

**THE INSTITUTE OF CHARTERED ACCOUNTANTS OF SRI LANKA**  
**Application for Registration of Suppliers - 2018**

Description of the item/Service

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1. Name of the organization:
2. Business address:
3. Nature of the business:
4. Business registration No: ( Photo copy should be attached)
5. Relevant qualifications/ approvals:
6. No of years in this business:
7. Detail of supplies made during the year 2017:
8. Name of the organizations to which you have supplied during the year 2017:
9. Provide the name of your present clients:
10. Period of credit allowed:
11. Telephone & fax No.:
12. E mail address:
13. Contact person:
14. Signature & seal:

**Fees:**

**Registration fee for a single item/service                      Rs.1000/-**  
**Registration fee for each additional item/service              Rs. 400/-**

**Conditions:**

Quotation for supplies and services will normally be called from the list of registered suppliers. However, the Institute of Chartered Accountants of Sri Lanka reserves the right to obtain quotations and make purchases from non – registered suppliers as well.

The Institute reserves the right to make the final decision on matters regarding quotations.

(All applications should be clearly marked “**REGISTRATION OF SUPPLIERS 2018**” on the top left corner of the envelope and sent to be reached by 3.00 pm on or before 31<sup>st</sup> January 2018 to the Head of Finance, the Institute of Chartered Accountants of Sri Lanka, 30A, Malalasekera Mawatha, Colombo 7.)