



## Zahira College

### Application for Registration of Suppliers-2024/2025

- 1) Name of the Organization:.....  
.....
- 2) Address of the Organization: .....  
.....
- 3) Contact Number
  - i. Telephone Number: .....
  - ii. Fax Number: .....
  - iii. Email Address: .....
- 4) Business Registration Number ..... (certified copy must be attached)
- 5) Nature of Business: .....
- 6) Nature of Business Organization (whether a government owned venture, corporation, institution, sole proprietor, partnership or limited company)  
.....
- 7) You run your business as  
The sole agent / an agent / the sole importer/ an importer / the sole distributor / a distributor / stockiest (pls underline the appropriate one). If any other, pls specify  
.....
- 8) Registration details with CIDA/Health Ministry/any other legal requirements (If applicable) for field of registration: .....  
.....
- 9) Name of the Bankers and Account Numbers (Suppliers who do not have bank accounts will be rejected): .....
- 10) Turnover Tax Number: .....
- 11) Turnover for the last three years :
  - i. 2020 / 2021 .....
  - ii. 2021 / 2022 .....
  - iii. 2022 / 2023 .....

12) VAT Number: .....

13) Category for which the registration is Sought:

.....

14) Credit period you wish to offer: .....

We herewith attach the following documents for the registration of the suppliers 2024/2025 of Zahira College, Colombo 10.

1. A copy of Business Registration
2. Written Evidence for 3 years' experience of supplies to different organizations

Date:-.....

.....  
Signature of Applicant &  
Seal

**Note**

Under ordinary circumstances, quotations will be called from the registered suppliers. However, Zahira College reserves the right to call quotations from other sources as well to obtain the competitive offers.