

University of Kelaniya
Annual Supplier Registration 2025
Application Form

1. Supplier's Name:

2. Origin: (i) Local
 (ii) Foreign

3. Nature of Organization:

(i) Limited Liability Company
(ii) Partnership
(iii) Sole Proprietorship

4. If the company is a Limited Liability company or Partnership:

Business Registration No.:
Registered Date:

Attach/ Upload – Business
Incorporation/
Registration Certificate

5. If the company is a Sole Proprietorship:

NIC No.:

OR

Business Registration No.:
Registered Date:

Attach/ Upload –National
ID Card or Business
Registration

6. Company Details:

(i) Principal Place of Business:
(ii) Mailing Address:
(iii) Telephone No.:
(iv) E-mail Address:
(v) Website (URL):

7. Contact Persons' Information:

(i) Name:
(ii) Designation:
(iii) NIC No.:

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- (iv) Address:
- (v) Fixed Line No.:
- (vi) Mobile No. (Compulsory):
- (vii) E-mail Address (Compulsory):

8. VAT No. (If registered for):

Attach/ Upload – VAT Registration Certificate or VAT Exemption Certificate and VAT Active Confirmation Certificate

9. Whether you are applying for registration as the Agent/ Authorized Distributor/ Manufacturer/ Sole Importer/ etc. of foreign principal/s

- i. Yes
- ii. No

Attach/ Upload – Letter/s of Authorization from the Principal

If “Yes”, the no. of principals that are being represented by you:

