1. **Vendor Contacts:**

|  |
| --- |
| Company Name :  |
| Address:  |
| Market Name: |
| Website:  | Telephone:  |
| Contact Name**:**  | Fax:  |
| E-mail:  | Mobile:  |
| Tax Registration No :  | Commercial Registration No:  |
| Certifications:  | Licenses:  |

1. **Company Activities / Category:**

[ ] Supplier [ ]  Vendor [ ]  Service Provider [ ]  Other

[ ] Safety [ ]  Mechanical [ ]  Electrical [ ]  Marine [ ]  Medical

[ ] Other “Specify “:

**Sole Agent:** Yes [ ]  No [ ]  , if yes attach the authorization / agreement letter.

1. **Terms of Payment:**

 Currency:

 Terms of Payment: [ ]  Cash [ ]  Check [ ]  Wire Transfer [ ]  Other

1. **Type of Request:**

[ ]  Add to Vendor List

[ ]  Change Vendor

[ ]  Limited Use “120 Day”

[ ]  One time used vendor

[ ]  Price and level vendor

1. **Warranty period and after sales services:**
2. **Logistic and shipment procedures:**

**Delivery point:**

**Delivery Cost:**

**Free Zone:**

1. **Required Attachments:**
2. Commercial Registration ( or equivalent legal document)
3. Tax Registration ( or equivalent legal document)
4. Experience References
5. Certifications
6. Licenses
7. Sole agent authorization / agreement letter
8. Technical manual of the product
9. Insurance Policy Document ( for service provider)
10. Free Zone Authority Letter
11. Any other supporting documents
12. **Acknowledgement**
* I acknowledge that the information provided on the prequalification application herein is true and sufficiently complete so as not to be misleading.
* I acknowledge that this is a registration document only and it is not binding on the company assigning any work order to me.
* I accept any required audit over my company from your side.
* I’m obligated to send any updates to the required attached document once occur, to maintain my registration as approved vendor.

**Name: ----------------------------------------------------------------**

**Title: ------------------------------------------------------------------**

**Signature: -----------------------------------------------------------**

**Date: ------------------------------------------------------------------**