

HNB ASSURANCE PLC (PQ 108)

Registration of Suppliers

Applications are invited from Manufacturers / Sole Agents / Corporations and other Business Establishments that wish to register with HNB Assurance PLC or HNB General Insurance LTD (Referred as HNB Assurance here onwards) for the supply of under mentioned Goods and Services. Quotations will normally be invited from the list of registered suppliers.

However, HNB Assurance also reserves the right to invite quotations from other suitable suppliers as and when necessary.

CATEGORY LIST

A) Office Equipment

- i, Office Automation (Fax Machines, Laminators, Photocopiers, Air-conditioners, Projectors - OHP, Digital Cameras)
- ii, Office Furniture (Steel, Wooden)
- iii, Repairs and Maintenance - Office Electrical Equipment, Furniture

B) IT Related Items

- i, Hardware – Servers, Computers, Laptops, Printers, Desktop UPS, Network Accessories and Hardware Related Components
- ii, Software Developers and Service Providers
- iii, Computer Peripherals – Keyboards, Mouse, CDs, Toners, Pen Drivers, External Storage Drives, etc.
- iv, Repair & Maintenance – Maintenance of Hardware, Software and Middleware including Cloud Services

C) Transport

- i, Transport Agents
- ii, Taxi Services
- iii, Travel Agents, Inbound / Outbound Tour operators including Airlines / Cruise operators
- iv, Vehicle Accessories (Tyres, Batteries, etc.)

D) Advertising

- i, Name Boards & Hoardings
- ii, Complimentary Items (Caps, T-shirts, Umbrellas, Paper Dispensers, Sun Shades, Clocks, Key tags, Pens, Brochure Holders, Desk top Cash Holders, Balloons, Stickers, Trophies, etc.)
- iii, Printing of Banners, Pennants, etc.

E) Stationary and Printed Material

- i, Printers – Diaries, Calendars, and printed items other than customary forms.
- ii, Stationary Suppliers
- iii, ID Cards, Magnetic cards, etc.

F) Other

- i, Security Firms
- ii, Courier Service (Local / International)
- iii, Tea and Catering Services
- iv, Drinking Water Services
- v, Firms of Architects and Interior Designers, Aluminum Partitioning / Flooring / Blinds & Maintenance
- vi, Pest Control / Janitorial Services

vii, Other, Specify:

Specimen Application Forms could be collected from the under mentioned address or downloaded through the HNB Assurance Website

Duly completed applications could be sent along with copies of relevant Business registration documents, via registered post or delivered by hand to the listed address. **(Refer Annexure A for list of required documents for relevant type of business)**

a, Top left hand corner of the envelop should clearly indicate **“Registration of Suppliers”**

b, If registration is sought for more than one category clearly highlight all relevant categories providing details such as credit periods, customer references and relevant certification for each.

The Management of HNB Assurance reserves the right to delist the names of suppliers from the register without prior notification in the event of

- i, failure to supply goods and services on time
- ii, failure to submit quotations continuously
- iii, if materials and services are below expected standards / compliance or
- iv, due to any other non-conformity or deviations

Address:

Head of Support Services
HNB Assurance PLC
No.30, (3rd Floor), Iceland Business Centre
Sri Uttarananda Mawatha,
Colombo 03,
Sri Lanka.

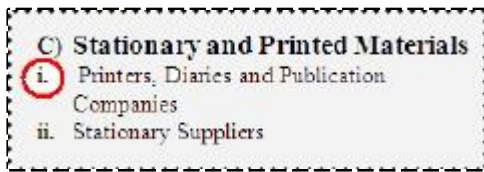
Tel: 011-4793700

Website: www.hnbassurance.com

SUPPLIER REGISTRATION FORM

1. **Quoted Categories** - Please indicate the items quoted for by marking a circle around the reference given on the category list (on Page 1).

