



STATE MORTGAGE & INVESTMENT BANK

SUPPLIER REGISTRATION APPLICATION FOR THE YEAR 2025

Section A: General Information

1. Name of Company:

2. Office Address: (all letter inquiries will be sent to this address)

3. Web Site (if available)

4. Contact details of the company (for communications regarding bids/ Proposals / Quotations/ Others)

| # | Contact Person's Name & Designation | Contact Number | E-mail address |
|----|-------------------------------------|----------------|----------------|
| i | | | |
| ii | | | |

5. Type of Business (mark one only):

Corporate / Limited:

Partnership:

Proprietorship

Other (Please specify)

6. Business Registration Number
(Please attach a copy of registration)

7. VAT/SVAT Registration Number:

08. CIDA registration number (for contractors only)

09. Period of Credit Facilities for supplies and service provided to Bank _____ Days (minimum should be 30 days)

Section B: Registration categories

| 10 | Main Category Name and Number | Subcategories | Specify the Main Services, Supply and Available Areas |
|----|-------------------------------|---------------|---|
| i | | | |

11. Payment Details (Please attach Copy of the receipt)

| 11.1 Bank Name | 11.2 Deposited Amount | 11.3 Deposited Date | 11.4 Reference Number |
|----------------|-----------------------|---------------------|-----------------------|
| | | | |

12. Certification:

I, the undersigned, warrant that the information provided in this form is correct, and in the event of changes details should be provided as soon as Possible.

I agree with the supplier registration conditions stipulated by the Bank and submit our application for registration.

| Name and Designation | Signature | Company Seal & Date |
|----------------------|-----------|---------------------|
| | | |

Conditions

The registration fee for each main category is LKR 2000.00. Separate applications should be submitted for each additional main category. However, under the main category, suppliers may select any number of subcategories that they can supply.

If the spouse(s) or children of employees are applicants/ proprietaries/ partners/ directors of the company, such a supplier will not be eligible for the registration

The Bank reserves the right to accept or reject any application without providing a reason. If the applicant is ineligible for registration, the registration fee is non-refundable.

Suppliers who fail to quote promptly when requested, fail to make deliveries/ provide services as agreed, or who supply substandard goods are liable to be expunged from the registry.

Quotations will usually be given from registered suppliers. However, the bank reserves the right to invite quotations or purchases from other suppliers when required.

Suppliers who wish to register for the repair of vehicles should have their own workshop facilities within Colombo city limits or within 25 kilometers of the Bank Head Office at Colombo 03.

Suppliers are strongly advised to limit additional details, such as experience details, product brochures, and leaflets, to a maximum of two (02) pages, in addition to the requested documents.

Process to send Applications.

Option 01 - Duly filled applications should be sent in one sealed envelope with the label 'SMIB – Registration of Suppliers 2025' clearly written on the top left-hand side of the envelope. Applications can be mailed, couriered, or hand-delivered and must reach the following address on or before 16th December 2024 at 15:00 hours:

Chief Manager (HR & L) State Mortgage & Investment Bank 269, Galle Road, Colombo 3

The registration fees could be deposited Bank accounts stipulated. The name of the supply organization should indicate as reference when depositing.

Option 02 - Vendors can submit details online through the provided link, along with the necessary document attachments on or before 16th December 2024 at 15:00 hours. Physical submission of the application is not required.

Bank Account

- Making the payment directly to any Branch of State Mortgage & Investment Bank
- Bank of Ceylon | 1630478 | Kollupitiya (034)

Further details of this supplier registration could be obtained from the Chief Manager (HR & L) during working hours on weekdays via 011-7722879 / 011-7722784 / 011-7722846.