



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	Labor for Day work
Cleaning Items	Computer Equipment's/hardware/software
Office Equipment	Network Related Equipment
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	Plumbing & Sanitary Works
Electrical Work	Repair & Maintenance of ACs

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:
- 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 MoE 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 MoE along with the revised documents.

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



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Secretariat of South Nilandhe Atoll Council
 Dh. Kudahuvadhoo , Republic of Maldives

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 OFFICIAL USE ONLY

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