The Association of Accounting Technicians of Sri Lanka

No. 540, Ven. Muruththettuwe Ananda Nahimi Mw, Narahenpita, Colombo 05, Sri Lanka.

REGISTRATION OF SUPPLIERS – YEAR 2017

Name of Company : .....

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Registered No. of the Business : .....

(Should attach the copy of Business Registration Certificate)

Address : .....

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Partners or Directors of the firm : .....

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Contact person's Name/s : .....

Designation : .....

Contact Nos. : Telephone ☐☐☐☐☐☐☐☐☐☐ Mobile ☐☐☐☐☐☐☐☐☐☐

Fax ☐☐☐☐☐☐☐☐☐☐

E-mail/s : .....

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ITEMS / SERVICES FOR WHICH YOU WISH TO REGISTER

SUPPLIES

01. Printing (Booklets and publications) ☐
02. Stationaries ☐
03. Information Technology related hardware (Computers, Printers, Toners, Scanners) ☐
04. Office Furniture ☐
05. Office Equipment ☐
06. Audio Visuals ☐
07. Publications (Magazines, Newspapers etc.) ☐
08. Building Materials ☐
09. Computer Network Solutions ☐
10. Electric Instruments (Fans, Air conditions) ☐
11. Digital Printing ☐

SERVICES

12. Air condition maintenance and Services ☐
13. Drinking water ☐
14. Catering Services ☐
15. Security Services ☐
16. Janitorial Services ☐
17. Express Delivery Services (Letters, parcels etc.) ☐
18. Event Management ☐
19. Insurance ☐
20. Information Technology related hardware ☐
21. Office Furniture maintenance / services ☐
22. Transport Services ☐
23. Other Services ☐

Total No. of Items					
Maximum Period of Credit					
Receipt No.	**RT**	Date	DD	MM	**20**
Amount Paid Rs.					

Registration Fee for a single items/ service : Rs. 1,000/- Registration Fee for each additional items / service : Rs. 400/-

CONDITIONS

Quotations for supplies and services will normally be called from the list of registered suppliers. However, the Association of Accounting Technicians of Sri Lanka reserves itself the right to obtain quotations and make purchases from other non-registered suppliers as well.

The Association reserves itself the right of final decision in matters regarding quotations.

I/We hereby agree to abide by the conditions for Registration of suppliers for the year 2017 and undertake to deliver the supplies to the stores at the AAT or services as required.

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Date Signature Seal