



Zahira College

Application for Registration of Suppliers - 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.