

Specimen Application Form
District Secretariat - Batticaloa
Registration of Suppliers/Service Providers -2026

1. Reference Number of the Service & Supply applied for:.....
2. Name of Supplier/Service Provider :
3. Official Address :.....
4. Telephone No:..... Fax No..... Mobile No:.....
5. Cash Receipt Number and date of payment :.....
6. Nature of the Business :.....(Sole agent/Partnership / Joint Venture/ Company). If partnership or joint venture, copy of the agreement should be attached:
7. Whether producer/Sole Importer/Sole Distributor/Stock holder :.....
8. Business Registration Number:..... (Copy of the Certificate should be attached)
9. Particulars related to the credit facility:..... (Maximum credit limit and payment period)
10. Name of the Bank, Branch & Bank Account Number:
.....
11. Value Added Tax Number (VAT):.....(Copy of the VAT Certificate should be annexed)
12. Names of other Government Organizations where the applicant has been registered as a Supplier or Service Provider:.....
13. Declaration by the Applicant: I declare and affirm that the particulars given above are true and correct to the best of my knowledge. I further affirm and declare to accept and abide by the conditions laid down in the newspaper for the Registration of Suppliers /Service Providers and to other conditions given by the District Secretariat pertaining to each work before entering into the said agreement. In addition to that, I declare and affirm that I will abide by all matters imposed by the Government of Sri Lanka in relevant to taxes time to time.

Signature of Applicant & Official Stamp:

Date: