

## STC SUPPLIER REGISTRATION APPLICATION (GOODS) - 2024

2024-January to 2024-December (Registration No: STC/Pro/RegSup2024/G)

Registration Category: For OS/ICT/EE/AP/CH/FMCG/AS/ME/HR/CA/MU/SW CATEGORIES

**CATEGORY:**

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(Registration Fee Rs.3000 for Each Category Number, Pay Online and Attach a copy)

**TYPE OF BUSINESS: M / SA / SD / D / A / P / R (PL SEE BELOW) :.....**

- Manufacturer       Sole Agent      Distributor       Agent  
 Partner       Reseller

**Note: Please attach the proof documents herewith****SECTION A. SUPPLIER DETAILS**

Details	Supplier Response
Company Registered Name	
Registered Business Address & Contact Details	
Business Registration Number	(Please Attach copy of Business Registration)
Date of Registration	
Type of Business Registration (Proprietor/ Partner /Pvt Ltd /Public Limited)	

**Copy of Certificate of Incorporation should be attached**

Contact	Supplier Response
Company Postal Address	
Contact Person Name	
Contact Number Direct / Mobile	
Designation	
Fax	
Quotation calling E – mail address 1	
Quotation calling E – mail address 2	
Quotation calling E – mail address 2	
Web Site	

**Directors / Partners of the Firm (As in the Form (1/20/40) as applicable / Attach a Copy of Directors Consent) ( Required – certified ID Copies of Directors / Partners)**

Details of the Executive Board: Chairman, Directors and Chief Executive Officer.

1(Name) ..... 2(Name) .....

(Position) ..... (Position) .....

(Address) ..... (Address) .....

Contact No : ..... Contact No : .....

3(Name) ..... 4(Name) .....

(Position) ..... (Position) .....

(Address) ..... (Address) .....

Contact No : ..... Contact No : .....

**SECTION B. FINANCIAL STANDING& STAFF.**

1. Audited financial statements for the past four (04) years as below need to be attached. Following Summary needs to be completed.

Financial Data	2018 ( Audited)	2019 ( Audited)	2020 ( Audited)	2021 ( Audited)	2022 (Management Accounts Up to August 2023)	Annual Average
Annual Revenue						
Profit before tax						
Balance Sheet Status at year end:						
Equity						
Liabilities						

2. Details of company's bankers.

i. Bank Name : ..... Branch : .....

Account Number : .....(Bank Creditals Letter needs to be Attached)

ii. Bank Name : ..... Branch : .....

Account Number : .....(Bank Creditals Letter needs to be Attached)

3. Staff details for the current year and the previous years.

* Permanent Staff	Last Year	Current Year
Executive		
Technical		
Sales man		
Supervisors		
Other staff		

\* Please attach a list of Employees with Technical Staff – ( B 03)

**SECTION C - QUALIFICATIONS AND EXPERIENCE TRADING**

01. Summary of Supplies Last Year 2021/2022 / 2023 August

Se.No	Product	Average Experience	Suppliers durng Last 3 Years
01			
02			
03			
04			
05			
06			
07			
08			
09.			
10.			
11.			
12.			
13.			

02. **Detailed List** of Major Customers during Last 3 Years

S.N.	Product	Quantity	Value of Suppliers	Customer Details
01				
02				
03				
04				
05				
06				
07				
08				
09				
10				

- Attach Proof of Purchase for above – **(C 01)**
- Attach List of Major Clients – **( C 02) (Use a Duplicate of This Page if supplier requesting for registration more than 1 category)**

03. **Production , Processing and Storage Capacity**

Se. No	Type of Facility (Production / Processing/ Stores/Stock)	Address and Contact Details of Stores and Production Facilities	Manufacturing Capacity	Storage Capacity
01				
02				
03				
04				
05				

Attach Full details of Facilities – **( C 03)**

**Vat Registration Certificate : ( Please attach a Copy)**

VAT Registration No : .....

Certificate Number : .....

Validity Period : .....

**04. PRODUCTS AVAILABLE FOR IMMEDIATE SUPPLY**

	<b>Product With Specification Model</b>	<b>Production Year</b>	<b>Quantity</b>
01			
02			
03			
04			
05			
06			
07			
08			
09			
10			
11			
12			

**\* Please attach Full Specifications of Products with Certifications – (C 05)**

05. Manufacturer Authorization Letter/Category; .....

*[1. Sole agent] [2.Sole Distributor in Territory][3. Distributor][4.Agent][5.Partner][6.Reseller]*  
**Required to attached completed Authorization Letter/Letters in attached format**

- i. Agent/Distributor Since : ..... ( Date of Appointment of Distributor)
- ii. Name of the Mother Manufacturing Company :  
.....
- iii. Address of the Mother Manufacturing Company :  
.....
- iv. Contact Person ( Name ) .....
- v. Contact Number : ( Office ) ..... ( mobile) .....
- vi. email address : .....
- vii. Facilities Available with Distributor that can be utilized Free of Charge ( FOC)  
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I, the undersigned hereby certify that information provide in this form is correct and true according to my knowledge and i undestand that in an event of providing false information may result in blacklisting of my company for Sri Lanka Government Tenders.

**Supplier Commitment:**

Based on receipt of STC Purchase order, I/We have ability of supplying required quantity with Expected quality standard products, at a competitive rate in the market within the agreed time period.

Name: Title:

Signature: Date:

(Place Official Stamp Here)

<p><b>RS: 3000.00(Registration Fee for each category)</b></p> <p><b>Attach Proof of Payment / Payment Slip Here( C 07)</b></p>
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