Karwa Motors

Supplier Application form

Karwa Motors extends an invitation to all interested suppliers of goods and services to apply for registration on its supplier database.

Upon receipt of your application, Karwa Motors shall process your information for consideration as a registered supplier on its database.

Registration on Karwa Motors’ database does not mean an automatic appointment as a preferred supplier. The choice of preferred suppliers shall be made in accordance with Karwa Motors Procurement Policy & Procedures.

Should you be interested in lodging an application for registration, kindly complete this Supplier Registration Form and send together with all the requisite attachments [purchasing@karwamotors.com](mailto:purchasing@karwamotors.com)

Failure to comply with any of the conditions as set out in the form will invalidate your application for registration as a prospective supplier on the database.

Should you request any additional information with completing this form please contact: [purchasing@karwamotors.com](mailto:purchasing@karwamotors.com)

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| 1 | 28/02/22 | Approved | Tendai | Tendai |  |  |
| **Rev.** | **Date**  **DD/MM/YY** | **STATUS** | **Prepared By** | **Reviewed By** | **Approved By** |  |
| **DOCUMENT REVISIONS** | | | | | | |

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| --- | --- |
| **COMPANY INFORMATION** | |
| Registered Business / Individuals Name (Hereinafter referred to as  “The Supplier”): |  |
| Is your company an SME?  Yes ( If yes tick applicable row) …….. No……………. | |  |  |  |  | | --- | --- | --- | --- | | **Type** | **Workers** | **Annual Sales less than OMR** | **Please Tick Where Applicable** | | Micro Enterprises | 1 to 5 | 25,000 |  | | Small Enterprises | 5 to 9 | 25,000 to 250000 |  | | Medium Enterprises | 10 to 99 | 250,000to 2,500,000 |  | |
| Company Registration Number / ID Number: |  |
| Company Type:  (e.g., Sole proprietor, Partnership, Closed Corporation, Joint Venture, (Pty)  Ltd, Limited etc.) |  |
| Vat number: |  |
| Tax Number: |  |
| Industry Sector: |  |
| Business Type:  (Please provide a brief description of core business activities, products & Services) |  |
| Physical Address: |  |
| Postal Address:  (if different from Physical Address) |  |
| Accounts Department Tel Number: |  |
| Accounts Department Email Address: |  |
| Accounts Department Contact Person: |  |
| Sales Department Tel Number: |  |
| Sales Department Email Address: |  |
| Sales Department Contact Person: |  |
| **Karwa Motors Purchase Order (PO) Number (COD SUPPLIER ONLY)** |  |
| **BANKING DETAILS** | |
| Name of Bank: |  |
| Account name: | Branch Name: |
| Branch Code: | Account Number: |
| Account Type: | Date opened: |
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| **FINANCIAL HISTORY** | | | | | | |
| Are there any pending legal proceedings or previous judgments against your business or has any business operated by any of the  members/directors ever been declared bankrupt? | Yes |  | | No |  | |
| If “Yes” please elaborate. |  | | | | | |
| **REQUIRED DOCUMENTS** | | | | | | |
| Company Profile (Mandatory) | Yes |  | | No |  | |
| Authorised Signatory ID, Signature Specimen & Identity Card (Mandatory for Local Companies) | Yes |  | | No |  | |
| Certified Copy of Resolution proving Authority | Yes |  | | No |  | |
| Valid copy of the Commercial Registration Certificate (Complete CR set). (Mandatory for Local Companies) | Yes |  | | No |  | |
| Certificate of Incorporation of the firm (Foreign Companies Only) | Yes |  | | No |  | |
| Valid copy of Registration Certificate issued by Oman Chamber of Commerce & Industry. (Mandatory for Local Companies) | Yes |  | | No |  | |
| Staff head count details from Ministry of Works showing the registration of employees (Mandatory for Local Companies) | Yes |  | | No |  | |
| Bank account details in a letter stamped details in a letter stamped by the Bank (or) in the company letterhead signed and stamped by authorised person. (Mandatory | Yes |  | | No |  | |
| Annual sales turnover for the last three years;( from audited balance sheet) or self -declaration showing income for the last three years. (Mandatory) | Yes |  | | No |  | |
| Tax Card/Certificate (Mandatory) | Yes |  | | No |  | |
| VAT Certificate (Mandatory Local Companies) | Yes |  | | No |  | |
| Work experience. (Performance letters, Recommendation Letter or Job Completion Letters). (Mandatory) | Yes |  | | Yes |  | |
| Valid Copies of ISO 9001/ISO 140001 & OHSAS 18001/ISO 45001 Certificates (If available) | Yes |  | | No |  | |
| **DECLARATION** | | | | | | |
| Are you or any of your directors/owners employed or contracted by Karwa Motors, or relatives of Karwa Motors employees or have a direct or indirect interest in Karwa Motors (Tick as appropriate) | Yes | |  | No | |  |
| If “Yes” Please explain in detail |  | | | | | |
| I / WE THE UNDERSIGNED, WHO WARRANTS THAT HE/SHE IS DULY AUTHORISED TO DO SO ON BEHALF OF THE BUSINESS: | | | | | | |
| Full name |  | | | | | |
| Contact number |  | | | | | |
| Designation |  | | | | | |
| I hereby acknowledge that the information furnished is true and correct. | | | | | | |
|  | | | | | | |
| SIGNED AT ON THE DAY OF |  | 20 | |  |  | |
| SIGNATURE |  | | | | | |