



For Official use only

## VENDOR REGISTRATION FORM

### GENERAL INFORMATION

Name of Entity

Trading Name (if different from above)

Business Address

Contact Person

Email address

Contact No.

Company Registration No.

Website URL

Country

### STATUS OF BUSINESS ENTITY

Sole Proprietorship

Private Company

Partnership

Individual

Government /  
State owned company

Other \_\_\_\_\_

### TYPE OF BUSINESS

Manufacturer

General Trader

Dealer

Service Provider

Other \_\_\_\_\_

Authorized Distributor  
(Please Specify) \_\_\_\_\_

### FINANCIAL INFORMATION

Tax Identification Number (TIN)

Bank Name

Bank Address

Account Number

Swift Code

Currency

## CATEGORIES

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Cables                   | <input type="checkbox"/> Sports & Fitness        | <input type="checkbox"/> Water & Sewerage           |
| <input type="checkbox"/> Catering                 | <input type="checkbox"/> Other Engine Spares     | <input type="checkbox"/> Transportation & Logistics |
| <input type="checkbox"/> Renewable Energy         | <input type="checkbox"/> Wartsila                | <input type="checkbox"/> Event Management           |
| <input type="checkbox"/> Fuel & Lubricants        | <input type="checkbox"/> Transformers            | <input type="checkbox"/> Legal Service              |
| <input type="checkbox"/> Furniture                | <input type="checkbox"/> Construction            | <input type="checkbox"/> Insurance                  |
| <input type="checkbox"/> Vehicles & Spares        | <input type="checkbox"/> Software                | <input type="checkbox"/> Media                      |
| <input type="checkbox"/> Maintenance & Renovation | <input type="checkbox"/> Gadgets & Appliances    | <input type="checkbox"/> Chemicals                  |
| <input type="checkbox"/> Prefab                   | <input type="checkbox"/> Generator Sets & Spares | <input type="checkbox"/> Computer and Network       |
| <input type="checkbox"/> Stationeries             | <input type="checkbox"/> Cummins                 | <input type="checkbox"/> Electronics                |
| <input type="checkbox"/> Uniform & Safety Wear    | <input type="checkbox"/> Volvo                   | <input type="checkbox"/> Hardware                   |
| <input type="checkbox"/> Meter                    | <input type="checkbox"/> MAN Energy              | <input type="checkbox"/> Panel Board                |
| <input type="checkbox"/> Other                    |  |   |

## DECLARATION OF REGISTRATION

Do any shareholders have a conflict of interest with any STELCO employees or STELCO Board members?

- Yes  No

Name of Shareholder	STELCO Individual	Relation
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

I certify that the above information is accurate and complete. I understand that submission of this form does not guarantee approval as a registered vendor.

Authorized Signature

Name

Title

Date



Checked By <input type="text"/>	Procurement Approved By <input type="text"/>
Designation <input type="text"/>	Designation <input type="text"/>
Sign <input type="text"/>	Sign <input type="text"/>
Date <input type="text"/>	Date <input type="text"/>

## INSTRUCTIONS FOR FILLING OUT THE VENDOR REGISTRATION FORM

Please follow the instructions below to complete the vendor registration form.

Ensure that all fields are filled accurately to avoid delays in processing your registration.

### 1. Company Information

Company Name: Enter the full legal name of your company as registered with the relevant authorities.  
Address: Provide the complete mailing address for your business, including street, city, and postal code.

### 2. Contact Person

Name: Enter the name of the primary contact person who will handle communication.  
Phone Number: Enter the contact person's direct phone number.  
Email Address: Provide the contact person's email address for quick communication.

### 3. Business Details

Type of Business: Specify the legal structure of your company (e.g., Sole Proprietorship, Partnership etc.).  
Categories: Mark the categories relevant to your business.

### 4. Banking Information

Bank Name: Enter the name of the bank where your business account is held.  
Account Number: Provide your business account number for transactions and payments.

### 5. Tax Information

Tax ID/Tax Number: Enter your company's Tax Identification Number (TIN) or Tax registration number. This is important for compliance and tax purposes.

### 6. Authorized Distributor (if applicable)

Shall specify the brand you are authorized to distribute on the designated area.  
Shall submit a valid and up-to-date Authorized Distributor Certificate.

### 7. Declaration

Signature: The form must be signed by an authorized representative of your company.  
Date: Enter the date when the form is signed.

### 8. Documents to Submit with the Vendor Registration Form:

- Company Registration Certificate
- GST/BPT Registration Certificate (if applicable)
- Trade Permit/Operating License/Property Registry
- Copy of ID Card(s) of Directors or Authorized Signatories
- Tax Clearance Report from MIRA (issued within the last 6 months – applicable for locals)
- Authorized Distributor Certificate (if applicable)
- Company Profile Stating Products/Service & Key Contacts

If you have any questions or need assistance while filling out this form, please contact our team:

Email: [vendor@stelco.com.mv](mailto:vendor@stelco.com.mv)  
Phone: 333 8156 or 303 4677  
Working hours: 0800hrs to 1500hrs