

Supplier Registration Form

SECTION 1: COMPANY DETAILS AND GENERAL INFORMATION

1. NAME OF COMPANY/INSTITUTION: _____

2. STREET ADDRESS:

POSTAL CODE: _____ CITY: _____

COUNTRY: _____

3. P.O. BOX and MAILING ADDRESS:

4. TEL NO: _____ 6. E-MAIL ADDRESS: _____

5. FAX NO: _____ 7. INTERNET ADDRESS: _____

8. CONTACT NAME AND TITLE: _____

9. PARENT COMPANY (Full legal name): _____

10. SUBSIDIARIES, ASSOCIATES AND/OR OVERSEAS REPRESENTATIVE(S):
(Attach list, if necessary)

11a. NATURE OF BUSINESS (Tick one box only):

Manufacturer: Trader: Authorized Agent: Consulting Company:
Other (specify): _____

11b. TYPE OF BUSINESS:

Corporate/Limited: Partnership: Government Agency: University:
Other (specify): _____

12. YEAR ESTABLISHED: _____

13. NUMBER OF FULL-TIME EMPLOYEES: _____

14. LICENCE NUMBER/STATE WHERE REGISTERED: _____

15. NTN (TAX) IDENTIFICATION: _____

16. TECHNICAL DOCUMENTS ARE AVAILABLE IN:

English French Spanish Russian Arabic Chinese Other (specify): _____

17. WORKING LANGUAGES:

English French Spanish Russian Arabic Chinese Other (specify): _____

SECTION 4: EXPERIENCE

26. RECENT CONTRACTS WITH THE UNITED NATIONS and/or OTHER INTERNATIONAL AID ORGANIZATIONS:

Organization	Value in Rs/US\$	Year	Goods/Services Supplied	Destination

27. TO WHICH COUNTRIES HAS YOUR COMPANY EXPORTED and/or MANAGED PROJECTS OVER THE LAST 3 YEARS?

28. DOES YOUR COMPANY HAVE A WRITTEN STATEMENT OF ITS ENVIRONMENTAL POLICY?
(If YES, please attach a copy) Yes No

29. IS YOUR COMPANY EDI ENABLED? Yes No

SECTION 5: OTHER

30. PLEASE LIST ANY DISPUTES YOUR COMPANY HAS BEEN INVOLVED IN WITH THE UNITED NATIONS ORGANIZATIONS OVER THE LAST 3 YEARS:

31. LIST ANY NATIONAL, OR INTERNATIONAL TRADE OR PROFESSIONAL ORGANIZATIONS OF WHICH YOUR COMPANY IS A MEMBER:

32. CERTIFICATION:

I, the undersigned, warrant that the information provided in this form is correct and, in the event of changes, details will be provided as soon as possible:

Name _____ Functional _____

Title _____

Signature _____ Date _____

PLEASE RETURN THE COMPLETED FORM, BY FAX OR MAIL. CONTACT ADDRESS.....

INSTRUCTIONS FOR COMPLETION OF THE REGISTRATION FORM

The form should be typewritten in uppercase (or written in capital letters) and completed clearly and accurately ensuring that all questions are answered. The numbers below correspond to item numbers on the registration form.

- 1 Full name of Company
- 2 Full Street address
- 3 Full mailing address (including P.O. Box, if any)
- 4 Telephone number, including correct country and area codes
- 5 Fax number, including country and area codes
- 6 E-mail address
- 7 Internet address
- 8 Provide name of person (including title) or department to whom correspondence should be addressed
- 9 Full legal name of parent Company, if any
- 10 Provide names and addresses of all subsidiaries, associates and overseas representatives, if any (on a separate sheet if necessary)
- 11 Tick one box only. If "Other" is ticked, please specify
- 12 Indicate the year in which the organization was established under the name shown in Item 1
- 13 Indicate the total number of full-time personnel in the Company
- 14 Provide licence number under which the Company is registered, or the State where it is registered
- 15 Provide VAT number, or Tax ID of the Company
- 16 Tick appropriate boxes to indicate in which languages the Company is able to provide technical documents
- 17 Tick appropriate boxes to indicate in which languages the Company is able to work in
- 18 Provide total annual sales in US Dollars (mil), of the Company, for the last 3 financial years
- 19 Provide total export sales in US Dollars (mil), of the Company, for the last 3 financial years
- 20 Provide full name, address and SWIFT address of the Bank used by the Company
- 21 Provide Company's bank account number and name of account
- 22 Provide copy of the Company's most recent Annual Report or audited financial report. If available, provide rating by Dun and Bradstreet (or equivalent) - specify which
- 23 List any Quality Assurance Certificates (e.g. ISO 9000 series) that have been issued to your Company, and provide a copy of the latest certificates
- 24 List all countries where the Company has local offices or representation
- 25 Please list up to 15 of the core goods/services offered. If available, provide the UNCCS code and describe them according to the UNCCS description. List the National/International Quality Standard to which each item conforms
- 26 Enter the name(s) of UN organizations that your Company has dealt with recently. Provide the value and the year of the contract, the goods/services supplied and the country of destination of each contract. If you have had more than 7 such contracts, please attach a separate sheet indicating the others. Documentary evidence of such contracts is required, e.g. copies of purchase orders. Organizations in the UN system are: UN, UNCTAD, UNEP, UNCHS(Habitat), UNICEF, UNDP, WFP, UNHCR, UNFPA, UNOPS, UNRWA, UNU, ILO, FAO, UNESCO, ICAO, WHO, WB, IMF, UPU, ITU, WMO, IMO, WTO, WIPO, IAPSO, IFAD, UNIDO, IAEA, ITC, ECA, ECE, ECLAC, ESCAP and ESCWA
- 27 List export markets, in particular all developing countries, to which your Company has exported over the last 3 years
- 28 The Earth Summit, held in Rio de Janeiro in 1992, emphasized the necessity to protect and renew the earth's limited resources. AGENDA 21 was adopted by 178 governments and lays emphasis on the UN to exercise leadership, i.a. towards promoting environmentally sensitive procurement policies for goods and services. Please indicate whether your Company has a written statement of its Environmental Policy and, if so, provide a copy
- 29 Is your Company EDI enabled
- 30 List all disputes your Company has been involved in with UN organizations over the last 3 years. If more space is required, please use a separate sheet
- 31 Provide details of all national and international trade or professional organizations to which your Company belongs
- 32 This form should be signed by the person completing it, and their name and title should be typed, along with the date.