

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



MINISTRY OF EDUCATION

Male'

Republic of Maldives

VENDOR REGISTRATION FORM

GENERAL INFORMATION

Name of Business			
Trading Name ((If different)			
Business Registration No.		SME Registration No.	
GST Registration No.		Mobile No.	
E-mail address of Business			

GOODS/SERVICES PROVIDED

Furniture		Garments/ Materials
Stationaries		Hardware
Cleaning Items		Computer Equipment's/hardware/software
Office Equipment		Network Related Equipment's
Food Items		Photocopy Machines/Printers and Consumables
Renovation & Maintenance		Repair & Maintenance of Office Equipment
Signboard Fabrication		Fuel & Lubricants
Pest Controls		Cleaning Services
Transport (Sea)		Catering Services
Transport (Land)		Printing
Plants & Fertilizers		Rentals
Accommodation		Venue Leasing
Hardware		Security Services
Designing		Vehicles/Vessels/Spare Parts
Photography/Videography		Plants & Fertilizers
Electrical Work		Repair & Maintenance of ACs
Labor for Day work		Plumbing & Sanitary Works

DECLARATION

It is mandatory to declare;

1. All conflict(s) of interests to any Ministry of Education employee, financial, non-financial or otherwise.

Employee Name	NID No.	Designation & Office	Relation

I/we hereby agree that:

- The information provided in this form is true and correct to the best of my/our knowledge.
- All copies of relevant information are attached.
- Payment will be affected within 30 working days of complete delivery and acceptance of goods/services as per the PO/Agreement.
- I/we have no objection to MoE verifying the information provided in this form via the relevant authorities.
- Any changes / update to the information provided in this form, will be submitted to MoE along with the revised documents.

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Name:		Designation:	
ID Card No:		Contact No.	
Authorized Signature:		Seal:	

LIST OF DOCUMENTS REQUIRED

#	Documents Required		
1	Completed vendor registration Form		
2	National ID card copy of the owner/s		
3	Copy of Business Registration Certificate		
4	Copy of SME Registration		
5	Copy of Goods & Service Tax Registration Certificate GST / T-GST		
6	Company Profile		
7	List of Authorized Business Activities		

FOR MoE USE ONLY

	Staff Name	Date
Form and supporting documents received		
Information verified by		
Vendor registered by		
Registration No:		