Example:-



2. **Name of the Supplier**

3. **Business Registration Number**

Date of Business Registration

Please attach a copy of the Company Registration Certificate as requested in Annexure - A

4. **VAT Registration Number**

Please attach a copy of the VAT Registration Certificate

5. **Supplier Details**

i. Registered place of Business	
ii. Telephone	
iii. Fax	
iv. E-Mail	
v. Web Address	
vi. List of Branches (if any)	

6. **Supplier Profile**

i. Type of Organization (Tick the relevant type)

Quoted Public Company Limited Liability Company

Partnership Sole proprietorship

Other (Please State)

Please attach company profile documents (if available) as requested in Annexure - A

ii. Details of Board of Directors & National Identity Card Numbers

Please provide as requested in Annexure - A

iii. Shareholders

Please provide as requested in Annexure - A

iv. Financial Statement

Please attach the recent Financial Statements.

7. Availability of Credit Facility (Please Specify Credit Period) Days/ Weeks/ Months

8. Names of two Major Customers and their contact details

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9. Quality Certifications (If available, please attach copies of certificates)

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10. Specify Name(s) of any close family members of Directors / Owners / Corporate Management Of your organization employed at HNB Assurance PLC or HNB General Insurance LTD.

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11. Details of future correspondences / Mailing Address

i. Name

ii. Designation

iii. Telephone No.

iv. Mobile No.

v. Fax No.

vi. Email

vii. Bank Account number & Branch (for SLIPS payments)

I/We hereby declare that the above information provided by me/us are true and accurate including the information provided and attached under Annexure A & B.

I/We further agree to notify HNB Assurance any changes to the above information as and when changes are made thereto.

.....
Name & Signature

.....
Name & Signature

Designation

Designation

(To be signed by two authorized persons)

*Company Seal

FOR HNB ASSURANCE PLC

Application Received On:

Supplier Registration Number:

Evaluated By:

Completeness of Application and Supporting Documents:

Annexure – A

Instructions to suppliers for registering with HNB Assurance for Supply and Delivery of Materials and Services

Documents required for registration as a supplier

When venturing into do business with HNB Assurance, the credibility and the legal standing of the company requires to be verified. As such, following documents should be forwarded along with the application for registration.

(a) Partnership

- (i) Copy of the Business Registration.
- (ii) Full Name, Private Address and copy of National Identity Card of all Partners.
- (iii) Latest audited financial statements.

(b) Sole proprietorship

- (i) Copy of the Business Registration.
- (ii) Full Name, Private Address and copy of National Identity Card of the Proprietor.
- (iii) Audited financial statements.

(c) Limited Liability Company

Mandatory Details

- (i) Certificate of incorporation (Form 05).
- (ii) Certified copy of a Resolution of the Board of Directors if any (Form 20).
- (iii) Address of the registered office or of any changes therein (Form 01).
- (iv) Full Name, Private Address and copy of National Identity Card of all Directors.
- (v) Latest audited financial statements.

Optional Details

- (vi) Certified copy of List of Directors and Shareholders (Form 01 or 40).
- (vii) Certified copy of Memorandum and Articles of Association.

(d) Quoted Public Company

- (i) Copy of the recent Annual Report of the company.

Annexure – B

SIGNING OF THE REGISTRATION FORM, CONTRACT / AGREEMENT

In order to fulfill a legal contract / agreement, the signatory should be properly authorized by the particular company to sign on behalf of the company.

Before signing of the contract / agreement the authorization documents regarding the Signatory should be forwarded to HNB Assurance.

Authorized signatory in relation to different company categories are as below.

(a) Partnership

Contract / Agreements to be signed by

- a) All partners on the Company Rubber Stamp or
- b) Written authorization to be given by all the partners nominating the authorized signatory.

(b) Sole Proprietorship

Contract / Agreements to be signed by

- a) The Proprietor on the Company Rubber Stamp with the National Identity Card Number or
- b) Written authorization to be given by the proprietor nominating an authorized signatory to sign on his behalf.

(c) Limited Liability Company

Contract / Agreement should be signed either by

- a) Two Directors or
- b) A Director and the Company Secretary

On the respective Company rubber Stamps attesting the Company embossed seal placed on the document and the Board Resolution to be produced authorizing the signatories to bind the principal (Company).

(d) Quoted Public Company

Contract / Agreements to be signed by

- a) Relevant Authorized Officer of the Company on the Company Rubber Stamp with National Identity Card Number or