

Application for the Registration of New Contractors/Suppliers – 2025
Chief Secretary's Office – Southern Province

Payment Receipt Number:-.....

Amount Paid :-.....

(Please attach the original payment receipt)

Institution to which money was paid :-.....

01) Number and description of the Supply/Service/contract applied for : (Please state the item number and all details correctly in accordance with the News paper Notice)

Item No:				
Description relevant to item Number				

i) The value limit of the contract for which registration is sought:

02). i). Name of the business :

ii). Address of the business :

iii).The Number and the date of the certificate of business registration: (Please attach and sent a copy of the certificate of Registration)

Number :

Date :

iv). Nature of the business (Sole proprietor/Limited Company/ Partnership/Cooperation .. etc) :

.....

v). Names and the Addresses of the proprietor /Directors/partners:

.....

vi). National Identity Card Number :

vii).Telephone Numbers

Fixed :

Mobile :

viii) Fax Number :

ix) E – Mail Address :

x). Details of main branches if established in Southern Province:

Address	Contact Persons	Telephone Number

x). Special Certificates obtained for the business (E.g. : ISO ... etc) :

03). The Date and the Number of the Licence if there are licences or permits to be obtained from any organization for the maintenance of your business (EG: Timber) (a photocopy of the license should be attached)

Number :

Date :

04). i.)Details of the registration with the CIDA if applied for registration as a contractor: (A photocopy of the Registration Certificate Should be attached) (compulsory for 4, 5, 6, 7)

No :
 Date :
 Validity period of the registration:
 Registration class :

05). i). Assets/Capital and investment for the business:

Employees	Designation	Number of persons
Trained	Engineering (Degree)	
	Technical Officer (Diploma)	
	Trained Technicians	
	Other	
Untrained		
Other		

ii). Machinery and Equipment belonging to the business:

Name of the Machinery/ Equipment	Numbers	Name of the Machinery/ Equipment	Numbers

iii). The land Area of the business :

iv). Name of the Banks and Account Numbers :

v). VAT Numbers if registered for VAT :

06). Details of the Contracts/ Supplies Completed during the last five years:

Institution	Estimated Amount/Value(RS)	Date of Completion

07). Details on Contracts/Supplies in progress at present:

Institution	Estimated Amount/Value (Rs)	Date to be completed

I hereby certify that the above mentioned details and copies of certificates are true and correct and that the business is carried on in accordance with the laws and regulations and the law of labour of the Government and that the tax and charges to be payable to the government have been duly paid.

(NB Incomplete applications will be rejected)

Date :

.....
 Signature of the Applicant
 (Stamp)