10. Whether you are seeking registration for the categories of construction work:

- i. Yes
- ii. No

Attach/ Upload - CIDA Registration

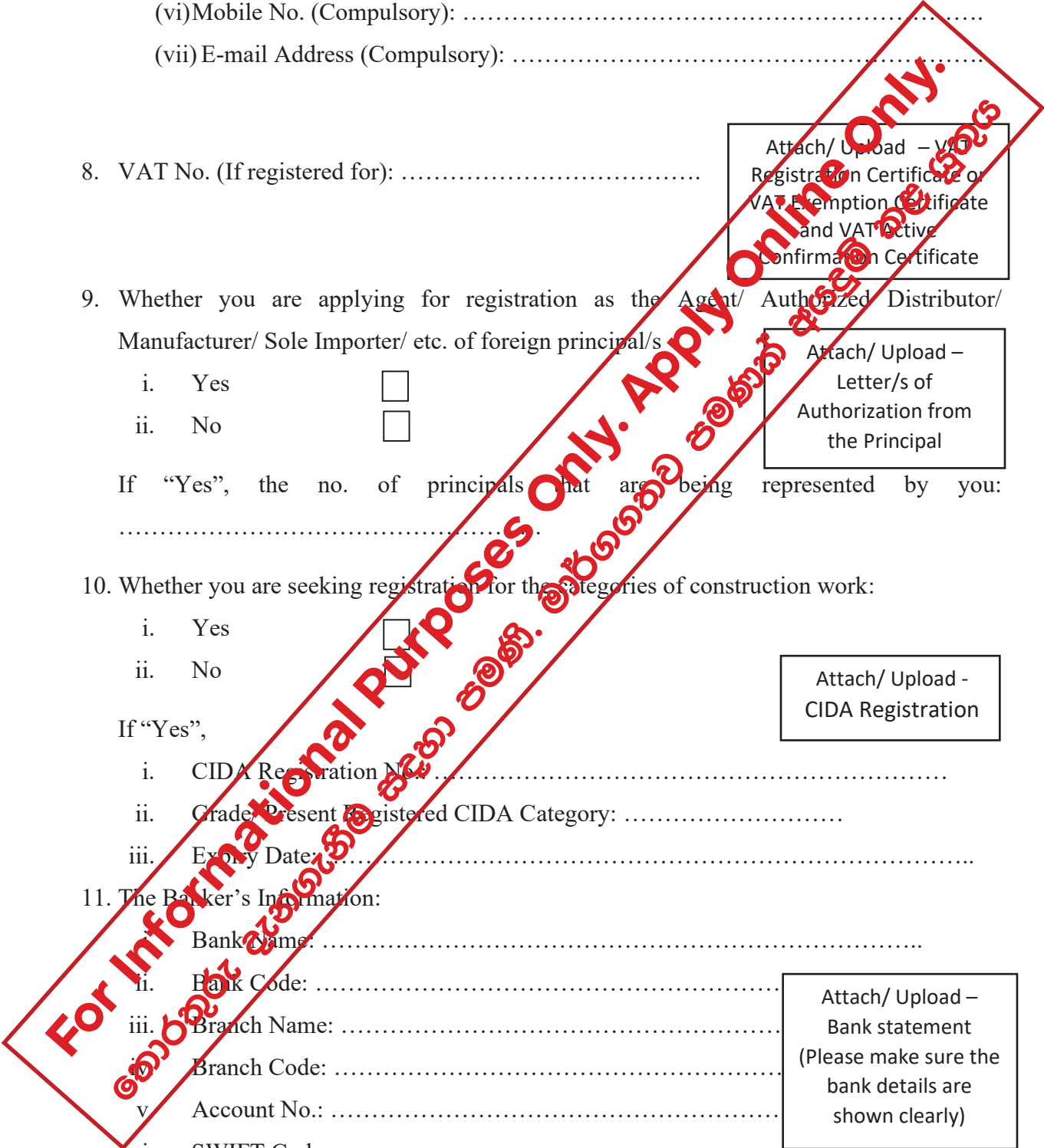
If “Yes”,

- i. CIDA Registration No.
- ii. Grade/ Present Registered CIDA Category:
- iii. Expiry Date:

11. The Banker’s Information:

- i. Bank Name:
- ii. Bank Code:
- iii. Branch Name:
- iv. Branch Code:
- v. Account No.:
- vi. SWIFT Code:

Attach/ Upload – Bank statement (Please make sure the bank details are shown clearly)



12. Details of Non Refundable Fee Paid:

- i. Date of Deposit to Bank/ Shroff:
- ii. Amount Paid: LKR

Attach/ Upload – Cash Deposit Slip/ Shroff's Receipt

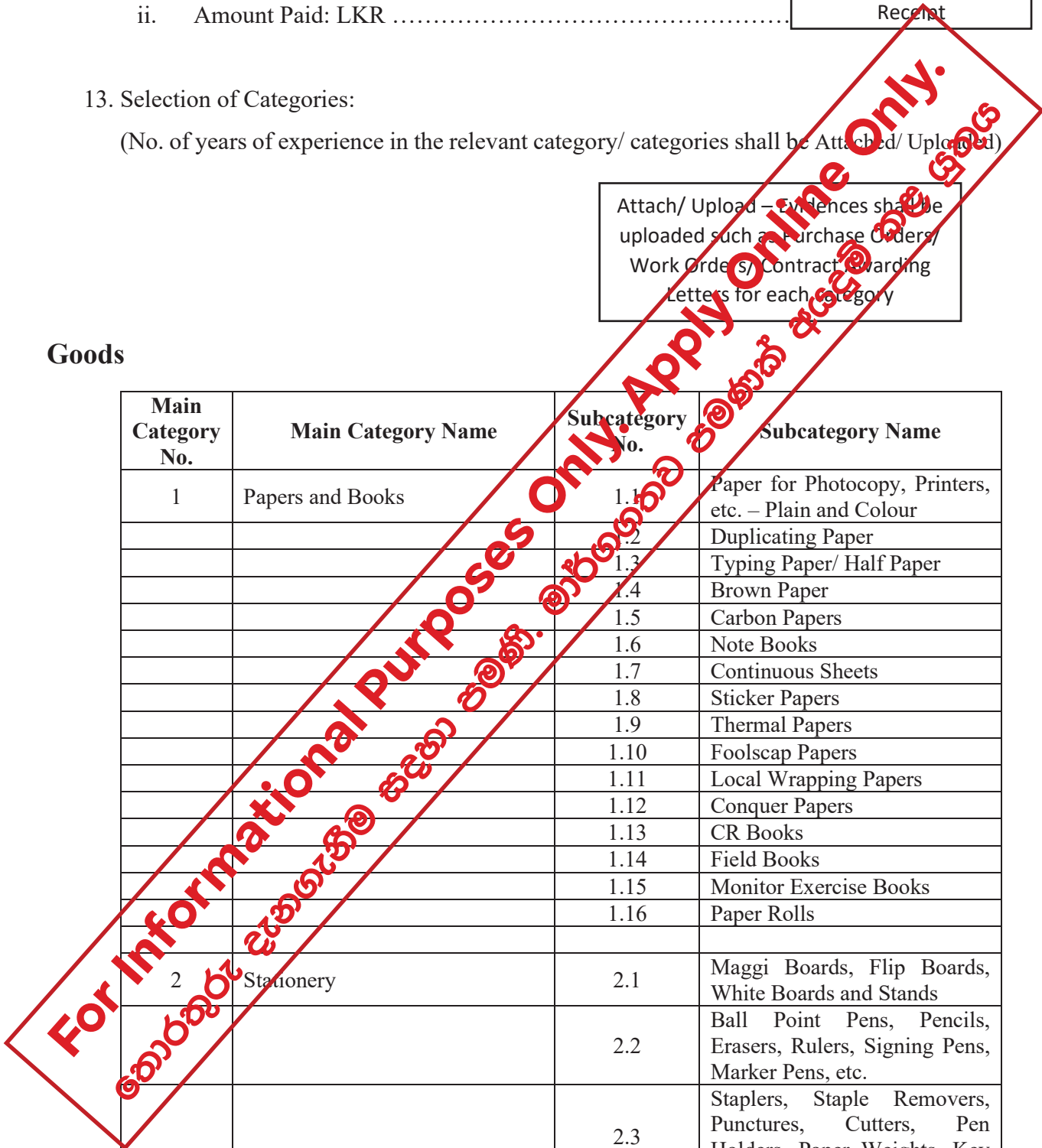
13. Selection of Categories:

