



VENDOR REGISTRATION FORM

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

1. General Information

S.NO	Detail/Particulars		Remarks by CITPL,if any
1.1	Name of Company		
1.2	Type of work Provided (Client list must be enclosed)		
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

S.NO	Description	Registration	Documents to be Submitted	Remarks by CITPL,if any
3.1	Income Tax(PAN) No		Copy of Certificate	
3.2	PF Registration No		Copy of Certificate	(For Manpower related contract only)
3.3	Excise Registration No		Copy of Certificate	
3.4	GST Registration No		Copy of Certificate	
3.5	MSMED Registration No		Copy of Certificate	
3.6	ESI Registration No		Copy of Certificate	

4. Banking Details

S.NO	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		Payment will be made to this Bank account. ----- Information of Bank Account of the company duly endorsed by the Bank and a copy of cancelled original cheque leaf	
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)			

Note : In case of changes in the above bank details, supplier shall provide a new vendor registration form with the changed bank details and a canceled cheque / Banker's letter.

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

Date:

and 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 :
Date :
Comments:

Signature :
Date :
Comments:

Signature :
Date :
Comments: