

## LECORVAW VENDOR REGISTRATION FORM

### Section 1: Company Details and General Information

|   |                                    |
|---|------------------------------------|
| 1. Company name (full legal name):  |                                    |
| 2. Street Address:<br><br>Postal Code:                      City:<br><br>Country:   | 3. P.O. Box and Mailing Address:   |
| 4. Tel:   | 5. Fax:                            |
| 6. Email:   | 7. Company Website:                |
| 8. Contact Name and Job Title:  |                                    |
| 9. Email:   |                                    |
| 10. Parent Company (Full legal / officially registered company name):   |                                    |
| 11. Names of owner(s) and principals – Subsidiaries / Affiliates / CEO / Managing Director / Managing Member and those with controlling interests if applicable (attach a List if necessary): |                                    |
| 12. International Offices/Representation (Countries where the Company has local Offices/Representation):  |                                    |
| 13. Type of Business (Mark one only):<br>Corporate/ Limited: <input type="checkbox"/> Partnership: <input type="checkbox"/> Other (specify):  |                                    |
| 14. Nature of Business:<br>Manufacturer:                      Authorised Agent:                      Trader:                      Consulting Company:                      Other (specify):   |                                    |
| 15. Year Established <sup>1</sup> :   | 16. Number of Full-time Employees: |
| 17. Licence no./State where registered and validity date:   | 18. VAT No./Tax I.D.:              |

### Section 2: Banking Information

|  |   |
|--|---|
| 19. Bank Name (and Bank ID if any):  | 20. Branch Name (and Branch Code if any): |
| 21. Branch Address:  | 22. Tel. number:                          |
| 24. Bank Account Number:   | 23. Fax number:                           |
| 26. Account currency <sup>3</sup> :  | 25. Account Name <sup>2</sup> :           |
| 28. International Bank Account Number (IBAN):                                      | 27. Swift/Bank Identifier Code (BIC):     |
| 29. Routing Bank details (if applicable): full details to be provided as per above |   |

**Section 3: Technical Capability and Information on Goods / Services Offered**

30. For Goods only, do those offered for supply conform to National/International Quality Standards?  
 Yes  No

31. List below up to a maximum of ten (10) of your core Goods/Services offered:

| Description (one Line for each Item) | National/International Quality Standard to which Item conforms |
|--------------------------------------|--|
|                                      |  |
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|                                      |  |
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|                                      |  |

**Section 4: Experience**

32. Recent Contracts with the UN and/or other International Aid Organizations:

| <u>Organization:</u> | <u>Value:</u> | <u>Year:</u> | <u>Goods/Services Supplied:</u> | <u>Destination:</u> |
|----------------------|---------------|--------------|---------------------------------|---------------------|
| _____                | USD _____     | _____        | _____                           | _____               |
| _____                | USD _____     | _____        | _____                           | _____               |
| _____                | USD _____     | _____        | _____                           | _____               |
| _____                | USD _____     | _____        | _____                           | _____               |

**Section 5: UN Supplier Code of Conduct**

33. Vendor who wish to do business with LECORVAW are required to comply with the UN Supplier Code of Conduct. Please download and read the [UN Supplier Code of Conduct](#).

I accept the UN Supplier Code of Conduct.

## Section 6: Others

33. **Self-Declaration:** I, the undersigned, declare that:

(a) Our company is not involved in any fraudulent or corrupt activities and has not been in the past, and is not currently under any investigation for any such activities which would render our company unsuitable for business dealing with UNHCR.

(b) Our company is not on, or associated with a company or individual, groups, undertakings and entities that are on the consolidated list established and maintained by the committee established by the UN Resolution No. 1267 ([www.un.org/sc/committees/1267/consolist.html](http://www.un.org/sc/committees/1267/consolist.html)).

(c) Our company is not on, or associated with a company or individual that are subject to the list of Independent Inquiry Committee into United Nations Oil-for-food programme ([www.iic-offp.org](http://www.iic-offp.org)).

(d) Our company is not currently removed, invalidated or suspended by any other UN Headquarters, or Field Offices or any other UN Agencies (including the World Bank)

Name:  
Stamp and Signature:

Functional Title:  
Date:

