



# ***zanaco***

REGISTRATION FOR SUPPLY OF GOODS, SERVICES AND  
WORKS FOR THE FINANCIAL YEARS 2021 - 2023

SUPPLIER REGISTRATION FORM



9	Provide the names and contact details of your company lawyers/ legal representatives	
10	Nature of business (Tick where appropriate) and attach dealership/ appointment letter	1. Manufacturer: 2. Trader: 3. Authorized Agent: 4. Retailer: 5. Trader: 6. Consulting Firm: 7. Other (Please Specify):
11	For IT services, show proof of accreditation as either support centres or solution providers for companies such as Microsoft, HP, Dell, Lenovo, Cisco etc	
12	Year of establishment	
13	Number of full-time staff	

## Section 2: Registration Details

14	<ul style="list-style-type: none"> <li>• Certificate of Registration/ Incorporation No.</li> <li>• VAT Registration Number</li> <li>• TPIN Number</li> <li>• Trade License Number</li> <li>• PACRA print out form to confirm names of Directors.</li> <li>• Proof of registration for construction company's or any other regulatory bodies.</li> <li>• Proof of franchise (where applicable)</li> </ul> <p><b>(Must attach copies of all the above relevant documents)</b></p>	
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15	Provide information about the company's directors, partners and owners (attach additional information if required):	<b>Name</b>	<b>Identity Number</b>	<b>Position (e.g owner Director)</b>	<b>Ownership Percetage (if any)</b>	<b>Nationality</b>
		1.				
		2.				
		3.				
16	Provide Information if ownership resides with a legal entity	<b>Company Name</b> (company authority i.e shareholding Board membership etc.)	<b>Ownership Percentage</b>	<b>Decision making authority (Y/N)</b>	<b>Ownership percentage (if any)</b>	<b>Country of origin</b>
		1.				
		2.				
		3.				
17	Relationship with Zanaco	<b>Description</b>			<b>Comment</b>	
		Product / services which you provide to Zanaco (currently or previously)				
		Value of your sales to Zanaco for the past 3 years and by product / services				
		Percentage of your annual turnover ascribable to Zanaco				
		Your current Zanaco contact person				

### Section 3: Financial Information

18	Please provide a copy of the company's most recent Annual/ Audited Financial report/ certified copies of the bank statement for the last six months. • Note: Companies registered six months or less should provide all available bank statements)	
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19	Annual Turnover in (ZMW)	
20	Bank Name	
21	Account Name	
22	Account Number	
23	Branch Address	
24	Swift Code	
25	Types of Account	
26	<p>Payment Terms: Zanaco standard payment terms for supply, service and works contracts is 100% payment within 30 days after delivery of goods and upon receipt of contractor's invoice and shipping documents.</p> <p>Pre-payment is in general only acceptable against a pre-payment guarantee covering the full amount of the pre-payment.</p>	<p>Agreed:</p> <p>Disagreed</p> <p>Comment:</p>
27	<p>Zanaco Supplier Code of Conduct</p> <p>By submitting this registration, we agree to the Zanaco Code of Conduct.</p>	<p>Agreed:</p> <p>Disagreed:</p> <p>Comment:</p>

#### Section 4: Technical Capability and Information on Goods/Services Offered

28	<p>List of local and international quality assurance certification held by your company (a copy of each certificate shall be enclosed) e.g. ISO 9000 or equivalent</p>	<p>1.</p> <p>2.</p> <p>3</p>
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29	List below, up to five (5) of your core goods/services offered	<b>Description, Brand/Manufacturer, Model</b>	<b>National/International Quality Standard to which item conforms</b>
		1. 2. 3. 4. 5.	

### Section 5: Experience

30	Firm's years of experience				
31	Names of companies where your firm has provided services to and contact details of persons who may be contacted for more information.	<b>Organisation</b>	<b>Contact Person</b>	<b>Position</b>	<b>Telephone</b>
		1.			
		2.			
		3.			
32	Three reference letters from satisfied clients where the firm successfully provided similar services. The reference letter should be on company Letterhead.				

## Part 2: Sole Proprietor

33	General Information	Name in full ..... Age ..... Nationality .....
34	Partnership	Give details of partners as follows: Name in full    Nationality    Citizenship Details    Shares  1 ..... 2 ..... 3 ..... 4 ..... 5 ..... 6 .....
35	Registered Company	a). Private or Public (state whichever is applicable) .....  b). Give details of all directors as follows:  Name in full                  Nationality                  Shares  1 ..... 2 ..... 3 .....

**CERTIFICATION**

I/We have completed this form(s) accurately at the time of reply and it is agreed that all responses can be substantiated, if requested to do so. Any inaccuracy in the information filled herein will be used as grounds for removal from or termination of the qualification process.

I/We confirm that I/We are not insolvent, in receivership, bankrupt or being wound up. Our business activities have not been suspended and we are not the subjects of legal proceedings for any of the foregoing.

I/We confirm that I/We have fulfilled our obligations to pay taxes and social security contributions.

Signature:

For and on behalf of:

Name:

Designation:

Date:

**NOTE:** Completing this form does not automatically mean suppliers will be added to our approved supplier base. Zanaco will review and evaluate submissions and contact prospective suppliers as necessary.