

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:

Listed Company Non-listed Company Partnership Sole proprietorship

Others (Please Specify): _____

7. NTN: _____

8. GST No.: _____

9. Authorised Signatories: (authorized to signs bids/offers/contracts & receive cheques)

S.No.	Name & CNIC	Desgn.	Contact No.	Specimen signatures

Note: Use duly signed & stamped separate sheet if required.

10. Bank Name: _____

Branch Address: _____

Bank Account No.: _____

Account Title: _____

11. List of supplies & stores provided by firm:

S.No.	S.No.

Note: Use duly signed & stamped separate sheet if required.

12. Declaration

I _____ CNIC _____ Desgn. _____ of
Messrs _____ 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 and authorised 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 Tax Returns for the last two years.
- Company profile along with past experience over the last two years stating major contracts, with values 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:

Dir Adm & Pers
Adm Dte.
Defence housing Authority, Islamabad-Rawalpindi
Defence Mall, Defence Avenue, Phase-I
Islamabad, Pakistan
For queries: UAN: 111-555-400 Ext: 289

14.

Category	Limit of Award of Purchase Order	Registration Fee Corporate	Registration Fee Non-Corporate
S-1	No Limit	Rs. 10,000	Rs. 20,000
S-2	Up to Rs. 5 M	Rs. 8,000	Rs. 16,000
S-3	Up to Rs. 1 M	Rs. 5,000	Rs. 10,000

For Official Use Only:VerificationRemarksRecommendationAdm Dte

Registration No. Allotted: _____

Date Received by DHA: _____

Date Evaluated: _____

Registration intimated on: _____

Rejection intimated on: _____

Desg: **GM Procurement**

Sign:

Stamp: