

SUPPLIER REGISTRATION - CHECK LIST

Name of Company:

A (a) Limited Liability Company				
No	Description of Document	(√) or (N/A)	If (N/A) Remarks	Verified by SLT
1	Certificate of Incorporation (Form 41, 65,2A,2C)			
2	Certified copy of List of Directors (Form 20)			
3	List of Major Shareholders (Form 15)			
4	Article of Association (or Memorandum of Association)			
5	Full Name, Private Address and copies of National Identity Card /Passport of all Directors			
6	Address of the registered office or of any changes therein (Form13 /Form 36)			
7	Audited Financial Statements			
8	Bank Statements of past one year			
9	Organization profile			
10	VAT Registration Certificate (if applicable)			
11	Payment Invoice – with major category numbers			
12	Payment Receipt			
13	Proof of registration - Rainbow Pages Business Directory -			
14	Non-Disclosure Agreement (signed by SLT)			
15	Master Agreement (signed by SLT)			
16	Application for iSupplier Registration (1 st 3 pages)			
17	Pls. Verify Sub categories updated in iSupplier as per Annex-D			

A (b) Partnership				
No	Description of Document	(√) or (N/A)	If (N/A) Remarks	Verified by SLT
1	Copy of the Business Registration			
2	Full Name, Private Address and copies of National Identity Card /Passport of all partners			
3	Audited Financial Statements			
4	Bank Statements of past one year			
5	Organization profile			
6	VAT Registration Certificate (if applicable)			
7	Payment Invoice – with major category numbers			
8	Payment Receipt			
9	Proof of registration - Rainbow Pages Business Directory -			
10	Non-Disclosure Agreement (signed by SLT)			
11	Master Agreement (signed by SLT)			
12	Application for iSupplier Registration (1 st 3 pages)			
13	Pls. Verify Sub categories updated in iSupplier as per Annex-D			

*** For Official use only**

Comments:

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Name of Company:

A (c) Sole Proprietorship				
No	Description of Document	(√) or (N/A)	If (N/A) Remarks	Verified by SLT
1	Copy of the Business Registration			
2	Full Name, Private Address and copy of National Identity Card /Passport of the Proprietor			
3	Audited Financial Statements			
4	Bank Statements of past one year			
5	Organization profile			
6	VAT Registration Certificate (if applicable)			
7	Payment Invoice – with major category numbers			
8	Payment Receipt			
9	Proof of registration - Rainbow Pages Business Directory -			
10	Non-Disclosure Agreement (signed by SLT)			
11	Master Agreement (signed by SLT)			
12	Application for iSupplier Registration (1 st 3 pages)			
13	Pls. Verify Sub categories updated in iSupplier as per Annex-D			

A (d) Government Owned Business Undertakings				
No	Description of Document	(√) or (N/A)	If (N/A) Remarks	Verified by SLT
1	Certificate of incorporation (Form 41)			
2	Certified copy of List of Directors (Form 20) and List of Major Shareholders (Form 15)			
3	Article of Association			
4	Full Name, Private Address and copies of National Identity Card /Passport of all Directors			
5	Address of the registered office or of any changes therein (Form 13/ Form 36)			
6	Audited Financial Statements			
7	Bank Statements of past one year			
8	Organization profile			
9	VAT Registration Certificate (if applicable)			
10	Payment Invoice – with major category numbers			
11	Payment Receipt			
12	Proof of registration - Rainbow Pages Business Directory -			
13	Non-Disclosure Agreement (signed by SLT)			
14	Master Agreement (signed by SLT)			
15	Application for iSupplier Registration (1 st 3 pages)			
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Name of Company:

A (e) Government Corporations				
No	Description of Document	(√) or (N/A)	If (N/A) Remarks	Verified by SLT
1	Chairman/Board of Directors details			
2	Organization profile			
3	VAT Registration Certificate (if applicable)			
4	Payment Invoice – with major category numbers			
5	Payment Receipt			
6	Proof of registration - Rainbow Pages Business Directory -			
7	Non-Disclosure Agreement (signed by SLT)			
8	Master Agreement (signed by SLT)			
9	Application for iSupplier Registration (1 st 3 pages)			
10	Pls. Verify Sub categories updated in iSupplier as per Annex-D			

B Companies incorporated outside Sri Lanka				
No	Description of Document	(√) or (N/A)	If (N/A) Remarks	Verified by SLT
1	The relevant incorporation documents			
2	VAT Registration Certificate (if applicable)			
3	Article of Association or Constitution or Charter document			
4	Address of registered office			
5	Full Name, Private Address, Contact details & copies of Passport of all Directors			
6	Company/Organization profile			
7	Audited financial statements for past one year			
8	Details (under section A) of the Local representative/Agent (if any)			
9	Payment Invoice – with major category numbers			
10	Payment Receipt (if possible only – via local agent etc...)			
11	Non-Disclosure Agreement (signed by SLT)			
12	Master Agreement (signed by SLT)			
13	Application for iSupplier Registration (1 st 3 pages)			
14	Pls. Verify Sub categories updated in iSupplier as per Annex-D			

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Comments:

Checked by :.....

Date :