

## VENDOR REGISTRATION FORM

- 1 NAME OF THE FIRM.....
- 2 CONTACT NO.....
- 3 CONTACT PERSON NAME & Ph No.....
- 4 E-MAIL ID.....
- 5 OFFICE ADDRESS .....
- 6 NO. OF YEARS IN THE BUSINESS.....
- 7 CONSTITUTION -
  - a) PROPRIETORSHIP.....
  - b) PARTNERSHIP.....
  - c) COMPANY.....
- 8 DETAILS OF BANK ACCOUNT
  - a) BANK NAME.....
  - b) ACCOUNT NUMBER.....
  - c) BANK ADDRESS.....
  - d) IFSC CODE.....
- 9 PAN No. (copy req.).....
- 10 VAT NUMBER(copy req.).....
- 11 PF REGISTRATION NUMBER(copy req.).....
- 12 ESI REGISTRATION NUMBER.....
- 13 SALES TAX REGISTRATION NO (copy req.).....
- 14 LABOUR ACT REGISTRATION NUMBER (If any) .....
- 15 Registered with local mfg/industrial associations.....
- 16 Already working to any Telecom Company.(if yes, copy of any PO).....

I certify that above particulars are true and correct.

For.....

CMD

Vendor's Name & Address with Rubber Stamp

### ENCLOSURES REQUIRED WITH VENDOR REGISTRATION FORM

COMPANY PROFILE  
 PHOTOGRAPH OF THE PROPRIETER / PRINCIPAL PARTNER / DIRECTOR - AUTHORISED TO SIGN  
 AUTHORISATION LETTER IN CASE OF PARTNERSHIP / BOARD RESOLUTION IN CASE OF COMPANY  
 IN FAVOUR OF PARTNER / DIRECTOR AUTHORISED TO SIGN  
 PHOTOCOPY OF PERMANENT ACCOUNT NUMBER  
 PHOTOCOPY OF PF / ESI / LABOUR ACT REGISTRATION  
 COPY OF CANCELLED CHEQUE FOR ECS.  
 COPY OF TELEPHONE BILL / ELECTRICITY BILL / RATION CARD MAY BE TAKEN AS PROOF OF RESIDENCE

### For Internal Use

#### Vendor code

Vendor Recommended by	SCM // CIRCLE	
Vendor Approved/Disapproved by	SCM	Remark
Vendor Approved/Disapproved by	Circle Manager	Remark

Date: