## VENDOR REGISTRATION FORM

**INSTRUCTIONS**

The following Form is required for Green Contracting Company ’s Vendor Registration Process.

1. Please complete all required fields and submit all supporting documents, accordingly, in this Form in order for Green Contracting Company to evaluate VENDOR’s Form.
2. Please complete and return one (1) soft copy, through Green Contracting Company’s Corporate File Sharing, and one (1) physical copy of this Form along with all required documentation listed below to the Green Contracting Company address listed above.
3. This Form must be signed by an authorized company representative, certified with VENDOR business stamp, and authenticated by the appropriate Saudi Arabian regional Chamber of Commerce.

All information and documentation provided by VENDOR will be handled in a confidential manner by Green Contracting Company. *For Legibility, we ask that the required information be typed. All appropriate boxes must be filled.*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Service Required:** | | | |  | | **New Registration** | | | | | | | |  | **General Update** |
| **GENERAL INFORMATION** | | | | | | | | | | | | | | | |
| Full Company Name – Arabic: (Company’s Commercial Registration) | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| Full Company Name – English: (Official Company’s CR Name Translation) | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| Commercial Registration No: | | | | |  | | | | | Expiry Date: | | |  | | |
| Main (Parent) Commercial Registration No:  (Applicable for Branch CRs) | | | | | | | |  | | | | | | | |
| Vendor ID:  (If Available) | |  | | | | | Website: | |  | | | | | | |
| **MAILING ADDRESS** | | | | | | | | | | | | | | | |
| **Sales Office** | | | | | | | | | | | | | | | |
| Street Address: | | |  | | | | | | | | | | | | |
| City: |  | | | | Region: | | |  | | | Country: |  | | | |
| PO Box: |  | | | | Postal Code: | | |  | | |
| Phone:  (+Country Code – Area Code – Phone) | | | | |  | | | | | | | | | | |
| Fax:  (+Country Code – Area Code – Phone) | | | | |  | | | | | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **CONTACT INFORMATION** | | | |
| **Sales Manager** | | | |
| Name: |  | | |
| Position: |  | | |
| Phone: |  | Ext: |  |
| Mobile: |  | | |
| Fax: |  | Ext: |  |
| E-mail\*: |  | | |
| *\* Email should not be ORG. email accounts, info@, or public e-mail such as Hotmail and Gmail.* | | | |
| **Executive Director (Head Office Chairman)** | | | |
| Name: |  | | |
| Position: |  | | |
| Phone: |  | Ext: |  |
| Mobile: |  | | |
| Fax: |  | Ext: |  |
| E-mail\*: |  | | |
| *\* Email should not be ORG. email accounts, info@, or public e-mail such as Hotmail and Gmail.* | | | |

|  |
| --- |
| **PRODUCT INFORMATION** |
| *List the type of products you are currently handling and that you’re requesting to be linked to your profile. (The latest renewed Commercial Registration Activities shall be the basis of this section).* |
| **Product Description** |
|  |
|  |
|  |
|  |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **OWNERSHIP INFORMATION** | | | |
| *Name of your company’s major shareholders or partners, percent of share, nationality and Identification Number (National ID or Iqama ID)* | | | |
| Owner Name | Owner Nationality | Owner ID | % of Share |
|  |  |  | 0.0% |
|  |  |  | 0.0% |
|  |  |  | 0.0% |
|  |  |  | 0.0% |

|  |  |  |  |
| --- | --- | --- | --- |
| **CONFLICT OF INTEREST INFORMATION** | | | |
| *Names of Green Contracting Company employees and their immediate relatives (spouses, parents, sons & daughters) who are partners or have an ownership stake, or are your employees (if applicable).* | | | |
| Name of Green Contracting Company Employee | Employee ID No | Name of Related Owner | Relationship to GCC Employee |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PAST EXPERIENCE** | | | | |
| Have you previously provided material/Service against Green Contracting Company purchase orders? | | | Yes | NO |
| If yes, list purchase order numbers, dates and amounts | | | | |
| Purchase Order (PO) Number | PO Date | PO Amount (SAR) | | |
|  |  |  | | |
|  |  |  | | |
|  |  |  | | |

Green Contracting Company reserves the right to request for additional information and/or documentation from VENDOR in line with the vendor registration and qualification process.

