



## SUPPLIER REGISTRATION FORM

### Section 1: Company Details

1. Name of Company:

2. Physical Address:

3. P.O. Box:

Postal Code:

City:

Country:

4. Tel:

5. Fax:

6. Email:

7. Website:

8. Type of Business (Mark one only):

Sole Proprietor:

Partnership:

Limited Liability Company:

Other (specify):

9. Nature of Business:

10. Regional presence i.e. subsidiaries or branches across the regions \_\_\_\_\_

11. Year Established:

12. Business permit no:

13. PIN No:

14. VAT No:

### Section 2: Financial Information

15. Bank Name:

Swift Code/Bank Code:

Branch:

IBAN:

Account Name:

Account Number:

**Section 3: References list**

16. Please list at least 3 references:

CLIENT REFERENCES	CONTACT PERSON	TELEPHONE NUMBERS	ADDRESS

Attach copies of evidences from the clients e.g. letters of recommendations/ testimonials, LPOs.

**Section 4: General Information**

17. List of services/products offered in the past:

Service/Product	Specification	Date service/product procured

18. Credit period to be extended & average lead/delivery times.

19. Payment Terms, discounts and services offered i.e. free delivery, extended warranty, guarantees, and indemnities where applicable.

**20. Attach copies of documents:**

- Company Profile including names of Directors.
- Certificate of Registration/Incorporation.
- VAT Registration Certificate.
- Tax Compliance Certificate/ETR Compliance or Tax exemption certificate where applicable.
- Company PIN certificate.
- Current Trade License.
- Certificate or license for the practice where applicable.



- 3 years Audited Accounts.
- ISO certificate if any.
- Full details, catalogue, specifications and prices of the goods/services available.

**Section 4: Certification:**

21.

I, confirm that the following person(s) is authorised to transact on behalf of the company:

a. Name \_\_\_\_\_ Title: \_\_\_\_\_

b. Name \_\_\_\_\_ Title: \_\_\_\_\_

I, the undersigned, warrant that the information provided in this form is correct, and in the event of changes details will be provided as soon as possible.

I confirm that we are not insolvent; in receivership, bankrupt or being wound up. Our business activities have not been suspended and we are not the subject of legal proceedings for any of the foregoing.

Contact Name: \_\_\_\_\_ Title/Designation: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

22. Please mail completed form to:

Jane Mokuia  
Programs Administration Manager  
Eastern Africa Grain Council  
Email: [procurement@eagc.org](mailto:procurement@eagc.org)