

**Specimen Application**  
**Application for Registration as a Supplier - Goods/ Services / Works- 2024**  
**(Ref: SEA/PD/RS/40-2023)**

Goods -  Services -  Works -

01. Name of the Business : .....

02. Address : .....

03. Description of Supplies/Services for which registration is sought  
.....

04. Item No. of the Goods/Services/Works : .....

05. Name of the Proprietor/Partner : .....

06. Telephone No. : .....

06.1. Fax No. : .....

06.2. E-mail address: .....

07. Name of the Bankers : .....

08. Business Registration Number & Date : .....  
(Copy to be attached)

09. Vat Registration No. : ..... N.B.T. Registration No:.....  
(Copy of the certificate(s) to be attached)

10. Category of Business:.....  
Importer/Agent/Manufacturer/Distributor  
(Specify the details including company name)

11. Period for which credit facilities could be given:.....

**Conditions**

- 01. The Chairman has the right to reject any or all applications received or to remove any supplier from the registered list.
- 02. The names of suppliers who fail to deliver the supplies, provide the services & works promptly and or fail to carry out the work to the satisfaction of the Authority or who supply substandard items/services will be removed from the registered list of suppliers without notice and will be black listed.
- 03. Quotation will be called from registered suppliers only. However the Chairman of the Authority reserves the right to call for quotations from unregistered suppliers too, as and when necessary.

I/We agree to register as a Supplier/ Service Provider/ Work Contractor and to perform as per the conditions mentioned above.

Date .....  
(With rubber stamp)

.....  
Signature of the Applicant