Green Contracting Company reserves the right to request the original supporting documentation such as, but not limited to, the Commercial Registration certification, Green Contracting Company Supplier Code of Conduct acknowledgement; etc. from VENDOR to verify VENDOR submittals.

# By submitting this registration questionnaire, on behalf of the VENDOR

, the VENDOR acknowledges that VENDOR has read and will comply with Green Contracting Company ’s Supplier Code of Conduct provisions and policies in all of VENDOR’s dealings with Green Contracting Company and all affiliated companies.

# Additionally, , the VENDOR shall notify Green Contracting Company promptly of any changes in ownership of VENDOR’s company; and shall promptly provide Green Contracting Company with all required documentation establishing the change in ownership, the ownership details, and identity of any such new owners of the company. Furthermore, VENDOR certifies that the information provided in this form is true and accurate. Finally,

, the VENDOR acknowledges that submission of any false or inaccurate information may result in Green Contracting Company rejecting VENDOR’s application for registration or removal of VENDOR from Green Contracting Company ’s list of registered suppliers.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COMPLETED BY** | | | | |
| Authorized Signatory Name | |  | Position |  |
| Authorized Signature |  | | Date |  |
| Company Stamp |  | | Chamber of Commerce Authentication |  |

**REQUIRED SUPPLEMENTAL DOCUMENTATION:**

## Commercial Requirements:

1. Original Acknowledgement form of Green Contracting Company 's Suppliers Code of Conduct. This form must be signed by an authorized company representative, certified with VENDOR business stamp, and authenticated by the appropriate Saudi Arabian regional Chamber of Commerce.
2. A letter of identification (Company Letterhead) providing the Company’s basic information including Green Contracting Company Vendor ID (if available). Please state the Company’s objective of the registration and list the product(s) produced. This letter must be signed by an authorized company representative, certified with VENDOR business stamp, and authenticated by the appropriate Saudi Arabian regional Chamber of Commerce.
3. A valid copy of the Commercial Registration (CR) Certificate. Companies based on a Branch CR shall provide a valid copy of their main (Parent) CR Certificate.
4. A valid copy of the Saudi Arabian General Investment Authority (SAGIA) Certification for entities owned full or partially by a foreign investor(s) or a foreign organization(s).
5. A valid copy of the Zakat Certification issued by the General Authority of Zakat & Tax (GAZT).
6. A valid copy of the Value Added Tax (VAT) Certification showing VAT ID issued by the General Authority of Zakat & Tax (GAZT).
7. A valid copy of the General Organization for Social Insurance (GOSI) Certification referencing the CR number under registration.
8. A valid copy of the Civil Defense License or an equivalent government License.
9. A valid copy of the Chamber of Commerce & Industry Membership Certification.
10. A letter from the bank with which the company is dealing, stating the type of service that the bank normally provides to your company and relationship status.
11. A valid copy of the Owner National ID or Iqama ID for an individual owner (Establishment) or the up-to-date Company’s Article of Association (Organization). For Saudi Organizations that are owned by at least one or more organization, please provide each organization’s up-to-date Company’s Article of Association and Commercial Registration (CR) Certification. Repeat process until all indirect owners have been identified supported by a valid copy of each Owner National ID or Iqama ID.

## GENERAL GUIDELINES:

In order to assist VENDOR in submitting a complete questionnaire, please take note of the following VENDOR

guidelines:

* + All information to be provided shall be limited to the specific VENDOR Commercial Registration under evaluation.
  + VENDOR’s certifications must be valid for at least 30 days following registration submittal date. If expiration date is within 30 days, Green Contracting Company will defer VENDOR’s registration until VENDOR submits updated certification document. Green Contracting Company will consider granting exceptions to the GOSI Certification.
  + Any letter addressed to Green Contracting Company must be signed by an authorized company representative, certified with VENDOR business stamp, and authenticated by the appropriate Saudi Arabian regional Chamber of Commerce.
  + Contact Vendor Registration email listed above or assigned Green Contracting Company ’s SRM Analyst to get access to Green Contracting Company’s Corporate File Sharing platform.