**Vendor Pre-Qualification**

|  |  |
| --- | --- |
| Company Trading Name |   |
| Company Registered Name |   |
| Did your company previously operate under another name? | Yes |   | No |   |
| If **YES state the previous name below** |   |   |   |   |   |   |   |   |   |   |
| Trading Name |   |
| Registered Name |   |
| Company Registration Number Or ID Number If A Sole Proprietor |   |
| Form of entity | SARL |   | SAL |   | Sole |   | Limited |   | Partnership |   |
| Is your company VAT Registered? | Yes |   | No |   | Exempt |   |
| If **Yes, state VAT Registration Number** |   |
| If **No or Exempt, state reason** |   |
| Bank Name |   | Bank Account Number |   |
| Company Physical Address |   |
|   | Code |   |
| Company Postal Address |   |
|   | Code |   |
| Company Telephone number |   |
| Company Fax Number |   |
| Company E-Mail Address |   |
| Company Website Address |   |
| Contact Person |   | Designation |   |
| Telephone |   | Email |   |
| Last Financial Year Annual Turnover (USD or equivalent) | <100 K |   | >100 K<500,000 K |   | >500,000 K<1 Million |   | >1 Million |   |
| Indicate using a ‘X’ the business sector in which your company is involved/operating |  |
| Agriculture |   | Community, Social and Personal Services |   |  |
| Manufacturing |   | Printing  |   |  |
| Electricity, Gas and Water |   | Wholesale Trade, Commercial Agents Services |   |  |
| Retail, Motor Trade and Repair Services |   | Transport, Storage and Communications |   |  |
| Catering, accommodation and Other Trade |   | Insurance, Finance and Business Services |   |  |
| Other (Specify) |   |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Document List** | **Yes / No** |  |  |  |  |  |
| 1) Company Profile |   |  |  |  |  |  |
| 2) Supplier Customer References |   |  |  |  |  |  |
| 3) Completed AMEL Supplier Code of Conduct form and proof of submission  |   |  |  |  |  |  |
| 4) Original or certified copy of VAT registration certificate |   |  |  |  |  |  |
| 5) Certified copy of identity document of Shareholders / Directors / Members |   |  |  |  |  |  |
| 6) A letter with the company’s letterhead confirming physical and postal addresses |   |  |  |  |  |  |
| 7) Certified copy of share certificates of Shareholders |   |  |  |  |  |  |
| 8) Certified copy of certificate of incorporation |   |  |  |  |  |  |