(No. of years of experience in the relevant category/ categories shall be Attached/ Uploaded)

Attach/ Upload – Evidences shall be uploaded such as Purchase Orders/ Work Order(s)/ Contract Awarding Letters for each category

Goods

Main Category No.	Main Category Name	Subcategory No.	Subcategory Name
1	Papers and Books	1.1	Paper for Photocopy, Printers, etc. – Plain and Colour
		1.2	Duplicating Paper
		1.3	Typing Paper/ Half Paper
		1.4	Brown Paper
		1.5	Carbon Papers
		1.6	Note Books
		1.7	Continuous Sheets
		1.8	Sticker Papers
		1.9	Thermal Papers
		1.10	Foolscap Papers
		1.11	Local Wrapping Papers
		1.12	Conquer Papers
		1.13	CR Books
		1.14	Field Books
		1.15	Monitor Exercise Books
		1.16	Paper Rolls
2	Stationery	2.1	Maggi Boards, Flip Boards, White Boards and Stands
		2.2	Ball Point Pens, Pencils, Erasers, Rulers, Signing Pens, Marker Pens, etc.
		2.3	Staplers, Staple Removers, Punctures, Cutters, Pen Holders, Paper Weights, Key Tags, etc.
		2.4	Heavy-Duty Staplers, Heavy-Duty Punchers, etc.



		2.5	Calculators – Office & Scientific, Adding Machines, Numbering Machines, etc.
		2.6	Clips, Stapler Pins, Paper Clips, Pins, Drawing Pins, etc.
		2.7	Sticky Notes and File Tags, etc.
		2.8	Files and Folders, File Lace and File Fasteners, etc.
		2.9	Gum – Binding and other, etc.
		2.10	Ink Pads, White Board Ink, Stamp Pads, etc.
		2.11	Binding Accessories – Spiral Binding, String Binding, Thermal Binding, etc.
		2.12	Twine Reels, Rubber Bands, etc.
		2.13	Tapes – Cello Tapes, Red Cotton Tape, Gum Tapes, Stick Tapes, Double Side Tapes, etc.
		2.14	ID Cards – Plastic and RFID
		2.15	Laminating Sheets, Transparency Sheets, etc.
		2.16	Candles, Wax, Chalks, etc.
		2.17	Writable & Re-writable CD & DVD, Pen Drives, etc.
		2.18	Other General Stationeries
3	Seals and Stamps	3.1	Rubber Seal
		3.2	Date Stamps
		3.3	Pre-Inked Seals
4	Furniture	4.1	Furniture - Wooden
		4.2	Furniture - Cane
		4.3	Furniture - Melamine
		4.4	Furniture - Steel
		4.5	Furniture - Aluminum
		4.6	Furniture – Fiber Glass
		4.7	Furniture - Plastic
		4.8	Mattresses
		4.9	Library Furniture
5	Office Equipment	5.1	Photocopiers, Duplicating Machines and Accessories
		5.2	Audio Visual Equipment, Cameras, Multimedia Equipment, etc. and Accessories
		5.3	Paper Shredders
		5.4	Document and Image Scanners, and Accessories

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		5.5	Franking Machines, Binding Machines, etc.
6	IT Equipment, Solutions and Related Accessories	6.1	Personal Computers, Laptop Computers, Notebook Computers and Accessories
		6.2	Software Licensing and IT Solutions
		6.3	Network Cabling Products
		6.4	Computer Consumables – Toner Cartridges, Printer Ribbon, etc.
		6.5	Data Storage and Capturing Solutions
		6.6	Antivirus, Firewall, Network Security Solutions
		6.7	Finger Print Machines, Face Scanning Machines, etc.
		6.8	PDAs, PDA, Organizer, iPod, Pads and Other Handheld Computer Devices
		6.9	Computer Servers
		6.10	Printers – Document, Label, Thermal, and ID Card Printing, etc. and Accessories
		6.11	Barcode Readers, Barcode Printers, etc. and Accessories
		6.12	Computer Hardware Components – UPS, RAM, HDD, CD & DVD Writers/Readers, Batteries, SSD, etc.
		6.13	Security Access Control Systems, CCTV Camera & Accessories, Sensor Systems, etc.
		6.14	Uninterrupted Power Supplies (UPS)
		6.15	Smart Classroom Equipment
		6.16	Scratch Cards, Smart Cards, etc.
		6.17	Pen Drives, Portable Hard Disks, etc.
7	Network Equipment	7.1	Network Equipment – Routers, Switches, Hubs, Access Points, etc.
		7.2	Wi-fi Broadband Solutions & Equipment
		7.3	LTE Network Equipment
		7.4	Equipment Racks, Cabinets & Accessories

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		7.5	Distribution Equipment & Accessories – Patch Panel, Patch Cords, UTP Cables, CAT, Ethernet, Connectors, etc.
		7.6	Wi-fi Implementation
8	Telecommunication Equipment	8.1	Telephone Wires and Cables
		8.2	Telephone Sets and Accessories
		8.3	Communication Antenna
		8.4	Mobile Phones
		8.5	Mobile Devices, Mobile Communication Equipment – Walkie Talky, Small Range Radio Communication Equipment, etc.
9	Audio Visual Equipment and Accessories	9.1	Cameras and Accessories
		9.2	Multimedia Projectors, Screens and Accessories
		9.3	Video Equipment and Accessories
		9.4	Batteries and Battery Charges for Cameras and Video Equipment
		9.5	Cables, Tripods and Other Accessories
		9.6	Dark Room Accessories
		9.7	Public Address System – Voice Recorders, Microphones, Speakers, Amplifiers, etc.
		9.8	Video Conference Systems
10	Electrical Equipment	10.1	Electrical Kettles and Appliances
		10.2	Televisions and Accessories
		10.3	Air Conditioner Machines, Plants, Installation Materials and Spare Parts, etc. Accessories
		10.4	Refrigerators, Deep Freezers, etc.
		10.5	Fans – Ceiling, Table, Wall, Exhaust, Cabin, Orbit, etc.
		10.6	Boilers, Water Coolers, Bottle Coolers, Water Dispensers, Water Filters, etc. and Accessories
		10.7	Calling Bells

