
1	Name of Bank,					

	Address, Bank Account Number	
	Type of Account	
2	Name under which company is registered at bank	
	Payment terms	Payment by: Cheque Yes/No Wire Transfer Yes/No
3	Total transaction of last year	
4	Tax Clearance Certificate	
5	Amount of money that can be ordered a time	
6	VAT Number	
7	If any information please mention	
C	Product/Service Information	
a	List range of products/services	
b	Basis for pricing (Catalog, List etc.)	

D	Information of offices/organizations that you are serving	
Name of Organization		
Address		
Name of Contact Person		
Position		
Telephone		
Email		
For how long you have been serving the goods and services		
Goods and services provided		
Name of Organization		
Address		
Name of Contact Person		

Supplier Information Form

Position	
Telephone	
Email	
For how long you have been serving the goods and services	
Goods and services provided	

By signing the Supplier Information Form you certify that your Company is eligible to supply goods and services to major donor funded organizations and that all of the above statements are accurate and factual.

Company Name/Shop	
Name of Representative	
Post	
Date and Signature	
Stamp	