

< LETTER HEAD OF APPLICANT COMPANY >

No: STC/PRO/RegSup2024

Date: 30/12/2023

Chairman,
Sri Lanka State Trading (General) Corporation Limited,
100, Nawam Mawatha,
Colombo 02
Dear Sir

SUPPLIERS, SERVICE DEALERS & SERVICES REGISTRATION – 2024
REGISTRATION NO: STC/PRO/REGSUP2024

<APPLICANT Company Name>

In responses to the Advertisement published for Registration of Suppliers for 2024 Year , I/ We have submitted information with documentary evidence in support of the above Registration.

Completed Registration form attached herewith

Form A - For Goods/ Items **Suppliers** under OS/FMCG/ICT/AS/EE/ME/AP/HR/CH/CA/MU/SW categories.

Form B - For **Service Dealers** under IT Related Services / AP- Automotive Services / AC- Air Conditioner Services

Form C - For List of **General Services** Items 1 to 20

Company Details

1. Registered name and address with contact details. & Correct Email Addresses.
2. A certified copy of the “certificate of incorporation” of the firm
3. Details of the Executive Board : Chairman, Directors and Chief Executive Officer with NIC Copies

Financial, Business and Administrative strength/standing of the firm.

4. Annual income of the company
5. Copy of Audited financial statement
6. Company's banker details with a Bank Credential Letter
7. Staff & Resources Details

Qualification and experience in the Field

8. Updated VAT Certificate
9. Manufacturers Authorization(Applicable for Product Suppliers)
10. Industry Certification (Applicable for Building/Electrical contractors)
11. Proof of Marketing Strength / Recent Customer Customers list with Products Supplied with values
12. Attached a Proof of Payment for Registration Fee for Each Category

I have understood that submitting false information or documents will result in rejecting my application and also my company will be blacklisted for Sri Lanka Government Tenders.

Regards,

(Authorised Person Name : (Place Official Stamp)

(Designation).....

(Signature).....

Contact Number :

email :