**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 | | | | | | |  |  |  |  |  |  |