

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF SRI LANKA
Application for Registration of Suppliers - 2016

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 year 2015
8. Name of the organizations which you have supplied during the year 2015
9. Indicate 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 itself the right to obtain quotations and make purchases from non – registered suppliers as well.

The Institute reserves itself the right of final decision in matters regarding quotations.

(All applications should be clearly marked “ **REGISTRATION OF SUPPLIERS 2016**” on the top left corner of the envelope and send it to be reached by 3.00 pm, on or before 31st January 2016 to the Head of Finance , The Institute of Chartered Accountants of Sri Lanka, 30A, Malalasekera Mawatha, Colombo 7.)