



VENDOR REGISTRATION FORM

- The details provided in this form will be used to evaluate your suitability to provide goods/services to Oando Plc
- Your response is being provided to Oando Plc and will be protected from disclosures to third parties in accordance to Oando Plc Compliance and Ethic Policy

Company Name	
Contact Address	
Address 1	
Address 2	
City	
State/Country	
Phone Number	
FAX Number	
E-Mail Address	
Web Site Address	
Contact Person Name	
Designation	

Tax Identification Number	
Company Registration No.	
VAT Registration No.	

Average Annual Turnover

Currency	
Amount	

Bank Account Information

Bank Name		Account Name	
Bank Branch		Sort Code	
		Account Number	

Job Category (Please state the category of jobs done by your company)

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Environment, Health, Safety and Quality

Do you have a written Environment, Health and Safety policy?	Yes		No	
Do you hold a quality assurance certification?	Yes		No	
Do you assess the Environment, Health, safety and quality of your sub-contractors?	Yes		No	
Contact of person responsible for EHSQ				



LIST OF MANDATORY DOCUMENTS

Please note:

- Each vendor category with a box marked “X” underneath indicates mandatory documents to be submitted along with this application.
- Bank Reference Letter must include Bank Details: Account Name, Account Number, Sort Code Swift code and Branch. **International suppliers do not require providing a bank reference.** Rather, they must provide bank details on their company’s letter head.

	Local	International	Government Agency	Non Profit/Charity Organization	Professional Bodies
Vendor Registration Form	X	X	X	X	X
Due Diligence Form	X	X	X	X	X
Non Solicitation Form	X	X	N/A	X	X
Certificate of Incorporation / Registration	X	X	N/A	X	X
Income Tax Clearance Certificate	X	N/A	N/A	Provide Tax Exemption Certificate	X
VAT Registration Certificate	X	N/A	N/A	Provide Tax Exemption Certificate	X
DPR Permit	X	N/A	N/A	N/A	N/A
Bank Reference Letter	X	Provide bank details (A/c Name, A/c Number, Sort Code Swift code & Branch) on your official letter head	X	X	X
Memorandum & Article of Association / Constitution	X	N/A	X	X	N/A

I, the undersigned, warrant that the information provided in this form is correct. In the event of changes, details will be provided in writing to Oando PLC as soon as possible.

Name: _____

Date: _____