

**VENDOR/SUB CONTRACTOR REGISTRATION FORM**

<b>1</b>	<b>Name of Vendor/Sub Contractor</b>	
<b>2</b>	<b>Communication details</b>	
	Address	
	Tel#	
	Fax#	
	Email Address	
	Contact person	
	Company Registration No.	

<b>3</b>	<b>Vendor's Major Products/Services</b>	
<b>4</b>	<b>If Sub Contractor mention Scope of work (proposed) – (attach separately as annexure if space if not enough)</b>	

<b>5</b>	<b>Third Party Certification to International Standards</b>	ISO 9001	
		ISO 14001	
		Others	
		If other please specify	

<b>6</b>	<b>Vendor is</b>	(a)Client nominated Supplier If yes, Client Name	Yes/No
		(b)Client preferred Supplied If yes, Client Name	Yes/No
		©Associated with Galfar Group Companies	
		(d) Product compliance with standards:  Product Name: _____  National Standard _____  International Standard _____	
<b>7</b>	<b>Direct Representative of Manufacturer</b>	Yes/No	
<b>8</b>	<b>Presence in other Countries</b>	Branches :	

	(other than Kuwait)	Associates : Others: Not application :
9	Principal Office, if any, details may be provided	
10	Bank Details : Bank Name Branch Account No. A/c. Operating personnel	
11	Payment terms	
12	Additional information, if any (such as other clients, etc.)	

13	Attach following certificates/documents, as applicable	Yes/No
	a)Certificate of performance of supplies to prestigious clients/projects	Yes/No
	b)Largest Order (in terms of amount & quantity, etc.) executed so far with details	Yes/No
	c)Latest Company Brochure	Yes/No
	d) Resources List (List of equipments, technical & non technical manpower)	Yes/No
	e)Technical Literature of company products	Yes/No
	f) Company Registration Copy	Yes/Mandatory
	g) Approved signatories (Card showing Company authorized signatories)	Yes/Mandatory
	h) Municipality Certificate (for local vendors)	Yes/Mandatory
	i)Chamber of Commerce Registration Certificate	Yes/No
	j)Any other documents, please specify :	Yes/No

We declare the above information is true to the best of our knowledge.

Company's authorized person's signature:

Designation

Seal of Company

**For Galfar use only**

The above Vendor/Sub Contractor is			
Recommended to include in the approved Vendor/Sub-contractor List	Evaluated & Recommended	Reviewed & recommended	Approved to include in the list
Dept. Head	<b>QHSE Manager</b>	<b>Purchase Manager</b>	<b>CEO</b>