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		10.8	Ovens
		10.9	Vacuum Cleaners, Floor Polishers, etc.
		10.10	Rice Steamers
		10.11	Hot Cupboards
11	Electronic Items	11.1	Electronic Equipment
		11.2	Electronic Components – IC's, Resistors, Diodes, etc.
		11.3	Electromechanical Items
		11.4	Electronic Components – IC, Diode, Resistor, etc.
		11.5	Surveying Instruments/ Equipment
		11.6	UPS
		11.7	Surveying Software
12	Electrical Hardware Items	12.1	Electrical Switchgear, Lighting Fins, Bulbs, Fittings, etc.
		12.2	Electrical Cable Products
		12.3	Tools – Drillbit, Welding Rods, Soldering Iron, etc.
		12.4	Electrical Measuring Instruments – Multimeters, Ammeters, Voltmeters, etc.
		12.5	Electricity Meters
		12.6	Electrical Pumps
13	Building Materials and Hardware Items	13.1	Timber – Sawn Timber and Planks, Rafters, Reefers, etc.
		13.2	Bricks, Cement Blocks, Clay, Lime – Boiled & Slected, Metals, Red Earth/ Gravel, Rubble, Sand,
		13.3	Concrete and Pre-Cast Concrete Products
		13.4	Plates, Rods, Pipes, Bars and Tubing Metallic
		13.5	Canvas/ Synthetic Materials
		13.6	Plumbing Items
		13.7	Barbed Wire/ Chain Links Fencing/ Gabion Boxes
		13.8	Cleaning Material, Utensil and Other Accessories
		13.9	Erosion Control Products
		13.10	Compressors, Spray Machines
		13.11	Water Pumps
		13.12	Light Machinery and Spares for Industrial Workshop
		13.13	Carpentry Machines and Spares

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		13.14	Steel Structures
		13.15	Plywood Sheets, Plywood Doors, MDF Boards, etc.
		13.16	Bras/ Bronze Bars
		13.17	Fire Detectors, Fire Fighting Equipment, Fire Extinguishers, etc.
		13.18	Hardware Items – Nut & Bolt, Fittings, Adhesives, Sandpapers, etc.
		13.19	Paints, Paint Brushes, Polish, Wax, Varnish, Thinner, Turpentine, etc.
		13.20	PVC Products
		13.21	Steel & Plastic Trunking – Conductors & Casings
		13.22	Tools & Equipment – For Construction
		13.23	Sanitaryware Fittings and Accessories
		13.24	Flooring Products
		13.25	Roofing Products
		13.26	Aluminum/ Zinc Products – Frames & Accessories
		13.27	Glass Products – Glass Sheets, Glass Blocks, Mirrors, etc.
		13.28	Industrial Safety Accessories – Safety Jackets, Belts, Shoes, Gloves, Goggles, Safety Cones, etc.
		13.29	Wilbero, Ladders, Rubber Horse, etc.
		13.30	Torch including Rechargeable, etc.
		13.31	Boots - Rubber Boots, Gum Boots, etc.
		13.32	Storage Tanks and Water Tank, etc.
14	Landscaping Items	14.1	Bush Cutters, Grass Cutters and Lawn Movers
		14.2	Landscaping Tools
		14.3	Gardening Equipment and Tools
		14.4	Boots - Rubber Boots, Gum Boots, etc.
		14.5	Fertilizer – Farm Waste Rock, Phosphate, Dolomite, Unipower Mixture, etc.
		14.6	Wilbero, Ladders, Rubber Horse, etc.

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		14.7	Cow Dung/ Compost, Coir Dust
		14.8	Flowerpots – Plastic & Cement
		14.9	Pesticides, Weedicides, Insecticides, etc.
		14.10	Cement Garden Benches and Tables
		14.11	Seeds, Nursery Materials and Plants
15	Power Items	15.1	Industrial/ Telecom Batteries
		15.2	Solar Panels and Power Solutions
		15.3	Power Generators and Spares
		15.4	Power Distribution Panels & Equipment
		15.5	Power Protection Equipment – Surge, Lighting Arrestors, Earthing Systems, etc.
		15.6	Power Rectifiers, Inverters
		15.7	Generators
16	Motor Vehicle Accessories	16.1	Tyers & Tubes – Light Vehicles
		16.2	Tyers & Tubes – Heavy Vehicles
		16.3	Vehicle Batteries - Light
		16.4	Vehicle Batteries - Heavy
		16.5	Car Cassette and Radio
		16.6	Vehicle Spare Parts & Accessories
		16.7	Helmets
		16.8	Other Consumables such as Battery Water, etc.
17	Clothing Items and Footwear	17.1	Cloth Materials
		17.2	Shoes & Socks
		17.3	Emblems, Tags, Straps, Shoulder Loops/ Lanyards, etc.
		17.4	Caps, Hats, Raincoats, Umbrellas, Belts, etc.
		17.5	Shirts, T Shirts, Trousers, Ties, etc.
		17.6	Sarees
		17.7	Flags
18	Household Items	18.1	Utensils, Cutlery, Crockery etc.
		18.2	Kitchen Items

