

**SUPPLIER REGISTRATION FORM**

DHA Islamabad – Rawalpindi



Category Applied:    S-1 (    )                      S-2 (    )                      S-3 (    )

1. Name of Company: _____
2. Address: _____
3. Email: _____
4. Tel: _____ 5. Fax: _____

6. Type of Business:
<input type="checkbox"/> Corporate Entity <input type="checkbox"/> Non-Corporate Entity <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship
Other (Please Specify): _____

7. NTN: _____	8. GST No. _____
---------------	------------------

9. Authorized Signatories: (authorized to signs bids/offers/contracts & receive cheques)				
S. No.	Name & CNIC	Designation.	Contact No	Specimen Signature
Note: Use duly signed & stamped separate sheet if required.				

10. Bank Name: _____
Branch Name: _____
Bank Account No. _____ Account Title: _____

11. List of supplies & stores provided by firm:			
S. No.	Items / Stores	d.	
a.		e.	
b.		f.	
c.		g.	
Note: Use duly signed & stamped separate sheet if required.			

12. Declaration		
I _____ CNIC _____ Desgn. _____		
_____ of M/S _____ do hereby declare and confirm that the information provided herein is true, accurate and correct to best of my knowledge and belief and nothing has been concealed intentionally. I agree that this registration, if accepted, shall be valid for 3 years from the date of approval and it does not constitute an assumed obligation whatsoever by DHA. I also confirm that in the event of any changes of status or changes in the elements of the aforementioned information, details shall be provided as and when changes take place.		
_____	_____	_____
Signature	Stamp	Date

## 13. Checklist of Documents to be attached.

- Certificate of Incorporation / Partnership Deed / Undertaking in case of sole proprietorship
- Articles / Memorandum of Association & Form A (In case of company)
- NTN Certificate and Sales Tax Registration Certificate
- Copies of monthly withholding Tax and Sales Tax Return for last 3 months
- CNIC of Directors/members/partners & authorized signatories
- Pay Order in the favour of DHA Islamabad of the respective amount mentioned at point 14
- Company financial statements/balance sheet (Audited Reports) for the last two fiscal years. In case of audit accounts are not available: a business Profit & Loss statement is required to be submitted on the company letter head along with copies of Final Income Returns for the last two years.
- Company Profile along with past experience over the last two years stating major contracts, with value and corresponding client name.

**Note:** All parts of the registration form must be completed, and all above requirement must be fully complied with. Incomplete forms will not be processed,

Registration with DHA, if accepted, does not constitute any obligation on part of DHA to guarantee any tender invitation, contractual awards or any order for product or service. It must not be treated as prequalification.

Please send this form to following address through registered post or courier service.

GM Procurement  
Defence Housing Authority Islamabad-Rawalpindi  
Defence Mall, Defence Avenue Phase-I  
Islamabad - Pakistan  
Tel: (051) 111-555-400

14.

Category	Limit of Award of Purchase Order	Registration Fee Corporate Entities	Registration fee Non-Corporate Entities
Nil	No Limit	Rs. 2,500/-	Rs. 5,000/-

**For Official Use Only:**

<u>Verification</u>	<u>Remarks</u>	<u>Recommendation</u> <u>Adm Dte</u>
Registration No. SHF:	_____	_____
Registration No. Allotted:	_____	_____
Date Received by DHA:	_____	Desg: GM Procurement
Date Evaluated:	_____	Sig: _____
Registration Intimated on:	_____	
Rejection intimated on:	_____	Stamp: _____