



Children's Ombudsperson's Office

Male', Republic of Maldives



VENDOR REGISTRATION FORM

GENERAL INFORMATION

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

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
Software Development	Security Services
Graphics Designing	Vehicles/Vessels/Spare Parts
Photography/Videography	Consultancy
Electrical Work	Repair & Maintenance of ACs
Labor for Day work	Plumbing & Sanitary Works
Others:	

DECLARATION

It is mandatory to declare;

1. All conflict(s) of interests to any Children's Ombudsperson's Office employee, financial, non-financial or otherwise.

Employee Name	NID No.	Designation & Office	Relation

I/we hereby agree that:

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

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 if company		
4	Copy of SME Registration if company		
5	Copy of Goods & Service Tax Registration Certificate GST / T-GST if company		
6	Company Profile/ Personal Profile		
7	List of Authorized Business Activities		

FOR COO USE ONLY

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