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		18.3	Soap, Liquid Soap, Detergent, Air Fresheners, Hand Wash, etc.
		18.4	Gas Accessories – Regulators, Pipes, etc.
		18.5	Bed Sheets, Bed Covers, Mattress Covers, Pillows and Pillowcases, Towels, Serviettes, Duffets, Mosquito Nets, etc.
		18.6	Brooms, Ear Brooms, Door Mats, Toilet Brushes, Cleaning Brushes, Mops, etc.
		18.7	Plastic Buckets, Dustbins including Picnic Bins, Basins, Mop Baskets, Plastic Boxes and Containers, etc.
		18.8	Cloths
		18.9	Cleaning Rolls
		18.10	Cardboard Boxes
		18.11	Garbage Bags, Poly Bags, Polythene
		18.12	All Other Grocery Items
19	Convocation Items	19.1	Cloaks
		19.2	Garlands
		19.3	Caskets, Graduation Scrolls, etc.
		19.4	Ceremonial Caps
20	Souvenirs and Merchandising	20.1	Cups & Trophies – Brass, Bronze, Silver, Glass, Wooden, Clay, etc.
		20.2	Plaques/ Medals – Brass, Bronze, Silver, Glass, Wooden, Clay, Stone, Acrylic, etc.
		20.3	Corporate Gift Items & Merchandise
		20.4	Bags, Dockets, Pens, etc.
		20.5	Badges, Shields, etc.
21	Food and Beverages	21.1	Meals
		21.2	Snacks and Tea Services
		21.3	Beverages
		21.4	Bakery Products
22	Books & Periodicals	22.1	Periodicals, Books, Magazines, etc.
23	Chemicals & Consumables	23.1	Laboratory Chemicals and Reagents

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		23.2	Laboratory Consumables
		23.3	Laboratory Glassware
		23.4	Oxygen
		23.5	LP Gas
		23.6	Industrial Gas
		23.7	Swimming Pool Chemicals
24	Medicine & Medical Equipment	24.1	Pharmaceuticals including Medicine, First Aid Supplies
		24.2	Medical Equipment including Dental Equipment
		24.3	Face Masks, Surgical Gloves, etc.
		24.4	Reagents
		24.5	Pharmaceutical Equipment
25	Laboratory Equipment	25.1	Laboratory Equipment
		25.2	Laboratory Furniture
		25.3	Analytical Equipment
26	Sports Items	26.1	Sports Goods – Consumables
		26.2	Sports Equipment
		26.3	Fitness Equipment and Machines
		26.4	Sports Wear
27	Miscellaneous Items	27.1	Pls Specify

Services

28	Printing	28.1	Application Forms
		28.2	Printing Work – Offset, Digital, etc.
		28.3	All Types of Envelope
		28.4	File Covers
		28.5	Books, Registers, etc.
		28.6	Stickers, ID Cards, Tickets, Tags, Posters, Brochures, Vehicle Passes, etc.
		28.7	Calendars, Invitation, Leaflets, etc.
		28.8	Magazines
		28.9	Banners – Digital & Clothing
		28.10	Exam Answer Books, Exam Answer Writing Sheets/ Papers
29	Books	29.1	Proof Reading
		29.2	Typing
		29.3	Editing

