

Application for the Registration of New Contractors/Suppliers – 2021
Chief Secretary’s Office – Southern Province

Receipt Number :
 Amount Paid :.....
 Institution paid :.....
 (Please attach the original receipt)

01) Number and description of the Supply/Service/contract applied for : (Please state the item number and all details correctly in accordance with the News paper Notice)

Item No:				
Description relevant to item Number				

i) Which Category is expected for the contractors’ registration:

02). i). Name of the business :

ii). Address of the business :.....

iii).The Number and the date of the certificate of business registration: (Please attach a copy of the certificate of Registration)

Number :

Date :

iv). Nature of the business (Sole Owner/Limited Company/ Partnership/Cooperation .. etc) :

.....

v). Name and the Address of the Owner/Directors/partners:

.....

vi).Telephone Numbers

Land line :

Mobile :

vii) Fax Number :

viii). Details of branches if branches are established in Southern Province:

Address	Contact Persons	Telephone Number

ix) . Special Certificates (E.g. : ISO ... etc) :

03). The Date and the Number of the License if the license has been obtained for the maintenance of your business (EG: Wood) (a copy of the license should be attached)

Number :

Date :

04). i.)Details of the registration with the CIDA if applied for registration as a contractor: (A Copy of the Registration Certificate Should be attached) (compulsory for 4, 5, 6, 7)

No :

Date :

Validity period of the registration:

Registration class :

05). i). Assets/Capital and investment for the business:

Employees	Designation	Number of persons
Trained	Engineering (Degree)	
	Technical Officer (Diploma)	
	Trained Technicians	
	Other	
Untrained		
Other		

ii). Machinery and Equipment belonging to the business:

Name of the Machinery/ Equipment	Numbers	Name of the Machinery/ Equipment	Numbers

iii). The land Area of the business :

iv). Name of the Banks and Account Numbers :

v). VAT Numbers if registered for VAT :

06). Details of the Contracts/ Supplies Completed during the last five years:

Institution	Estimated Amount/Value(RS)	Date of Completion

07). Details on Contracts/Supplies in progress at present:

Institution	Estimated Amount/Value (Rs)	Date to be completed

I hereby certify that the above mentioned details and copies of certificates are true and correct and that the business is carried on in accordance with the law and regulation of the Government and the law of labour and that the tax and charges to be payable to the government have been paid.

Date :

.....
Signature of the Applicant