

## VENDOR REGISTRATION FORM

HDC USE ONLY

### SECTION 1: COMPANY DETAILS & GENERAL INFORMATION

- |   |                                      |  |
|---|--------------------------------------|--|
| <input type="checkbox"/> Sole Trader/Local Investment | <input type="checkbox"/> Partnership | <input type="checkbox"/> Private Company         |
| <input type="checkbox"/> Public Limited Company       | <input type="checkbox"/> Cooperative | <input type="checkbox"/> Others (Please specify) |

- Name of Business/Institution: \_\_\_\_\_
- Trading Name (If different from Business Name): \_\_\_\_\_
- Name of Sole Trader/Individual: \_\_\_\_\_
- Name of Reporting Institution/Parent Company (Where Applicable): \_\_\_\_\_
- ID Card No: (For Sole Trader/Individual: \_\_\_\_\_ • Registration No: \_\_\_\_\_
- Tax Identification Number: \_\_\_\_\_
- Date of Commencement of Business: \_\_\_\_\_ • Country of Incorporation: \_\_\_\_\_

### SECTION 2: CONTACT DETAILS

• Focal | Main contact person

- ↳ Name: \_\_\_\_\_
- ↳ Designation: \_\_\_\_\_
- ↳ Mobile No: \_\_\_\_\_
- ↳ Email Address: \_\_\_\_\_

• Administrative Contact

- ↳ Name: \_\_\_\_\_
- ↳ Designation: \_\_\_\_\_
- ↳ Mobile No: \_\_\_\_\_
- ↳ Email Address: \_\_\_\_\_

• Registered Address:

- ↳ House/Building Name: \_\_\_\_\_
- ↳ Flat No/Floor: \_\_\_\_\_
- ↳ Street Name: \_\_\_\_\_
- ↳ Island Atoll/City: \_\_\_\_\_
- ↳ Post Code: \_\_\_\_\_
- ↳ Country: \_\_\_\_\_

• Correspondence Address: (If different from registered address)

- ↳ House/Building Name: \_\_\_\_\_
- ↳ Flat No/Floor: \_\_\_\_\_
- ↳ Street Name: \_\_\_\_\_
- ↳ Island Atoll/City: \_\_\_\_\_
- ↳ Post Code: \_\_\_\_\_
- ↳ Country: \_\_\_\_\_

- Preferred Mailing Address:  Registered  Correspondence

**SECTION 3: INDUSTRY GROUP**

↳ Type of Business/Commodity Service | **Tick One**

- |   |  |  |
|---|--|--|
| • Retailer <input type="checkbox"/>               | • Construction Contractor <input type="checkbox"/> | • Service Provider <input type="checkbox"/>        |
| • Manufacturer <input type="checkbox"/>           | • Consultant <input type="checkbox"/>              | • Publication/Broadcaster <input type="checkbox"/> |
| • Wholesaler <input type="checkbox"/>             | • Professional Services <input type="checkbox"/>   | • Distribution/Dealer <input type="checkbox"/>     |
| • Other (Please specify) _____                    |  |  |
| • Freight/Transportation <input type="checkbox"/> |  |  |

↳ Primary Business Group | Select one (01) from the list below

1- \_\_\_\_\_

↳ Secondary Business Group | Select any and all relevant groups

2- \_\_\_\_\_

- |   |  |
|---|--|
| • SG01-Accommodation                              | • SG20-Conference/Training Facilities              |
| • SG02-Alarm Services & Equipment, fire rescue    | • SG21-Consulting                                  |
| • SG03-Cleaning Services                          | • SG22-Designing                                   |
| • SG04-Computer Equipment's/hardware/software     | • SG23-Fuel & Lubricants                           |
| • SG05-Construction/Renovation & Maintenance      | • SG24-Garments and Related Materials              |
| • SG06-Consumables                                | • SG25-Insurance                                   |
| • SG07-Entertainment                              | • SG26-Network Related Equipment's                 |
| • SG08-Furniture                                  | • SG27-Photography/Videography/Audiography         |
| • SG09-Hardware                                   | • SG28-Real Estate                                 |
| • SG10-Marine Services/Equipment's                | • SG29-Repair & Maintenance of Equipment's         |
| • SG11-Pest Controls                              | • SG30-Stationeries                                |
| • SG12-Printing                                   | • SG31-Utility Services                            |
| • SG13-Rentals                                    | • SG32-Vehicles/Vessels/Spare Parts                |
| • SG14-Security Services                          | • SG33-Photocopy Machines/Printers and Consumables |
| • SG15-Transport (air/land/sea) & Related service | • SG34-Pumps & Spares                              |
| • SG16-Valuation/Inspection                       | • SG35-Plants & Fertilizers                        |
| • SG17-Advertising                                | • SG36-Other (Please specify)                      |
| • SG18-Catering                                   | ↳ _____  |
| • SG19-Communication Services                     |  |

↳ Details on Services or Goods your company supplies

• List below up to a maximum of ten (10) of your core Goods/Services offered: (One line for each item)

- ↳ \_\_\_\_\_
- ↳ \_\_\_\_\_
- ↳ \_\_\_\_\_
- ↳ \_\_\_\_\_
- ↳ \_\_\_\_\_
- ↳ \_\_\_\_\_
- ↳ \_\_\_\_\_
- ↳ \_\_\_\_\_
- ↳ \_\_\_\_\_
- ↳ \_\_\_\_\_

**SECTION 4: PAYMENT DETAILS**

• Preferred Payment Method:  Credit     Cheque     Account Transfer     TT/LC

• Credit Limit (MVR): \_\_\_\_\_  
     ↳ Credit Term:  NET30     NET20     NET15     NET07     Other: \_\_\_\_\_

↳ Account Number: \_\_\_\_\_

↳ Currency: \_\_\_\_\_

↳ Bank Name: \_\_\_\_\_

↳ Bank Address: \_\_\_\_\_

↳ Country: \_\_\_\_\_

↳ SWIFT: \_\_\_\_\_

**SECTION 5: DELIVERY**

• Preferred Delivery Method:

    ↳ Delivery to Port:     Male'     Hulhumale

    ↳ Delivery to Site:     Male'     Hulhumale

    ↳ Collect from Vendor:

**SECTION 6: EXPERIENCE**

• Organization	• Value   MVR	• Year	• Goods/Services Supplied
↳ _____	↳ _____	↳ _____	↳ _____
↳ _____	↳ _____	↳ _____	↳ _____
↳ _____	↳ _____	↳ _____	↳ _____
↳ _____	↳ _____	↳ _____	↳ _____
↳ _____	↳ _____	↳ _____	↳ _____
↳ _____	↳ _____	↳ _____	↳ _____
↳ _____	↳ _____	↳ _____	↳ _____

**SECTION 7: OFFICIAL NOT TO BENEFIT**

• By signing this VRF, we confirm that we have read, understood and will comply with the HDC policy on the “Zero tolerance” that strictly prohibits the acceptance of any type of gift and or/hospitality by HDC staff members participating in the procurement process. Any breach of this clause may lead to the termination of all contracts our company may have with HDC and removal from the approved vendor database

**SECTION 8: DECLARATION**

I/we hereby agree that:

- All information provided in this form is correct
- All copies of relevant information are attached
- Payment will be effected after complete delivery of goods / services as per the Purchase Order/POC/WOC.
- Any changes / update to the information provided in the registration form, will be submitted to Housing Development Corporation along with the revised documents.

- Name: \_\_\_\_\_
- Designation: \_\_\_\_\_
- ID Card No: \_\_\_\_\_
- Contact No: \_\_\_\_\_
- Email: \_\_\_\_\_

\_\_\_\_\_

Authorized Signature / Seal

\_\_\_\_\_

Date

**NOTE:**

1. All four (04) pages of the Vendor Registration Form should include company stamp at the bottom.
2. Application can be submitted via email to [vendors@hdc.com.mv](mailto:vendors@hdc.com.mv) or Hard copies to our address. (Housing Development Corporation Ltd., Ground Floor, HDC Building, Hulhumale')

**SECTION 9: LIST OF DOCUMENTS TO BE PROVIDED WITH THE FORM**

SL#	Documents Required	Sole Trader/Local Investment	Partnership	Private Company	Public Limited Company	Cooperative	Foreign Vendors
<b>MANDATORY</b>							
1	Completed Application Form	✓	✓	✓	✓	✓	✓
2	National ID card copy of the owner/s   Passport Copy for foreigners	✓	✓	✓			✓
3	Copy of Registration Certificate	✓	✓	✓	✓	✓	✓
4	Tax Clearance report/receipt from MIRA	✓	✓	✓	✓	✓	
5	Copy of Goods & Service Tax Registration Certificate   GST / T-GST	✓	✓	✓	✓	✓	
6	Copy of Business Profit Tax Registration Certificate   BPT	✓	✓	✓	✓	✓	
7	Company Profile		✓	✓	✓	✓	✓
8	Copy of Memorandum of Association			✓	✓	✓	✓
9	Copy of Articles of Association			✓	✓	✓	✓
10	Copy of Partnership Agreement		✓				
<b>OPTIONAL / WHERE APPLICABLE</b>							
11	Copy of Trade License / Mandatory if vendor has an outlet for trade	✓	✓	✓	✓	✓	
12	Copy of Financial Statements [Past 03 Years Audited] – As per MIRA Standard	✓	✓	✓	✓	✓	✓
13	List of Inventory [Tools & Equipment, Plant & Machineries, Vehicle & Vessels]	✓	✓	✓	✓	✓	✓
14	Copy of SME Registration	✓	✓	✓			

**ADDITIONAL INFORMATION**

**Additional Information for Completion**

The form should be typewritten in uppercase and completed clearly and accurately ensuring that all questions are answered. The numbers below correspond to item numbers on the registration form:

**Section 2:**

- ↳ Focal contact person | Main contact person regarding request for quotation and delivery
- ↳ Administrative Contact person | For administrative purposes / Approvals / Payments

**Section 3:**

- ↳ Details on services or Goods your company supplies | Provide dealership/authorized distributor certificate where applicable.

**Section 6:**

- ↳ Supporting Documents to prove the past experience

**Section 8:**

- ↳ Authorized Signature | Signature of authorized personnel as per organizational structure.

**Section 9:**

- ↳ SL# 5 | To be annually submitted for updating database
- ↳ SL# 6 | To be annually submitted for updating database (Mandatory after any major change)
- ↳ SL# 7 | To be annually submitted for updating database
  - ↳ For Annual Turnover above MVR 10 million: Financial Statements must comply to MIRA standards
  - ↳ For Annual Turnover below MVR 10 million: Minimum
    - Statement of Profit or Loss and other comprehensive

income

- Notes to the financial statements
- Directors Report (only for companies)

- ↳ SL# 8 | To be annually submitted for updating database

- ↳ SL# 9 | If vendor is registered for Tax – Tax Registration certificate is mandatory