

Vendor Registration Form

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	
Name of the Business/Institution	<input type="text"/>	
Trading Name (if different from business name)	<input type="text"/>	
Name of Sole trader/Individual	<input type="text"/>	
Name of Reporting Institution/Parent Company (Where Applicable)	<input type="text"/>	
ID Card NO: (For sole trader/Individual)	<input type="text"/>	Registration No: <input type="text"/>
GST Identification Number	<input type="text"/>	
BPT Identification Number	<input type="text"/>	SME Identification Number <input type="text"/>

Contact Details

Focal – Main Contact Person

Name	<input type="text"/>	Mobile No.	<input type="text"/>
Designation	<input type="text"/>	Email Address	<input type="text"/>

Administrative Contact

Name	<input type="text"/>	Mobile No.	<input type="text"/>
Designation	<input type="text"/>	Email Address	<input type="text"/>

Registered AddressHouse/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**Industry Group****Goods and Services (Excluding Professional Consultancy)**

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

Secondary Business Groups | as many as applicable from the group below

GS01 – Catering

GS02 – Cleaning Service

GS03 – Computer Equipment/hardware/software

GS04 – Construction/Renovation & Maintenance

GS05 – Consumables

GS06 – Telecommunication & Multimedia Service

GS07 – Furniture

GS08 – Hardware

GS09 – Accommodation Services

GS10 – Printing Service

GS11 – Rentals

GS12 – Creative arts & Designing

GS13 – Conference/Training Facilities

GS14 – Consulting/Valuation & Inspection/Designing

GS15 – Insurance

GS16 – Stationeries

GS17 – Photography/ video

GS18 – Utility Services

GS19 – Vehicles/Vessels/Spare parts

GS20 – Freight & Cargo Clearance Services

GS21 – Transport/Ticketing (air/land/sea) & Related service

Professional Consultancy Services

CS01 – Architectural, Civil/Structural, design consulting

CS02 – Urban/Master planning consulting

CS03 – Project Management consulting

CS04 – Renewable energy consulting

CS05 – Environment and sustainability consulting

CS06 – Land and Hydrography surveying consulting

CS07 – General management consulting

CS08 – IT Delivery and IT strategy

CS09 – Marketing and Advertising

CS10 – Legal Advisory consulting

CS11 – Risk Management, Governance and Compliance

Consultancy Areas | Select All Applicable

Other Consultancy Areas | Write any areas not covered above

Payment Details

Credit Limit (MVR)

Credit Term:

NET30

NET20

NET15

NET07

Other

Account Number

Currency

Bank Name

Country

Swift

- Mandatory to state a credit limit and term

Delivery

Preferred Delivery Method

Male'

Collect from Vendor

Declaration

It is mandatory to declare;

- Any changes / update to the information provided in the registration form and should be submitted to Maldives Fund Management Corporation along with the revised documents.
- All conflict(s) of Interests to MFMC employee/MFMC Board of Directors/any vendor, financial, non-financial or otherwise.
- Any Related Parties.

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 affected 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 (04) pages of the Vendor Registration Form should include company stamp at the bottom
2. Application can be submitted via email to info@mfmc.mv or Hard copies to our address. (Maldives Fund Management Corporation LTD., 9B, H.Orchid, Male'

List of Documents To be Provided With the Form

- Copy of Business Registration Certificate
- Copy of GST Registration Certificate (Where Applicable)
- Document Verifying 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 acceptable)

Conflict(s) of Interests;

- Refers to situations in which personal interests (which may include financial or other interest(s) may compromise, or have the appearance of, or potential for, compromising professional judgement and integrity and, in doing so, the best interest of MFMC.

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

- a. Where vendor is involved in a transaction or contract with MFMC for goods and services; and related to an Employee or Board Directors or Management Staff or anyone else related to the said employees of MFMC 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 MFMC; while any Employee or Board Director of MFMC is an existing director, shareholder, officer/employee, or a legal representative of the Vendor’s entity.
- c. Where vendor is in direct competition with MFMC while any Employee or Board Director of MFMC is engaged in the role of key management or has a material financial interest in Vendor’s business or company

Related Parties are;

- a. Any Administrator of MFMC.
- 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 MFMC 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 MFMC 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 MFMC 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

The disclosure must be made as per below table (leave blank if not applicable)

Employee/Director Name	NID No.	Designation & Department	Relationship