



SUPPLIER REGISTRATION FORM

Please fill in this questionnaire in order to register. Information given in this questionnaire will be handled confidentially. Please attach all other documents requested in the questionnaire.

1. NAME OF COMPANY:
MAILING ADDRESS:
COUNTRY:
CONTACT PERSON(S):
TELEPHONE:
E-MAIL:
WEBSITE:

2. TYPE OF ORGANISATION (Please check)

Individual Partnership Non-Profit Organisation
Private Limited Liability Company Public Limited Liability Company
Other () Please explain:
Year Established: Under the laws of

Registration No.:
Please attach copy of registration certificate

3. TYPE OF BUSINESS (Please check)

Manufacturing Construction Trading Consultancy
Service Provider (e.g. transport, warehousing, quality control, etc.)
Other Please explain:

Please describe your company's major business activity:
.....

4. SIZE OF BUSINESS (Please provide a copy of your latest audited financial statements)

Turnover (last financial year) Ended: ___/___/___ US\$ _____
(previous financial year) Ended: ___/___/___ US\$ _____
(previous financial year) Ended: ___/___/___ US\$ _____
Annual Reports from last three years.

No. of Employees: No. of Branches:
No. of International Offices:
Location of Factories:
No. of Plants:
No. of Warehouses:
Countries to which you do not export:

5. AFFILIATED/HOLDING/SUBSIDIARY COMPANIES

Name	Address	Nature of Affiliation

Please attach an organisation chart



6. PERSONS AUTHORISED TO SIGN BIDS, OFFERS AND CONTRACTS

Name	Position	Telephone / Fax

7. BANKING INFORMATION

Account Name:
Account Number:
Sort Code:
Bank Name:
Branch:
Bank Address:
Account Currency:
SWIFT/BIC Code (for international payments):
IBAN (for international payments):
(Please provide an official bank letter or statement confirming these account details.)

8. REFERENCES

Recent business transactions: (Not required if this is a renewal and you have supplied the MH with goods or services within the past 24 months.)

Date (date/month/year)	Service or Product	Value (US\$)	Buyer/contact and Telephone

9. NAMES OF OFFICERS, OWNERS OR PARTNERS

Owner(s):
Chief Executive Officer:
Chief Financial Officer:

10. ENVIRONMENTAL CONSIDERATIONS

Have you identified the main environmental impacts / risks of your activity?

Yes No

Have you set up any policy/ objectives in order to limit your environmental impacts?

Yes No

Are there any resources dedicated to environmental management, (i.e. systems, team)?

Yes No

11. PAYMENT TERMS: The Muslim Hands shall make payments within 30 days following receipt of goods in good order and all requested documentation. Payments, shall be made only against supplier's invoice and shall be subject to conformity of goods to specifications.

For your information, the Muslim Hands's documentation requirements frequently include an acknowledgement of delivery certificate signed by a local representative of the Muslim Hands.



Please note that any non-acceptance of these terms may preclude your company from being considered as a potential supplier.

12. QUALITY ASSURANCE (Please attach any certificates or documents which denote quality assurance)

13. GENERAL TERMS AND CONDITIONS: Please carefully read the attached General Terms and Conditions of the Muslim Hands and confirm your acceptance of these terms and conditions as final by way of signing and returning.

14. PRINCIPLES OF CONDUCT: Supplier seeking to work with the MH shall respect the following principles:

Business Ethics: supplier is expected to maintain the highest degree of business ethics when working with the MH.

Transparency of information provision: supplier shall not be involved in any fraudulent activities, misrepresent information or facts for the purpose of influencing the selection and contract awarding process in its favour.

Fair competition: supplier shall not be involved in any corrupt, collusive or coercive practices.

If at any time during the registration or procurement process the MH determines that the supplier is in violation of the above-mentioned principles, that supplier's request for registration or bid may be rejected as ineligible.

The respect of fundamental human rights and labour standards is stipulated in the General Terms and Conditions and must be accepted by you as a condition of contracting with the MH. Any refusal of these terms shall constitute grounds for rejection of supplier's registration request or bid; and any violation during a contract term shall constitute grounds for termination

15. REGISTRATION REJECTION: Registration application may be rejected for the following reasons:

- Bankruptcy or a decision of legal incompetence
- Criminal conviction or civil judgement against you or your managing director (or equivalent) for the commission of any offence indicating a lack of business integrity or business honesty
- Grounds for suspicion of breach of established MH standards (violation of the fundamental principles or social and ethical standards)
- Any refusal of any of the principles of conduct and any refusal to the respect of fundamental human rights and labour standards
- Refusal of the MH standard payment terms

14. CERTIFICATION: The undersigned, an authorised signer for the company, hereby certifies that the information provided herein, including that on any attached pages is true and correct to the best of his/her knowledge. The same acknowledges having read and agreed to the MH's payment terms of 30 days credit.

Name and Title:

Signature: **Date:**