

VENDOR/SUPPLIER REGISTRATION FORM

 Renewal

 New Register

Please complete all parts of the form and submit it together with the documents mentioned below to the Purchasing Department of Oil Tech Oil and Gas Services LLC.

Attach the following documents:

- Trade License
- Chamber of Commerce Certificate
- Passport copy of Sponsor(s) and Partner(s)
- Passport copy of authorized Signatory

Company Information

Name of Company			
Address			
PO Box			
Phone Number		Fax Number	
Email Address		Website	
Legal Form	<input type="checkbox"/> Sole Establishment <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Public Limited Partnership <input type="checkbox"/> Others; Please Specify:		<input type="checkbox"/> Partnership with limited shares <input type="checkbox"/> Public Share Co. <input type="checkbox"/> Private Share Co.
Trade License Number		TIN No. (VAT Reg.)	
Nature of Business			
Date of Establishment		Expiry Date	
Place of Establishment			
Sponsor's Name		Nationality	
Partner's Name		Nationality	
Partner's Name		Nationality	

Contact Persons

Name		Designation	
Mobile		Email	
Name		Designation	
Mobile		Email	
Name		Designation	
Mobile		Email	

Business Activities & Documents		
1	If available, please provide a copy of your latest quality assurance certification (e.g. ISO 9001 or equivalent).	<input type="checkbox"/> YES <input type="checkbox"/> NO
2	Please mention International offices/ Representation (if applicable): (Countries where the company has local offices/representative)	
3	Please specify the time duration for supply of material once order is placed.	
4	List your Major Customers	1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____ 9. _____ 10. _____
5	List the products or services provided by your company: Please attach your company brochure/profile.	1. _____ 2. _____ 3. _____ 4. _____ 5. _____

Trade References

1	Company			
	Address			
	Contact Person			
	Contact Number		Email	
2	Company			
	Address			
	Contact Person			
	Contact Number		Email	
3	Company			
	Address			
	Contact Person			
	Contact Number		Email	

Authorized Signatory(s)

SN	Name	Designation	Signature
1			
2			
3			

Bank Details

Account Name	
Account Number	
IBAN	
Swift Code	
Bank	
Address	
Branch	
Currency	

Certification

Declaration:

1. I declare that all the information given in this registration form is, to the best of my knowledge, accurate and complete. If any false information is given, the application is deemed to be invalid and I shall forfeit my right to submit quotation and tender.
2. I agree that if registered, I will conform to the regulations, terms and conditions of Oil Tech Oil and Gas Services LLC.

Signature : _____

Name : _____

Designation : _____

Date : _____

Company Stamp

Note: Please submit this document within 15 days after receipt. Suppliers are required to renew their application annually.

FOR OIL TECH PURCHASE DEPARTMENT USE ONLY

Screening Done:	<input type="checkbox"/> YES <input type="checkbox"/> NO	Score:	
Recommended/ Approved/Rejected:			
Approved Vendor/Supplier code:			
Authorized Signatory:		Date:	