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: ------------------------------------------------------------------**