Specimen Application Form
District Secretariat -Batticaloa
Registration of Suppliers/Service Providers -2027

1. Business name: .....
2. Official permanent Address:.....
3. Telephone No:..... Fax No..... Mobile No:.....
4. Cash Receipt Number and date of payment :.....
5. Nature of the Business :.....(Sole agent/Partnership / Joint Venture/ Company). If partnership or joint venture, copy of the agreement should be attached:
6. TIN number:..... (Copy of the Certificate should be attached)
7. Promise.lk Registration obtain Yes / No
8. Whether producer / Sole Importer / Sole Distributer/ Stock holder : .....
9. Business Registration Number:..... (Copy of the Certificate should be attached)
10. Items of goods service to be registered

S.no	Item No	Goods / Services Description
1. 2. 3. 4.		

11. Particulars related to the credit facility:..... (Maximum credit limit and payment period)
12. Name of the Bank, Branch & Bank Account Number: .....
.....
13. Value Added Tax Number (VAT):.....(Copy of the VAT Certificate should be annexed)
14. Names of other Government Organizations where the applicant has been registered as a Supplier or Service Provider:.....

15. **To be completed only by applicants registering as Contractors.**

If the contractor is registered with the CIDA, please specify the relevant field of specialization and grade

CIDA Registration Number: ..... Validity Period: .....

Date of 1st Registration: .....

Building	☐	Grade	☐
Bridge	☐	Grade	☐
Irrigation	☐	Grade	☐
Highways	☐	Grade	☐
Water Supply & Drainage	☐	Grade	☐

16. **Declaration by the Applicant**: I hereby declare that, to the best of my knowledge, all the above-mentioned particulars are true and correct. We undertake to supply goods, provide services and carry out contract works in accordance with the conditions stipulated by the District Secretary. Furthermore, I hereby express my consent to abide by the terms and conditions applicable to the supply of goods, provision of services and execution of contract works, as well as the tax-related requirements imposed by the Government from time to time.

Signature of Applicant & Official Stamp: Date: