

## Section 1: Requisition Details

Sole trader  partnership  Private company  Public limited company  Corporate

Others (please specify)

Name of the 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  SME Identification Number

## Section 2: Contact Details

### Focal – Main Contact Person

Name  Mobile No.

Designation  Email Address

### Administrative Contact

Name  Mobaile 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 3: Industry Group

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

**Secondary Business Group | Select any and all relevant groups**

BG01	Accommodation Services	<input type="checkbox"/>	BG14	Rentals	<input type="checkbox"/>
BG02	Alarm Services & Equipment / Fire rescue / Security Service	<input type="checkbox"/>	BG15	Transport/Ticketing (air/land/sea) & Related service	<input type="checkbox"/>
BG03	Cleaning Service	<input type="checkbox"/>	BG16	Catering	<input type="checkbox"/>
BG04	Computer Equipment/hardware/software	<input type="checkbox"/>	BG17	Conference/Training Facilities	<input type="checkbox"/>
BG05	Construction/Renovation & Maintenance	<input type="checkbox"/>	BG18	Consulting / Valuation & Inspection / Designing	<input type="checkbox"/>
BG06	Consumables	<input type="checkbox"/>	BG19	Fuel & Lubricants	<input type="checkbox"/>
BG07	Telecommunication & Multimedia Service	<input type="checkbox"/>	BG20	Garments and Related Materials	<input type="checkbox"/>
BG08	Furniture	<input type="checkbox"/>	BG21	Insurance	<input type="checkbox"/>
BG09	Hardware	<input type="checkbox"/>	BG22	Repair & Maintenance of Vehicle/Vessel & Machineries	<input type="checkbox"/>
BG10	Marine Services/Equipment	<input type="checkbox"/>	BG23	Stationeries	<input type="checkbox"/>
BG11	Plant & Fertilizers / Pest Controls	<input type="checkbox"/>	BG24	Utility Services	<input type="checkbox"/>
BG12	Printing Service	<input type="checkbox"/>	BG25	Vehicles/Vessels/Spare Parts	<input type="checkbox"/>
BG13	Freight & Cargo Clearance Services	<input type="checkbox"/>	BG26	Pumps & Spares	<input type="checkbox"/>
OTHER (please specify)		<input style="width: 100%;" type="text"/>			

**For Foreign Vendors only**

General Trading       Specific (please specify from above listed business group)

**Details on Services or Goods your company supplies**

• List below your core Goods/Services offered: (Supporting Documents to be submitted for Authorized Service Providers / Dealerships)

1.
2.
3.
4.
5.

## 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 Name

Country       Swift

**Mandatory to state a credit limit and term**

### Section 5: Delivery

#### Preferred Delivery Method

Delivery to:

HAQ

HDK

HRF

FND

KDM

RUL

FVM

### Section 6: Declaration

- It is mandatory to declare;
- Any changes / update to the information provided in the registration form and should be submitted with the revised documents.
- All Conflict(s) of Interests to any RACL employee/RACL 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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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 Should be submitted via email to [Procurement@airports.mv](mailto:Procurement@airports.mv)

---

---

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

---

---

- **Copy of Business Registration Certificate with relevant documents** (Shareholders and Objectives)
- **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]

---

### 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 RACL.

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

- Where vendor is involved in a transaction or contract with RACL for goods and services; and related to an Employee or Board Directors or Management Staff or anyone else related to the said employees of RACL 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.
- where vendor has a material financial interest in a transaction between RACL; while any Employee or Board Director of RACL is an existing director, shareholder, officer/employee, or a legal representative of the Vendor's entity.
- Where vendor is in direct competition with RACL while any Employee or Board Director of RACL 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 RACL.
- 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 RACL with 10% or more of the voting rights or which makes it possible to exercise significant influence over the management.
- 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.
- Any undertaking in which RACL 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.
- All employees of RACL 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.**

---