



Orient Finance PLC,

No:19 Railway Avenue Nugegoda

Tel: 011 757 7577, Fax: 011 7 577511 E-Mail: admin@orient.lk

Web: www.orientfinace.lk

APPLICATION FOR REGISTRATION OF SUPPLIERS

FOR THE YEAR 2024/2025

Supplier Registration Form

(Separate Application is required for each category)

- The details provided in this form will be used to evaluate your suitability to provide goods and/or services to the Orient Finance PLC.
- All questions must be answered. Please **do** not leave blanks. You may use NONE, NOT APPLICABLE or N/A where appropriate.
- Your response is being provided to Orient Finance PLC, will be treated in strict confidence.

category of item applied for:

Section 1 – Corporate Information

1. Business Details

Legal Name of Company / Business:.....

Address:.....

.....

.....

.....

Telephone Nos.:

Fax Nos. :

Email address :

Business web site address :

2. Registration

Business Registration Number & Date:

Name of Parent Company or Group :

.....

Date of formation of the Business :

3. Primary Line of Business

Manufacturing
Service Provider
Maintenance

Distribution
Importer
Other (specify):

Retailer
Sole Agent

(Photocopy of Business Registration Certificate should be enclosed. In case of Civil Engineering contracts a copy of ICTAD Registration Book should be attached)

Note : Please note that Business Registration Certificate should be relevant to the category of items applied for.)

4. Type of Business

Corporation
Sole Trader

Company
Partnership

Other (specify):

(Manufacturers should state whether their products have been approved by Sri Lanka Standard Bureau. Other suppliers should state whether they could supply items in conformity with SLS Standards. Preference will be given to items bearing SLS mark among other matters.)

5. Range of products intended to offer :.....

.....
.....
.....
.....
.....
.....
.....

(Please attach product brochures and quality certificates if any)

6. Contact Details

Primary contact name:.....
(Name of the person to contact regarding supply of goods)

Title :

Telephone number :

Mobile No :

Section II - Financial Information

Bank Name :

Address :

.....

(Please provide copies of the company's Annual Reports or Audited Financial Statements for last year. In case of new companies, partnerships, sole traders etc. copies of last three months bank statements are required)

Section III - Business History

1. Whether you have already provided service for this Company as a Supplier for the year 2023 and if so, which category and scope of work done:

I.

II.

III.

2. Names of Government Departments and other Institutions served by applicant in 2024.

Company/Dept.	Tender No.	Contact Person	Tel. No.
I.
II.
III.
IV.
V.

(Please attach documentary proof i.e. copies of invoices, Purchase Orders, Letters of Award of Tenders)

Section IV - Principal Customer References

.....

Details of two sources we may contact to seek references in relation to services rendered by your Business.

1. Business name :

Address :

.....

.....

.....

Contact name :

Telephone number :

2. Business name :

Address :

.....

.....

.....

Contact name :

Telephone number :

Section V – Credit Facilities

i. Availability of Credit Facilities : Available Not Available

ii. Amount of Credit : Rs.

iii. Duration : 30 days 45 days

60 Days days

(When calling quotations, preference will be given for those who provide credit facilities)

I have read and understood the conditions attached and agree to abide by same. I understand that falsification of information set forth in this questionnaire may result in immediate disqualification of current or future business transactions and/or considerations.

Name of Proprietor/Director :.....

Title :

Date :

Company Seal :

(Please provide pricing for goods / service offered in this form if available)

Applications which do not accompany required documentation are liable to be rejected.

A signed copy of the complete form and all attachments must be sent on or before 31st of **December 2023** to:

**Manager Administration
Orient Finance PLC
No 19 Railway Avenue Nugegoda**