

VENDOR REGISTRATION FORM

Please fill all sections of this form in CAPITAL LETTERS

[for HDFC use only]

Application No:

GENERAL INFORMATION

- | | | |
|---|--------------------------------------|---|
| <input type="checkbox"/> Sole Trader/Local Investment | <input type="checkbox"/> Partnership | <input type="checkbox"/> Private Company |
| <input type="checkbox"/> Public Listed Company | <input type="checkbox"/> Cooperative | <input type="checkbox"/> Club/Association/NGO/NPO |
| <input type="checkbox"/> Other (Please specify) | <input type="text"/> | |

* Please enclose a copy of the registration certificate and GST Registration certificate and NIC for individuals with this form.

* Please include business profile and product list with this form.

Name of Business/Institution:	Trading Name (if different):	Name of Sole Trader/Individual:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Name of Parent Company (if applicable):	Business Registration No.:	GST No.:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Business Address:	NIC No. (for Sole Trader/Individual):	
<input type="text"/>	<input type="text"/>	
Contact Person Name:	Designation:	Mobile Phone No.:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Work Phone No.:	Fax No.:	Email Address:
<input type="text"/>	<input type="text"/>	<input type="text"/>

PRODUCTS / SERVICE CATEGORIES

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> Advertising | <input type="checkbox"/> Alarms/Safety | <input type="checkbox"/> Catering | <input type="checkbox"/> Cleaning Services |
| <input type="checkbox"/> Communication Services | <input type="checkbox"/> Computer Hardware/Software | <input type="checkbox"/> Construction | <input type="checkbox"/> Consulting |
| <input type="checkbox"/> Consumables | <input type="checkbox"/> Designing | <input type="checkbox"/> Garments/Materials | <input type="checkbox"/> Network Related |
| <input type="checkbox"/> Office Equipment | <input type="checkbox"/> Office Furniture | <input type="checkbox"/> Photography/Video | <input type="checkbox"/> Printing |
| <input type="checkbox"/> Repair & Maintenance | <input type="checkbox"/> Stationaries | <input type="checkbox"/> Others (please specify): | <input type="text"/> |

PAYMENT DETAILS

Preferred Payment Method:	<input type="checkbox"/> Credit	<input type="checkbox"/> Cheque	<input type="checkbox"/> Account Transfer	<input type="checkbox"/> TT/LC
Credit Limit (MVR):	<input type="text"/>			
Credit Term:	<input type="checkbox"/> NET30	<input type="checkbox"/> NET15	<input type="checkbox"/> NET07	<input type="checkbox"/> OTHER: <input type="text"/>
Account No.:	Bank Name:	Currency:		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Bank Address:	Country:	Swift Code:		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Mode of Delivery:	<input type="checkbox"/> Delivery to Office	<input type="checkbox"/> Collect from Vendor		

• Mandatory to state a credit limit and term

DECLARATION

It is mandatory to declare:

- Any changes/update to the information provided in the registration form and should be submitted to HDFC along with the revised documents.
- All conflict(s) of Interests to any HDFC staff/HDFC Board of Directors/any vendor, financial, non-financial or otherwise.
- Any Related Parties.

The disclosure must be made as per below table (leave blank if none exists)

Employee/Director Name:	NIC No.:	Designation & Branch	Relationship

* HDFC reserves the right to approve or reject this vendor registration form based on verification, requirements, and other relevant factors.

I/We hereby agree that:

- The information provided in this form are true and correct to the best of my/our knowledge.
- Any changes/update to the information provided in this registration form, will be submitted to HDFC along with the revised documents.
- Payment will be affected after complete delivery of goods/service as per the PO/Award letter.
- I/We have no objection to HDFC verifying the information provided in this form via the relevant government authority(s).

NIC No.:	Name:	Contact No.:

Authorized Signature:
(Person authorized to sign on behalf of the business)

Seal

Date:

Conflict(s) of interests refers to situations in which personal interests (which may include financial or other interests) may compromise, or have the appearance of, or potential for, compromising professional judgement and integrity and, in doing so, the best interest of HDFC.

The following circumstances shall be deemed to create a conflict of interest:

- Where vendor is involved in a transaction or contract with HDFC for goods and services; and related to an Employee or Board Directors or Management Staff or anyone else related to the said employees of HDFC by marriage, blood, or kinship up to the second degree (this include spouse, parent, grandparent, uncles, aunts, children, siblings, half-siblings, stepsiblings, and stepchildren) and any relative/ other person who is dependent on the Vendor for his financial support.
- Where vendor has a material financial interest in a transaction between HDFC; while any Employee or Board Director of HDFC is an existing director, shareholder, officer/employee, or a legal representative of the Vendor's entity.
- Where vendor is in direct competition with HDFC while any Employee or Board Director of HDFC is engaged in the role of key management or has a material financial interest in Vendor's business or company.

Related Parties are:

- Any Administrator of HDFC.
- Any person who is related to an Administrator by marriage or blood up to the first degree (i.e., spouse of the administrator; parents and children of the administrator or spouse); and any other person who is dependent on the administrator or the administrators' spouse for financial support.
- Shareholders of HDFC with voting rights or which makes it possible to exercise significant influence over the management.
- All employees of HDFC and any person(s) related to an employee by marriage or blood up to the first degree.

FOR HDFC USE ONLY

	Staff ID	Signature	Date
Form and supporting documents received by			
Information Verified by			
Approval of CFO			
Vendor List updated by			
Related Party/Conflict of Interest updated			