**APPLICATION FOR REGISTRATION OF SUPPLIERS FOR THE YEAR – 2021**

**(To be submitted on a Company Letterhead & two copies of application)**

I/We hereby request to register my name/our establishment as a supplier for Supply of………………….. …………………………under category No……………………………………………. & other relevant details are given below.(Bank Deposit Slip issued in favor of “The Bursar, University of Moratuwa” is attached hereto)

1. Name of Organization :…………………………………………………………………….

2. Address of Organization :……………………………………………………………………..

3. Contact Details

 Land Phone No. : …………………………………………………………………….

 Fax No. : …………………………………………………………………….

 E-mail : …………………………………………………………………….

4. Nature of Business : …………………………………………………………………….

(Whether Manufacturer, Sole Proprietorship)

5. Nature of Business Registration : ……………………………………………………………………

(Limited Liability Co. Partnership/PLC)

6. Business Registration Certificate : …………………………………………………………………….

Number & Date (Attach a Photocopy)

1. VAT Registration (Attach a Photocopy) : …………………………………………………………………….
2. Whether you have Active VAT Registration file(attached a obtained from Dept.of Inland Revenue)
3. If you are not a VAT Registration Supplier (Attached letter of exemption obtained from Dept.of Inland Revenue)

8. Whether credit facilities offered : ………………………………………………………………….

9. Limit of credit offer and period : …………………………………………………………………..

10. Whether free of charge delivery : …………………………………………………………………..

 Could be arranged

11. Name of Bankers : ………………………………………………………………….

12. Number of years of experience in the : …………………………………………………………………..

 Relevant trade

13. List of State Organizations & main private: ……………………………………………………………….

Organization currently serving

14. Confirmation of Vendor Registration in the promise.lk: …………………………………………………….

15. Any other details : ………………………………………………………………….

I/We have read conditions and agree to abide by them. I/We certify that the particulars furnished by me/us in this application are true and accurate.

Date: ……………………… …………........................

 Signature of Supplier

 (Seal of the Establishment)