



**APPLICATION FOR REGISTRATION**  
**ITS- IT SERVICE/ACS -AC SERVICE /APS - AUTO & TYRE**  
**SERVICE DEALERS ONLY**

(Registration No : STC/Pro/RegSup2024/SD)

**SECTION 01. COMPANY DETAILS AND GENERAL INFORMATION**

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	

## Category

### 01. Computer Repairs

- Laptops Repair    CCTV Installation    Networking Installation  
 PABX    Printer & Scanner Repair    Server Maintenance    Spare parts  
 Copiers & Fax Machines Services
- 

### 02. AC Fixing and Servicing

- AC Repair    Spare Parts    AC Service  
 Others .....
- 

### 03. Tire Installation / Battery Installation/Wheel Alignment/Wheel Balancing

- Lubricant Replacement    Oil Filter Replacement    Air Filter Replacement  
 Other services provided .....  
 Vehicle maintenance & Repairs    Vehicle Tinkering & painting  
 Spare Parts

## Type of Business Registration

- Proprietor    Partnership    Private Limited Company    Public Limited Company

09. Year Established: .....

Business Registration Number ( BR No ) : .....

**Business Registration Certificate Copy to be Attached – (Application will be rejected without BR Copy)**

## SECTION 02. FINANCIAL INFORMATION

10 .Payment terms: .....

11. Annual value of total services provided for the last 3 years: .....

(Attach Proof Document)

12. Bank Details: (Bank Name & Address): .....

13. VAT registration Number (If VAT registered) : .....  
(Copy of VAT registration certificate should be attached)

### SECTION 03: SERVICE LOCATION AND AREAS

14. STC nominated locations for Providing Services.

1. Colombo District     2.Kandy     3.Kurunagala     4.Galle / Matara
5. Batticaloa     6.Anuradhapura     7. Jaffna

15. Time period required of attending the service from order: .....

**OTHER LOCATIONS OF SERVICE AVAILABLE:** .....

### SECTION 04: CHARGES FOR THE WORK

Service Offered	Amount In Rs.	Vat
Eg -:		
1.AC Fixing Charges 9000 Btu		
2.Bracket For 9000 Btu		
3.Copper Charge (Per Mtr)		
4.Installation Charges (Per Mtr) Casing		
5.Drain Pipe Extension (Per Mtr)		
6. Other if applicable.		
7.		
8.		
9.		
10.		
11.		
12.		

➤ **Attach a Separate Quotations for the Charges & Spares**

**SECTION 05: AVAILABLE FACILITIES**

S: No	Related Service	Facility Available
1		
2		
3		
4		
5		
6		
7		

**SECTION 06: SERVICES / EXPERIENCE**

Proof of Current Services /Agreement with Contact Number

Service Category	Past Experienced / Name of customers service provided

**SECTION 7. STAFF RESOURCES AVAILABLE**

Include the following personal details for the current year and the previous years.

	Last Year	Current Year
<b>Permanent Staff Total</b>		
Executive		
Technical Officers		
Sales man		
Supervisors		
Other staff		
<b>Contract &amp; Casual Total</b>		

**SECTION 8. MAINTANANCE FACILITY (VEHICLES /TOOLS)**

Vehicle No or Workshop Facility	Ownership Types Rent /Owner	Type of Vehicle & Made Or Workshop Facility	Brand

**SECTION 9.**

**FOLLOWING DOCUMENTS SHOULD BE ATTACHED HEREWITH TO THE APPLICATION**

Form 1 / Business Registration (Copy)

ID copies of Director Board, Names & contact numbers

Partnership & Service (Currently/ Existing)  
(Attach Proof Document)

**All Proposals should accompany a non-refundable Document fee of Rs.2500/= in favor of Sri Lanka State Trading (General) Corporation Limited using the Online link provided.**

**I, the undersigned hereby certify that information provide in his form is correct and in the event of changes details will be provided as soon as possible.**

Name:

Title:

Signature:

Date:

(Place Official Stamp)

**RS: 3000.00 (Registration Fee for each category of Services Only)**

**Attach Proof of Payment / Payment Slip Here( C 07)**

