

# SUPPLIER REGISTRATION FORM

## Section 1: Company Details and General Information

1. Name of Company: _____	
2. Office Address: bids/proposals/orders City: _____ Province: _____ District: _____	3. Contact Person and Designation (for communications regarding) _____ _____ _____ Contact number/s: _____
4. Tel.: _____ Country Code City Code Number	5. Fax: _____ Country code City code Number
6. Email: _____	7. Web site: _____
8. Parent Company (full legal Name), if any: _____	
9. Subsidiaries and Overseas Representative(s): State if partially, fully owned or agent and attach a list if necessary.     	
10. Type of Business (mark one only): Corporate / Limited: <input type="checkbox"/> Partnership: <input type="checkbox"/> Other (specify): _____	
11. Nature of Business: Manufacturer: <input type="checkbox"/> Authorised Agent: <input type="checkbox"/> Trader: <input type="checkbox"/> Consulting Firm: <input type="checkbox"/> Other (specify): _____ If Trader, Agent or Representative Company, not directly involved in the manufacturing process of the product, please provide: 1) Certification from your principals that you are authorised to deal with their products or to act on their behalf. 2) A list of business transacted in the last year for the products you wish to register, giving names and addresses of customers and value of contracts in section 4 item 25.	
13. Year Established: _____	14. Number of Full-time Employees: _____
15. License No. (If applicable) / Place - State or Province - where registered (Privately held companies are requested to attach a copy of the certificate of incorporation, balance sheet and income statement, or a copy of income tax statement. Publicly traded companies are required to provide audited financial statement or annual report to shareholders. _____	
16. TAX / VAT Registration Number: _____	

**Section 2: Financial Information (Please attach a certified / audited copy of your latest Balance Sheet and Income Statement or your Annual Report to Shareholders)**

17. Annual value of total sales for the last 3 years:  
 Year \_\_\_\_: LKR\_\_\_\_\_ Year \_\_\_\_: LKR\_\_\_\_\_ Year \_\_\_\_: LKR\_\_\_\_\_

18. Bank Name: \_\_\_\_\_ Swift / BIC Address: \_\_\_\_\_  
 Address: \_\_\_\_\_

19. Bank Account Number: \_\_\_\_\_ Account Name: \_\_\_\_\_

20. Please attach i) a minimum of three (3) reference sources for services rendered by your firm within the last 12 months ii) original recommendation letter from the reference sources describing the nature of services rendered by your firm. The recommendation letter must be prepared in the reference sources' letterhead and signed by their representatives, who awarded an order to your firm or who administered your contract.

**Please also indicate fax numbers and contact details of your reference sources so that HSBC can contact them as and when required. If you list any references under Section 4, item 25 below, you must also include the details here.**

	<u>Name of Company</u>	<u>Address</u>	<u>Phone</u>	<u>Fax Number</u>
1)				
2)				
3)				

**Section 3: Technical Capability and Information on Goods / Services Offered**

21. Quality Assurance Certification (e.g. ISO 9000 certification/ SLS or its equivalent International and / or national certification for quality assurance). Please list any quality assurance certificates and environmental standard certificates (ISO 14001) that have been issued to your company and provide a copy of your latest certificates:

22. List below up to ten (10) of your Core Goods/Services offered (Authorised agents and Traders must submit proof or certificate(s) from manufacturers that they are authorized to deal with the products. Listed Item(s), which are not accompanied by proof or certificate(s) from manufacturers, will not be recorded in our supplier database):

Item Code	Item Description (one line for each item)

23. For your core goods / services specified in item 23 above, please provide details of the largest sales in the last financial year including name of company, name of contact person, address and telephone number of the customer and value of sales.

Item Code and Description	Details of Sale	
	Company: Address: Value:	Contact Person: Tel Number:
	Company: Address: Value:	Contact Person: Tel Number:
	Company: Address: Value:	Contact Person: Tel Number:
	Company: Address: Value	Contact Person: Tel Number:
	Company: Address: Value:	Contact Person: Tel Number:

## Section 4: Experience

24. Recent contracts with HSBC and / or public organisation such as national / state / local government and public service organization / department:

<u>Organization:</u>	<u>Value:</u>	<u>Year:</u>	<u>Goods / Services Supplied:</u>	<u>Destination:</u>
_____ LKR	_____	_____	_____	_____
_____ LKR	_____	_____	_____	_____
_____ LKR	_____	_____	_____	_____
_____ LKR	_____	_____	_____	_____

25. To which countries has your company exported and / or managed projects over the last 3 years?

## Section 5: Other

26. Please list any current legal disputes in which your company may be involved.

27. List any national or International Trade or Professional Organizations of which your company is a member.

28. Acceptance of payment terms and other discounts (mark all that apply)

Net 30 days:       Prompt payment discounts:       Other discounts:       Cash discounts:

Specify discount terms (Attach details)

29. Tender Documents:

Do you prefer to receive tender documents (mark your preference)

By facsimile:       By electronic mail:       Download from an Internet web site:

30. Certification:

I, the undersigned, warrant that the information provided in this form is correct, and in the event of changes details should be provided as soon as possible:

Name	Designation
Signature	Date
Company Seal	

**IMPORTANT:**

The completed form along with copies of below mentioned documents should reach the below recipient.

- Copy of the company registration certificate
- Identity / Passport copies of the directors
- List of names of the directors with the contact details.

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