

VENDOR REGISTRATION FORM

For Bank use only

Fill in all sections of this form in CAPITAL LETTERS

GENERAL INFORMATION

- Club/ Association/ NGO/ NPO/ Charity
 Cooperative
 Individual
 Partnership
 Private Company
 Public Listed Company
 Sole Trader/ Local Investment

- Enclose a copy of registration and ID cards
- Include a board resolution identifying the authorised signatory and company profile information sheet (except for Individual and Sole Trader/ Local Investment)

Name of Business/ Institution			
Trading Name <small>(If different from above)</small>			
Name of Sole Trader/ Individual			
Name of Parent/ Related Company <small>(Where Applicable)</small>			
ID Card No./ Registration No.		Contact No.	
E-mail address of Business/ Individual <small>(Mandatory)</small>			
BML Account Number <small>(Mandatory)</small>	7	7	

SUPPLY GROUP

<input type="checkbox"/> Accomodation/ Venue hiring	<input type="checkbox"/> Advertising	<input type="checkbox"/> Catering/ Refreshment
<input type="checkbox"/> Cleaning and Pest Control Services	<input type="checkbox"/> Computer Equipment/ Hardware/ Software/ Repair and Maintenance	<input type="checkbox"/> Communication Services
<input type="checkbox"/> Construction/ Renovation	<input type="checkbox"/> Consulting/ Training	<input type="checkbox"/> Consumables
<input type="checkbox"/> Creative arts & Designing	<input type="checkbox"/> Event Management/ Entertainment	<input type="checkbox"/> Fuel & Lubricants
<input type="checkbox"/> Furniture and Equipment	<input type="checkbox"/> General Hardware and other items	<input type="checkbox"/> Health and Insurance
<input type="checkbox"/> Household items	<input type="checkbox"/> Mechanical/ Electrical/ Energy	<input type="checkbox"/> Network Related
<input type="checkbox"/> Photography/ Videography	<input type="checkbox"/> Printing	<input type="checkbox"/> Rental & Leasing
<input type="checkbox"/> Security Services	<input type="checkbox"/> Signage and Fabrication	<input type="checkbox"/> Sports related
<input type="checkbox"/> Stationaries	<input type="checkbox"/> Textile and Apparels	<input type="checkbox"/> Transport (Air)
<input type="checkbox"/> Transport (Land)	<input type="checkbox"/> Transport (Sea)	<input type="checkbox"/> Vehicle/ Vessels/ Spare parts/ Repair and Maintenance

DECLARATION

I/We here by declare that;

1. Any changes/update to the information provided in the registration form, will be submitted to Bank of Maldives along with the revised documents
2. All and any conflict(s) of interests¹ to any BML employee and/or BML Board of Directors will be disclosed.
3. Any Related Parties² will be disclosed and any changes to Related Party updated immediately.

The disclosure must be made as per below table (leave blank if none exists)

Employee/ Director Name	NID No.	Designation & Branch	Relation/ Conflict

Note: If the above space is not enough, please attach an additional sheet of this page.

I/we hereby agree that:

- a) The information provided in this form are true and correct to the best of my/our knowledge.
- b) Payment will be effected within 30 days of complete delivery of goods/service as per the PO/Award letter.
- c) I/We here by fully give consent to BML to verify the information provided in this form through any relevant authority.
- d) We will update any change in information and communicate such changes to the Bank immediately.

 Authorised Signature
(As defined in Board resolution)

Seal

Date

D	D	M	M	Y	Y	Y	Y
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¹Conflict of Interest refers to situations in which personal interests (which may include financial or other interests) may compromise, or have the appearance of, or potential for, compromising professional judgement and integrity and, in doing so, the best interest of the Bank.

The following circumstances shall be deemed to create a Conflict of Interest:

- a) Where vendor is involved in a transaction or contract with the Bank for goods and services; and related to an Employee or Board Director of the Bank by marriage, blood or kinship up to the second degree (this includes spouse, parent, grandparent, uncles, aunts, children, siblings, half-siblings, step-siblings and step-children) and any relative/ other person who is dependent on the Vendor for his financial support
- b) Where vendor has a material financial interest in a transaction between the Bank; while any Employee or Board Director of the Bank is an existing director, shareholder, officer/ employee, or a legal representative of the Vendor's entity.
- c) Where vendor is in direct competition with the Bank while any Employee or Board Director of the Bank is engaged in the role of key management or has a material financial interest in Vendor's business or company.

²Related Party means;

- (a) Any Administrator* of the Bank,
- (b) Any person who is related to an Administrator by marriage or blood up to the first degree (i.e., spouse of the administrator, parents and children of the administrator or spouse); and any other person who is dependent on the administrator or the administrator's spouse for financial support,
- (c) Shareholders of the Bank with 10% or more of the voting rights or which makes it possible to exercise significant influence over the management,
- (d) Any undertaking in which persons defined under (a) and (c) above has 10% or more of the voting rights or which makes it possible to exercise significant influence over the management and Administrators of these undertakings,
- (e) Any undertaking in which the Bank has 10% or more of the voting rights or which makes it possible to exercise significant influence over the management and Administrators of these undertakings,
- (f) All employees of the Bank.

* Administrator – means any person who is a Board Director or Executive Officer of the Bank.

NOTE:

- Application and other related documents can be submitted via email to vendor.registration@bml.com.mv
- Bank of Maldives reserves the right to approve or reject this vendor registration form based on verification, requirements and other relevant factors.
- Confirmation on vendor registration and access details to BML vendor portal will be advised via mail by Bank of Maldives.

FOR BANK USE ONLY

Task	Staff ID No.	Staff Signature	Date								
Form and supporting documents received			<table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;">D</td> <td style="width: 20px; height: 20px;">D</td> <td style="width: 20px; height: 20px;">M</td> <td style="width: 20px; height: 20px;">M</td> <td style="width: 20px; height: 20px;">Y</td> <td style="width: 20px; height: 20px;">Y</td> <td style="width: 20px; height: 20px;">Y</td> <td style="width: 20px; height: 20px;">Y</td> </tr> </table>	D	D	M	M	Y	Y	Y	Y
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Information verified by			<table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;">D</td> <td style="width: 20px; height: 20px;">D</td> <td style="width: 20px; height: 20px;">M</td> <td style="width: 20px; height: 20px;">M</td> <td style="width: 20px; height: 20px;">Y</td> <td style="width: 20px; height: 20px;">Y</td> <td style="width: 20px; height: 20px;">Y</td> <td style="width: 20px; height: 20px;">Y</td> </tr> </table>	D	D	M	M	Y	Y	Y	Y
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Entered to ERP by			<table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;">D</td> <td style="width: 20px; height: 20px;">D</td> <td style="width: 20px; height: 20px;">M</td> <td style="width: 20px; height: 20px;">M</td> <td style="width: 20px; height: 20px;">Y</td> <td style="width: 20px; height: 20px;">Y</td> <td style="width: 20px; height: 20px;">Y</td> <td style="width: 20px; height: 20px;">Y</td> </tr> </table>	D	D	M	M	Y	Y	Y	Y
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Related Party/Conflict of Interest updated			<table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;">D</td> <td style="width: 20px; height: 20px;">D</td> <td style="width: 20px; height: 20px;">M</td> <td style="width: 20px; height: 20px;">M</td> <td style="width: 20px; height: 20px;">Y</td> <td style="width: 20px; height: 20px;">Y</td> <td style="width: 20px; height: 20px;">Y</td> <td style="width: 20px; height: 20px;">Y</td> </tr> </table>	D	D	M	M	Y	Y	Y	Y
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