**Uva Wellassa University of Sri Lanka-2020**

**Specimen Application for Supplier Registration**

1. Name of the Business Organization/ Contractor:-………………………………………………….….……………………
2. Address of the Business Organization/ Contractor:-…………………………………………………..……………………
3. Telephone /Fax Number: a. Office: …………………………………………………...……..……………………………

b. Mobile: ………………………………………………...……………………………………

c. Fax: ………………………………………………………..………………………………..

1. Email:-……………………………………………………………………………………..…………………….…………
2. Contact Person: a. Name: - …………………………………………………….………………………………..

b. Position: - ……………………………………………….…..……………………………....

1. Turnover Tax Numbers:-………………………………………………………………..………….………………………
2. VAT Registration Number: - ……………..……..………………………………………………….………………………

(Should attach the certified copy of VAT Certificate)

1. Nature of organization: - ……………..………………………………………………………………..………………..…

(Whether a Government owned venture, corporation, Institution, sole proprietor, partnership or Limited liability Company, people’s Company or a Business Firm)

1. Whether Manufacturer, Sole Importer, Sole Agent, Sole Distributors or Stockiest, etc.:- ………………...………………
2. Name of the Owner:-……………………………………………………………………..…………………………………
3. Registration Number:-……………….…………………………………………………………………...…………………

(A Copy of the certificate Business Registration or CIDA/ICTAD should be attached)

1. Name of Bankers and Account Number: - …………………………………………………………………………………
2. Whether agreeable to give 60days credit facility: - ………………………………………………………………………...
3. Category numbers where you apply for supply registration under Category Goods, Services and Works (A separate sheet could be downloaded from [www.uwu.ac.lk](http://www.uwu.ac.lk) or obtained from Suppliers Division, UWU):- ……………………...…

………………………………………………………………………………………………………………………………

1. Total Amount Paid: - ………………………………………………………..……………………………………………...

Date………………. …………………………

Signature of Applicant

(Official Seal)

List of Categories for which registration is applied

(Note: The applicant must indicate the Item for the registration is applied by marking the last column (“tick if applied”) with a tick mark (🗸). The registration fee paid **Must** be equivalent to the total of the total of registration fees applicable for selected items. E.g if registration is applied for 5 Items the fee will be 5 x 1,000.00 = 5,000.00)

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Items** | **Registration Fee (LKR)** | **Tick if Applied** |
| **Goods** | |  |  |
| 1 | Animal Feed | Rs. 1,000.00 |  |
| 2 | Audio Visual & Teaching Equipment | Rs. 1,000.00 |  |
| 3 | Audio Visuals & Music Instruments | Rs. 1,000.00 |  |
| 4 | Bags | Rs. 1,000.00 |  |
| 5 | Building Materials | Rs. 1,000.00 |  |
| 6 | Cleaning Materials | Rs. 1,000.00 |  |
| 7 | Compost/ Fertilizer | Rs. 1,000.00 |  |
| 8 | Concrete products | Rs. 1,000.00 |  |
| 9 | Convocation | Rs. 1,000.00 |  |
| 10 | Electrical Items (i) | Rs. 1,000.00 |  |
| 11 | Electrical Items (ii) | Rs. 1,000.00 |  |
| 12 | Farm Equipment | Rs. 1,000.00 |  |
| 13 | Fiber Glass Products | Rs. 1,000.00 |  |
| 14 | Flower Decorations | Rs. 1,000.00 |  |
| 15 | Furniture - Plastic & Fiber Glass | Rs. 1,000.00 |  |
| 16 | Furniture - Steel | Rs. 1,000.00 |  |
| 17 | Furniture - Wooden | Rs. 1,000.00 |  |
| 18 | Garden Equipment | Rs. 1,000.00 |  |
| 19 | Hardware Items | Rs. 1,000.00 |  |
| 20 | ID Cards | Rs. 1,000.00 |  |
| 21 | IT, Communication & Office Equipment | Rs. 1,000.00 |  |
| 22 | Kitchen Utensils | Rs. 1,000.00 |  |
| 23 | Laboratory Chemicals, Glass ware & Consumables | Rs. 1,000.00 |  |
| 24 | Laboratory Equipment & Instrument | Rs. 1,000.00 |  |
| 25 | Library Books & Periodicals | Rs. 1,000.00 |  |
| 26 | Mattresses | Rs. 1,000.00 |  |
| 27 | Medical Supplies | Rs. 1,000.00 |  |
| 28 | Network Equipment | Rs. 1,000.00 |  |
| 29 | Paints | Rs. 1,000.00 |  |
| 30 | Plants | Rs. 1,000.00 |  |
| 31 | Printing, Book binding & Advertising | Rs. 1,000.00 |  |
| 32 | Safety equipment | Rs. 1,000.00 |  |
| 33 | Sawn Timber | Rs. 1,000.00 |  |
| 34 | Software | Rs. 1,000.00 |  |
| 35 | Souvenir/ Trophies | Rs. 1,000.00 |  |
| 36 | Sport items /goods | Rs. 1,000.00 |  |
| 37 | Stationery | Rs. 1,000.00 |  |
| 38 | Surveying Equipment | Rs. 1,000.00 |  |
| 39 | Tires and Tubes/Rebuilding | Rs. 1,000.00 |  |
| 40 | Toners | Rs. 1,000.00 |  |
| 41 | Uniform and Clothing Materials | Rs. 1,000.00 |  |
|  | **Sub Total** |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | | **Items** | **Registration Fee (LKR)** | **Tick if Applied** |
| **Services** | | | Rs. 1,000.00 |  |
| 42 | Accommodation Facilities | | Rs. 1,000.00 |  |
| 43 | Catering Services | | Rs. 1,000.00 |  |
| 44 | Hiring of Vehicles | | Rs. 1,000.00 |  |
| 45 | Repairs of Electrical Equipment | | Rs. 1,000.00 |  |
| 46 | Repairs of Laboratory Equipment | | Rs. 1,000.00 |  |
| 47 | Repairs of Motor Vehicles | | Rs. 1,000.00 |  |
| 48 | Repairs of office equipment and Teaching Equipment | | Rs. 1,000.00 |  |
| 49 | Repairs of office Furniture (Steel, Wooden & Fiberglass) | | Rs. 1,000.00 |  |
| 50 | Service and Repairing of Surveying equipment | | Rs. 1,000.00 |  |
| 51 | Service of Plant & Machinery | | Rs. 1,000.00 |  |
| 52 | Service of Motor Vehicles | | Rs. 1,000.00 |  |
| 53 | Air Line Ticketing Service | | Rs. 1,000.00 |  |
|  | **Sub Total** | |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Items** | **Registration Fee (LKR)** | **Tick if Applied** |
| **Capital Works** | |  |  |
| 54 | Construction of Building | Rs. 1,000.00 |  |
| 55 | Rehabilitation and Partitioning of Buildings | Rs. 1,000.00 |  |
| 56 | Aluminum Works | Rs. 1,000.00 |  |
| 57 | Iron Works | Rs. 1,000.00 |  |
| 58 | Curtains/Vertical Blinds | Rs. 1,000.00 |  |
| 59 | Road and Landscaping | Rs. 1,000.00 |  |
|  | **Sub Total** |  |  |