

Instructions to Vendors

1. Registration form can be obtained from CITPL website www.citpl.co.in
2. All columns are to be filled in properly in the spaces provided for. Wherever it is not applicable, please mention "Not Applicable".
3. The completed form should be submitted in person to **CITPL Company Secretary** or by post addressed to the following address:

CITPL Company Secretary
Chennai International Terminals Pvt Ltd
Regus Citi Centre
Level6,Chennai Citi Centre
10/11 Dr Radhakrishnan Salai
Chennai 600 004, India

4. For any queries or clarification please call us on 044-25613114

1. General Information

SN	Detail/Particulars	Remarks by CITPL, if any
1.1	Name of Company	
1.2	Type of work Provided	
1.3	Date of Incorporation/ Establishment (Attach certificate of Incorporation)	
1.4	Registered Office Address	
1.5	Head Office Address	
1.6	Mailing Address(if different from Registered Office Address	
1.7	Contact Person:	
	<u>Sales or Technical</u>	
	Name	
	Telephone Number	
	Email ID	
	<u>Finance Accounts</u>	
	Name	
	Telephone Number	
	Email ID	

2. Company Profile

2.1	Type of Company	Please Tick Where applicable	Documents to be submitted	Remarks by CITPL, if any
2.1.1	Public Limited Company		Memorandum and Articles of Association	
2.1.2	Private Limited Company		Memorandum and Articles of Association	
2.1.3	Co-operative Society		Society Rules and Bylaws	
2.1.4	Partnership Firm		Partnership Deed	
2.1.5	Proprietorship		Profession Tax Registration, Municipal Registration or other relevant documents	

2.2	Director/Partner/Owner/Proprietor Information	Position Held in Company	Contact Details	Remarks by CITPL, if any
2.2.1				
2.2.2				
2.2.3				
2.2.4				

3. Registration particulars

SN	Description	Registration	Documents to be Submitted	Remarks by CITPL,if any
3.1	Income Tax(PAN) No		Copy of Certificate	
3.2	Service Tax Registration(ST) No		Copy of Certificate	
3.3	Sales Tax Registration TIN/VAT No		Copy of Certificate	

SN	Description	Registration	Documents to be Submitted	Remarks by CITPL, if any
3.4	Central Sales Tax CST No		Copy of Certificate	
3.5	PF Registration No		Copy of Certificate	(For Manpower related contract only)
3.6	ESI Registration No		Copy of Certificate	
3.7	Excise Registration No		Copy of Certificate	
3.8	GST Registration No		Copy of Certificate	
3.9	MSMED Registration No		Copy of Certificate	

4. Banking Details

SN	Information of Bank Account of the company, duly endorsed by the Bank(Required for Electronic Fund Transfer-EFT/RTGS) to be submitted	Documents to be submitted	Remarks by CITPL, if any
4.1	Name of the company	Information of Bank Account of the company duly endorsed by the Bank and a copy of cancelled cheque	
4.2	Name of the Bank		
4.3	Name of the bank branch		
4.4	City/Place		
4.5	Account Number		
4.6	Account Type		
4.7	IFSC code of the Bank Branch		
4.8	MICR code of the Bank Branch		
4.9	Details of other Bankers(for reference purpose only)		

5. Other Information

5.1	Vendor, if related to any CITPL staff	
	Name of the Vendor	
	CITPL Employee Name	
	CITPL Employee Staff Number	
	Relationship	

5.2	If any ex CITPL staff is employed by the company, please mention the details	
	ex CITPL Employee Name	
	ex CITPL Employee Staff Number	

Declaration by Vendor

The above information is true in all respects and we undertake to inform you if any change in the above particulars regarding our business from time to time.

Place: _____ Signature of Authorized Representative and
 Date: _____ Proper Company Stamp/Seal

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For CITPL Use only

Registration certificate checked by Executive Finance Registration Authentication verified by Company Secretary Approved by Head Finance

Signature: _____ Signature: _____ Signature: _____
 Date: _____ Date: _____ Date: _____
 Comments: _____ Comments: _____ Comments: _____