



Simply Possible

People's Own Savings Bank
Supplier Registration Form

Section 1: General Information					
1- Name of Company (Legal)					
2-Address:		3- Mailing address (if different)			
Country					
4- Telephone					
5- Website		6- Mobile			
7- Contact Name and Title:				8- Email:	
9. Nature of Business					
<i>(Tick where appropriate)</i> Authorized Agent		Manufacturer		Trader	
Contractor:		Retailer		Other:	
Please list your core goods/services/l works offered:		1-		4-	
		2-		5-	
		3-		6-	
10. Year of establishment			11. Number of full-time staffs		
12. Number of Branches			13. Location:		
14. VAT Number:			15. Company registration number		
16. Please provide a copy of the company's most recent Audited Financial Report.					
17. List and attach policies that your company has in place – e.g. health and safety policy, HR policy, staff policy, energy policy, climate policy?					
Section 2: Financial Information					
18. Annual Value of Total Sales for the last 3 Years: (000) in USD					
Year	USD	Year	USD	Year	USD
19. Bank Name			20. A/C Name		
21. A/C Number			22. Branch address		

23. Swift code

24. Types of A/C

Section 3: Technical Capability and Information on Goods / Services Offered

25. Do you offer customers a secure, web-based ordering & tracking system? Yes No

26. List of local and international quality assurance certification held by your company if available (a copy of each certificate shall be enclosed): e.g. ISO 9000 or Equivalent

- 1-
- 2-
- 3-
- 4-

Section: 4- Experience

27. Recent Contracts with International or Local Organizations

Organization:	Value: USD	Year:	Goods/Services Supplied:	Destination:

28. Payment Terms: **Payment after Delivery**
Agreed
Disagree
If disagree, Please state your payment terms:

29. Terms and Conditions

- i. POSB encourages vendors to open accounts with the Bank for invoice payment purposes. Application forms; are easily accessible on POSB website.
- ii. POSB standard payment for supply, service and works contracts is 100% payment within 7 days after delivery of goods or confirmation of successful completion of services or works.
- iii. Prepayment is only acceptable against a prepayment guarantee covering the full amount of the prepayment.

30. CERTIFICATION:

I, the undersigned, hereby accept the basic Terms and Conditions and code of conduct, a copy of which has been provided to me and warrant that the information provided in this form is correct, and in the event of changes, details will be provided as soon as possible:

Signature
Name
Designation
Date

NOTE: Completing this form does not automatically mean suppliers will be added to our Approved Supplier Database. POSB reviews and evaluates submissions and contacts prospective suppliers as necessary.