		29.4	Designing
		29.5	Page Setting
30	Binding Services	30.1	Library Books
		30.2	Periodicals
		30.3	Hard Binding
		30.4	Spiral Binding
		30.5	Wire Binding
		30.6	Perfect Binding
		30.7	Thermal Binding
31	Photocopy & Printing Services		
32	Sign Boards	32.1	Name Boards Plastic and Brass, etc.
		32.2	Signal Boards
		32.3	Engraving
		32.4	Badges
		32.5	Digital Printing
		32.6	Flex Printing
33	Transport Services	33.1	Hiring of Light Vehicles
		33.2	Hiring of Heavy Vehicles
		33.3	Transport Services
34	Servicing and Repairing Vehicles	34.1	Repair and Service of Light Vehicles
		34.2	Repair and Service of Heavy Vehicles
		34.3	Auto Interior Cleaning
		34.4	Mechanical Repairs
		34.5	Electrical Works
		34.6	Tinkering and Spray Painting
		34.7	Vehicle Canopy, Carpeting, Seat Cover and Cushioning
		34.8	Repair and servicing Auto Air Conditioners
		34.9	Installing Car Radios and Cassettes, etc.
35	Fire Equipment	35.1	Supply and Installation of Fire Extinguishers
		35.2	Installation of Fire Alarm Systems
		35.3	Installation of Sensor/ Sensor Lighting Systems
36	Hiring of Propaganda Items	36.1	Canopy
		36.2	Flag Poles
		36.3	Flags

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		36.4	Tables, Chairs, Buffet Tables, etc.
		36.5	Buffet Sets, Cutlery, etc.
37	Hiring of Convocation Items	37.1	Hiring of Cloaks
		37.2	Hiring of Garlands
38	Event Management	38.1	Event Management
		38.2	Catering Services
		38.3	Flower Arrangements
		38.4	Supply of Flowers
		38.5	Supply of Plants
		38.6	Supplying Stage Curtains
		38.7	Hiring of Carpets
		38.8	Hiring of Power Supply Generator
		38.9	Hiring of Camera Equipment
		38.10	Hiring of Recording Equipment
		38.11	Hiring of Lighting Equipment
		38.12	Video Production
		38.13	Photographing
		38.14	Hiring of Screens
		38.15	Hiring of Portable ACs/ Air Coolers
		38.16	Hiring of Sound Systems
39	Conducting Outbound Training		
40	Marketing Services	40.1	Advertising Services – Creation, Activation, Public Relation, etc.
		40.2	Video Production
		40.3	E-Marketing Campaign
		40.4	Email/ Web Hosting
		40.5	Photographing & Video Services
		40.6	SMS Solutions
41	Interior Decorating	41.1	Vertical Blinds/ Window Blinds, Horizontal Blinds, etc.
		41.2	Tailoring and Fixing Curtains
		41.3	Cushion Works
		41.4	Floor Carpeting
42	IT Development	42.1	Web Developments
		42.2	Software Developments
43	Communication and Networking	43.1	Routers, Modems, Dongles, etc.
		43.2	Switching, Transmission Equipment & Spares
		43.3	PABX & Accessories

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Application Form – Annual Supplier Registration 2025 – University of Kelaniya

		43.4	Installation and Repairing of Network Equipment
44	Repairing and Maintenance of Security Camera System		
45	Cabling and Repairing Internal Telephone System		
46	Laboratory and Medical Services	46.1	DNA Sequencing Services
		46.2	General Laboratory Tests for Medical Center
47	Cleaning Services	47.1	Soakage Pits Cleaning using Equipment
		47.2	Garbage Removal Services
		47.3	Gully Services
48	Labour Supply	48.1	Skilled
		48.2	Unskilled
49	Waste Water Treatment		
50	Pest Control Services	50.1	Anti - Termite
		50.2	Insects
		50.3	Rodent Controls
51	Rattaning	51.1	Cane
		51.2	Synthetic
52	Laundry Services	52.1	Full-Service Laundry (Wash and Fold)
		52.2	Dry Cleaning
		52.3	Ironing and Pressing Services
		52.4	Specialty Fabric Cleaning
53	Logistic Services	53.1	Cargo Clearance & Logistic Support
		53.2	Freight Forwarding
		53.3	Material Disposal & Scrapping
		53.4	Courier Services (Local/ Foreign)
54	Architectural Services		
55	Actuarial Services		
56	Disposal of Discard Items	56.1	Debris
		56.2	Office Equipment
		56.3	Electrical Appliances

