



Supplier Registration Application

1. Name of supplier Institution

2. Registration Number

Date of registration

Value Added Tax No. (VAT)/
Tax Identifican No. (TIN)

Please attach a copy of the Company Registration Certificate as requested in Annexure – A

3. Details of the workplace staff

Less than 10 employees

Between 10-50 employees

Between 50-100 employees

Between 100-500 employees

Between 500-1000 employees

More than 1000 employees

4. Districts where Branch Centers are located (delete unnecessary names)

Colombo/ Gampaha/ Kalutara/ Kandy/ Matale/ Nuwara Eliya/ Galle/ Matara/ Hambantota/
Jaffna/ Mannar/ Vavuniya/ Kilinochchi/ Mullativu/ Ampara/ Batticaloa/ Trincomalee/
Puttalam/ Kurunegala/ Anuradhapura/ Polonnaruwa/ Badulla/ Monaragala/ Kegalle/
Ratnapura

5. Details of the institution

a. Address where the workplace is registered

b. Telephone No.

c. Facsimile No.

d. Email Address

e. Web Adress

6. Nature of Institution (Please tick ✓ in the applicable box)

- 6.1 A limited company A partnership firm
 A sole proprietorship If other business, please specify below

.....
Please attach company information documents as requested in Annexure – A

6.2 Board Member Details - Full Name/Residential Address /National Identity Number

Please Provide As Requested At Annexure - A

6.3 Details of Partners – Full Name/ Residential Address/ National Identity Number

Please furnish as requested in Annexure – A

6.4 Financial condition of the business

Please submit the audited financial statement (including management accounts).

Bankers' details with latest financial year or 1 year bank statements.

Details of the dealing bank/banks

Account No./ Account Nos

7. Address of factory if any

8. Information about items/services intended to be provided

8.1 Please fill separate forms and attach product brochures separately if applying to supply multiple items under one business category.

For example, if applying for multiple items 1.1 - 1.9 under category 01, separate forms must be completed.

8.2 Submit letter authorizations , distributors and agency details to prove your capacity.

8.3 Suppliers applying under item No. 05 and 27.7 shall submit certificate from public/private sector within 03 years that they have successfully completed a contract of not less than Rs. 100,000/=. Also the certificate of Construction Industry Development Authority (CIDA) should be submitted.

8.4 The suppliers applying under item number 29 should note the districts they wish to serve. Also a copy of the license obtained for the current year should be submitted.

8.5 Suppliers applying under 27.10 must agree to meet the requirement at short notice.

8.6 Suppliers applying for Item No. 01 and 20 must have an own business. Business done as intermediaries will be rejected by supply chain.

8.7 The recommendation of the Ministry of Defense should be submitted for Item No. 27.1.

9. Current list of active clients (position and contact details) with reference details

10. Quality Certificates (Attach Certificates)

.....
.....

- Quality Certificate CIDA Certificate Min. of Health Recommendation
 Letters of representation Letters of Authorization

11. Loan Grace Period (Please tick ✓ in the applicable box)

- Up to 30 days From 31-60 days From 61-90 days

12. Maximum amount of goods/services supplied on credit basis

- Up to Rs. 100,000/= Between Rs. 100,001/= – Rs. 500,000/=
 Between Rs. 500,001/= – Rs. 1,000,000/= Over Rs. 1,000,001/=

13. Business Contact Details

a. Name

b. Designation

c. Land line Number

d. Mobile Number

e. Facsimile Number

f. Email Number

I/We hereby declare that the above information provided by me/us is true and correct.

I/We further agree to inform the National Housing Development Authority immediately of any change in the above information including the information provided under Annexure A and attached thereto.

.....

.....

Name & Signature

Date

Please Insert the Company Seal



(Rubber Stamp)

Note:

Suppliers shall submit the following documents with these signatures (duly filled and signed) along with "Supplier Registration Form"

- Checklist
- Conditions for registration of suppliers
- A copy of the invoice and payment receipt
- Rainbow Page Registration Confirmation

Annexure - A

Instructions to suppliers for registration with National Housing Development Authority for supply and delivery - Materials and Services

When entering to do business as a supplier of the National Housing Development Authority, verification of the company's credibility and legal status is required. Accordingly, the following documents should be forwarded along with the application for registration.

Documents required registering as a supplier with the National Housing Development Authority

1. Companies incorporated in Sri Lanka

1.1 Limited Liability Company

- (i) Certificate of Incorporation (Form 41 / Form 65)
- (ii) Certified copy of Memorandum / Articles of Association
- (iii) Certified copy of list of directors (Form 1/Form 20/Form 48) and list of shareholders (Form 15)
- (iv) Full name, personal address and copies of National Identity Card
- (v) Address of registered office or any changes thereof (Form 13/ Form 36)
- (vi) Audited financial statements or bank statements of previous year
- (vii) Taxpayer Identification Certificate (Tax Regulation Number, Taxpayer Identification Number)
- (viii) Bank Details (A/C Name, A/C Number, Bank Name, Branch Number)

1.2 Partnership

- (i) Copy of Business Registration
- (ii) Full name, personal address and Copies of National Identity Card
- (iii) Audited financial statements or bank statements of previous year
- (iv) Bank Details (A/C Name, A/C Number, Bank Name, Branch Number)

1.3 Sole Proprietorship

- (i) Copy of Business Registration
- (ii) Full name, personal address and copy of National Identity Card
- (iii) Audited financial statements or bank statements of previous year
- (iv) Bank details (name of bank account, number of bank account, name of bank, branches)

Note:

After registration, any change in this information should be immediately reported to the Supply Division of the National Housing Development Authority.

Annexure – B

Sign of contract / Agreement.

IN order to sign a contractual Agreement, the signatory must be authorized by the respective company on behalf of the company for proper performance.

Authorization documents should be forwarded by the signatory to the National Housing Development Authority before signing the contract/agreement.

Below are the authorized signatories in respect of various categories of companies.

1. Limited Liability Company

The contract/agreement should be signed by two directors or the director and company secretary of the respective companies' rubber stamp on the document or the board resolution should be submitted naming an authorized signatory and signing on behalf of the head of the company with the company embossed attestation seal

2. Partnership.

Agreements to be signed by all the partners of the firm and rubber stamped
or a

All partners must give written consent to the authorized signatory they nominate to sign on behalf of the firm

3. Sole Proprietorship

Agreements to be signed by the owner in relation to the company rubber stamp with NIC number or the owner must give written permission for nominating an authorized signatory to sign on his behalf.