

Vendor Enlistment Form

Please provide the following information and attach extra documentation as required. Every question of this form must be completed. Insert "N/A" where questions are not applicable. All information held within this form is CONFIDENTIAL and will be handled accordingly.

1	Legal Name of the Company:			
	Local Address:			
	Telephone:	Mobile:		
	Fax No.:			
	E-mail:			
2	Web Address:			
	Registered Address:			
	Telephone:	Mobile:		
	Fax No.:			
	E-mail:			
	Web Address:			
	Type or Structure of Supplier's Firm (please tick the appropriate one):			
	<input type="checkbox"/> Public Limited	<input type="checkbox"/> Private Limited	<input type="checkbox"/> Joint Venture	
	<input type="checkbox"/> Proprietorship	<input type="checkbox"/> Other		
3	Please provide the following information if yours' is a Proprietorship/ Partnership/Other Company:			
	a. Date of Establishment:			
	b. Total Capital/Investment (in BDT):			
	Please provide the following information if yours' is a Limited Company/ Corporation:			
	a. Place of Incorporation:			
	b. Date of Incorporation:			
	c. Paid-up Capital/Investment (in BDT):			
	c. Estimated Total Amount of Revenue:			
	Nature of Business:			
	Manufacturer	<input type="checkbox"/> Supplier	<input type="checkbox"/> Service Provider	<input type="checkbox"/> Contractor
4	Please provide the product & service list below:			
	Goods & Services Traded:			
	1.			
	2.			
	3.			
	4.			
5	List of Subsidiary/Branches			
	Name	Address	Contact Person & Contact No.	Business Category

6	Owner's & Staff Information			
	Owners/Key Personnel Name, Address & Contact No.			
	Name	Address	Contact Number	
	No. of Management staff <input type="text"/>	No. of Non-Mgt. Staff <input type="text"/>		
	No. of Contractual/Outsourced Staff <input type="text"/>			
7	Main Contact Person for MICL Enquiries & Correspondence:			
	Name	Address	Contact Numbers (Phone, Cell & Email)	
8	Vendor Bank Accounts Information:			
	List of the Supplier's Principal Bank(s):			
	Name of the Bank:			
	Bank Account Name:			
	Bank Account No.:			
	Address:			
	Telephone No.:			
	Fax No.:			
E-mail:				
Web Address:				
9	Supplier will Provide Copies of the Following Documents: (please mark items provided)			
	Name of the Document	Yes	No	N/A
a	Memorandum and Articles of Association (certified copy) (applicable for Limited Company Only)			
b	Certificate of Incorporation (applicable for Limited Company Only)			
c	Valid Trade License			
d	Value Added Tax (VAT) Registration Certificate (applicable for Local Company/ Foreign Company if they participate through their local office in Bangladesh)			
e	Tax Identification Number (TIN) Certificate (applicable for Local Company/ Foreign Company if they participate through their local office in Bangladesh)			
f	Bank Solvency Certificate not older than 30 days from the date of submission (if not a Limited Company)			
g	Most current Annual Report (audited, if available) (applicable for Limited Company)			
H	Partnership Deed (applicable only for Partnership Firm)			
I	Company Brochure (recent/updated)			
J	ABC Supervisory License (electrical works only)			

K	Other document(s) related to your business (Licenses, Certifications, etc.)			
L	Experience Certificate			
M	Major Client List			
n	Logistic Support (applicable for distribution & related service company)			
Supplier Information Forms that are not completed in their entirety, with all relative and requested attachments or which are not certified by an acknowledged official of the entity may not be accepted by MICL.				
The undersigned is authorized to Certify on behalf of the entity that all stated information in the above form and attachments are true and correct and no important and relevant information has been suppressed. The undersigned acknowledges that the Company at any time may verify the validity the above information.				
I do hereby declare that all the provided information here above is fully correct. In case of any false/mis-declaration, I shall personally be liable to appropriate legal action. I do take the responsibility to immediately inform of any change concerning the advice declaration. Considering all the details as above, I would like to be enlisted as a vendor in your esteemed company.				
Signature & Seal :				
Name of the Signatory :				
Designation of the Signatory :				
Name of Company :				
Date :				

Required Documents:

1. Trade License
2. E-Tin/ TIN
3. BIN Certificate
4. Tax Certificate
5. Experience Certificate
6. Bank Solvency Certificate
7. List of Clients.