		56.4	Electronic Equipment
		56.5	Laboratory Disposals
		56.6	Plant and Machinery
		56.7	Tyers and Tubes
		56.8	Toners
		56.9	Papers
57	Repairing Services	57.1	Air Conditioners
		57.2	Office Equipment
		57.3	Telecommunication Equipment
		57.4	Electronic Equipment
		57.5	Electrical Appliances
		57.6	Wooden Furniture
		57.7	Fiberglass Furniture
		57.8	Steel Furniture
		57.9	Aluminum Furniture
		57.10	Plant and Machinery
		57.11	Laboratory Equipment
		57.12	Medical Equipment including Dental Equipment
		57.13	Gas Lines and Appliances
		57.14	Audio and Visual Equipment
		57.15	Cameras
		57.16	CCTV Systems
		57.17	Sensor/ Sensor Lighting/ Fire Alarm Systems
		57.18	Repairing Garlands
		57.19	Elevators
		57.20	Generators

Works

58	Rehabilitation and Improvement Work (Up to LKR 20,000,000.00 – Relevant CIDA Registration Required)	58.1	Building Construction
		58.2	Road Construction
		58.3	Repair & Rehabilitation of Buildings
		58.4	Partition of Buildings
		58.5	Aluminum & Finishing Works
		58.6	Iron Works
		58.7	Landscaping
59	Cutting and Removing Trees	59.1	Cutting with Boom Truck Facility
		59.2	Manually Cutting Trees
		59.3	Machinery Cutting Trees
		59.4	Trimming

60	Surveying and Levelling	60.1	Cutting Earth
		60.2	Excavation
		60.3	Levelling
61	Other Human Resources Services	61.1	Masonry
		61.2	Carpentry
		61.3	Painting
		61.4	Welding
		61.5	Blacksmith's Work
		61.6	Electrical Wiring
		61.7	Plumbing
		61.8	Aluminum Works
		61.9	Cusioning
		61.10	Polishing
		61.11	Carpeting
62	Security Services		
63	Janitorial Services		

I hereby declare that the above information provided by me is true and accurate including the information provided and attached/ uploaded.

Further, I hereby confirm that I have read and understood the terms and conditions specified in the General Instructions, Terms and Conditions for Registration issued with the application for the Annual Supplier Registration 2025 and I agree with the terms and conditions stipulated in the above documents.

Further, I agree to immediately notify the University of Kelaniya any changes to the above information as and when changes are made thereto.

I wish to register as a Supplier under the aforesaid marked category/ Categories. I will agree to Supply Goods/ Works/ Services as per rules & regulations of the University of Kelaniya.

Signature of the Authorized Person:
 Name of the Authorized Person:

Upload – E-signature

Company Seal:
 Date:

Upload – Extract of Company Seal

Important: If requested documents have not been attached/ uploaded to the application, it will be rejected automatically.

For Office use only

Application Reference No.:

Date Received:

E-mail Address:

The supplier is

- i. Approved
- ii. Not Approved

If not approved, the reasons:

- i. Incomplete Application (Areas not completed in the application nos.)
 - a. d.
 - b. e.
 - c. f.
- ii. Insufficient Data attached/ uploaded (Documents not attached/ uploaded)

Application No	Document Name	Status
3.	Business Incorporation/ Registration Certificate/ NIC	<input type="checkbox"/>
8.	VAT Registration Certificate or VAT Exemption Certificate/ VAT Active Confirmation Certificate	<input type="checkbox"/>
9.	Letter/s of Authorization	<input type="checkbox"/>
10.	CIDA Registration	<input type="checkbox"/>
11.	Bank Statement	<input type="checkbox"/>
12.	Cash Deposit Slip/ Shroff's Receipt	<input type="checkbox"/>
13	Evidence of Experience	<input type="checkbox"/>
	Signature of the Authorized Person	<input type="checkbox"/>
	Company Seal	<input type="checkbox"/>

Management Assistant

Name

Designation

Date Finalized