

FOR HDC USE ONLY

Section 1: Requisition Details

Sole Trader/Local Investment

Partnership

Private Company

Public Limited Company

Cooperative

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.

GST Identification Number

BPT Identification Number

SME Registered

Yes

No

SME Identification Number

Section 2: Contact Details

Focal - Main Contact Person

Name

Mobile No.

Designation

Email Address

Administrative Contact

Name

Mobile No.

Designation

Email Address

Registered Address

Correspondence Address: (If different from registered address)

House/Building Name

House/Building Name

Flat No/Floor

Flat No/Floor

Street Name

Street Name

Island Atoll/City

Island Atoll/City

Post Code

Post Code

Country

Country

Preferred Mailing Address:

Registered

Correspondence

Section 5: Delivery

Preferred Delivery Method

Delivery to Port:	Malé	Hulhumalé	Thilafushi	Gulhifalhu
Delivery to Site:	Malé	Hulhumalé	Thilafushi	Gulhifalhu
Collect from Vendor:				

Section 6: Declaration

It is mandatory to declare;

- Any changes / update to the information provided in the registration form and should be submitted to Housing Development Corporation along with the revised documents.
- All Conflict(s) of Interests to any HDC employee/HDC 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 not applicable)

Employee/Director Name	NID No.	Designation & Department	Relationship

I/we hereby agree that:

- All information provided in this form is true and correct to the best of my/our knowledge.
- Payment will be effected after complete delivery of goods / services as per the Purchase Order/POC/WOC.

Name	ID Card No.
Designation	Contact No
Email	

Authorized Signature / Seal

Date

NOTE:

1. All three (03) 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 or Hard copies to our address. (Housing Development Corporation Ltd., Ground Floor, HDC Building, Hulhumalé)

Section 7: List Of Documents To Be Provided With The Form

- Copy of Business Registration Certificate
 - Copy of GST Registration Certificate [Where Applicable]
 - Document Verifying Account Details [i.e., copy of cheque book or online bank statement from website with bank logo, account name and number visible – bank transactions can be hidden. [screenshots of banking application are not accepted]
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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 HDC.

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

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

- a. Any Administrator of HDC.
- b. 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.
- c. Shareholders of HDC with 10% or more of the voting rights or which makes it possible to exercise significant influence over the management.
- d. Any undertaking in which persons defined under (a) and (c) above has 10% or more of the voting rights or which makes it possible to exercise significant influence over the management and Administrators of these undertakings.
- e. Any undertaking in which HDC has 10% or more of the voting rights or which makes it possible to exercise significant influence over the management and Administrators of these undertakings.
- f. All employees of HDC and any person(s) related to an employee by marriage or blood up to the first degree.

- Administrator – means any person who is a Board Director or Management Staff.