

### **Application Form**

1. Item of Supply or Service for which Registration is sought:
2. Name of Applicant:
3. Name of the Business Institution / Company / Firm:
4. Business Address of the Applicant:
5. Telephone No:
6. Fax No:
7. Email Address:
8. Status of the Supplier / Contractor: (Whether Sole Agent, Importer, Manufacturer, Wholesaler, Retailer)
9. No. and Date of Business Registration Certificate: (Please attach a Photocopy of the Certificate)
10. ICTAD Registration No.: Grade: (If Applicable) Field of Registration- (Please attach Photocopies of relevant Pages)
11. Number of Years of Experience in the Relevant Trade:
12. Period for which Credit Facilities are allowed:
13. Whether Delivery of Items to the HIPG is undertaken:
14. Name of Bankers:
15. VAT Number, If Any: (If you are not registered for VAT, please attach a letter obtained from the Commissioner of Inland Revenue, certifying that your Company has not been registered for VAT)
16. SVAT Number, If Any: (Please attach a photocopy of SVAT Certificate)
16. Income Tax File Number, If Any: (Please attach photocopies of any directions received from the Commissioner General of Inland Revenue re. withholding tax)

I / We hereby agree with the conditions stipulated by the Hambantota International Port Group (Pvt) Ltd and submit my / our application for registration.

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Date

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Signature and Endorsement of the Applicant

Application guidelines and the information to the suppliers

- Duly filled applications should be sent along with the proof of payment of the **registration fee of LKR 2,000.00** (Should attached the copy of payment slip/receipt of cash payment or cheque)
- The payment methods are as follows
  - (i) Obtain a receipt upon cash payment to Finance Department of HIPG
  - (ii) Cheque written in favour of “Hambantota International Port Group (Pvt) Ltd
  - (iii) Money transfer or deposit

Sri Lankan Rupee Account

Payee Name	<b>Hambantota International Port Group (Private) Limited</b>
Bank Name	<b>Standard Chartered Bank</b>
Swift Code	<b>SCBLLKLX</b>
Account Type	<b>LKR SAVING</b>
Account Number	<b>18500772501</b>

- **Applications without the proof of payment will be rejected from registration**
- **The applications will be accepted only from those applicants who have previous experience of over one year in the supply or providing service for which registration is sought.**
- The Suppliers who fail to submit quotations when called for or who fail to supply goods or provide services on time or not in conformity with the stipulated specifications will be struck off the register without prior notice.
- Although quotations will be usually being called from Registered Suppliers / Contractors, HIPG reserves the right to call for quotations from other Suppliers / Contractors as well

Applications should be sent as per the guidelines given above, under registered cover to reach Head of Procurement, Hambantota International Port Group (Pvt) Ltd, Maritime Centre, Mirijjawila, Hambantota **with the wordings “Supplier Registration 2020/2021” written top left hand side on the envelope.**

Head of Procurement  
Procurement Department  
Hambantota International Port Group (Pvt) Ltd  
Maritime Centre, Mirijjawila, Hambantota