

Supplier Registration Form

INTRODUCTION

We welcome you for showing interest in becoming part of Bharti Airtel Supplier Community. In order to become potential partner you need to fill the details about your esteemed company and sign Bharti's Ethics and Code of Conduct Policy. In case of successful registration, you will receive a system generate Registration Number. This number will be required for reference in all future communication.

Registration is only process for your showing interest in doing business with us and does not guarantee for business from Bharti Airtel. Based on the requirement of similar products, as per profile we will get in touch with you.

Standard Clause on Ethics and Code of Conduct

1. The BUSINESS ASSOCIATE (or Name of party signing contract) agrees to conduct all its dealings with BHARTI, its management, employees and other business associates, in a very ethical manner.
2. BHARTI, in its Code of Conduct strictly prohibits its employees from demanding/ accepting or payment of illegal gratification in the form of bribes or kickbacks either in cash or in kind in the course of all their dealings with outside parties. A copy of the BHARTI Code of Conduct is available to all Business Associates.
3. BHARTI also requires the BUSINESS ASSOCIATE, to refrain from giving or attempting to pay illegal gratification/ bribes/ kickbacks to any employee of the company. Any attempts to provide such personal gratification to any BHARTI employee will be viewed in a very serious manner and where there is confirmation of such instances, it may lead to:
 - Cessation of all business dealings with BHARTI.
 - Blacklisting with Bharti and its associates for any future business.
 - Levy of a financial penalty.
 - Reporting of matter to law enforcement agencies.
 - Appropriate legal action, where necessary.
4. The BUSINESS ASSOCIATE will provide all possible assistance to investigate any possible instances of unethical behaviour or Code of Conduct violations by an employee of BHARTI or an employee of the BUSINESS ASSOCIATE.
5. The Business Associate will disclose forthwith any breach of the Bharti Code of Conduct that comes to its knowledge.
6. All business associates are expected to confirm their compliance to Ethical dealings on an annual basis, by signing a certificate to the effect that the business associate has complied to the BHARTI Code of Conduct in all their dealings with the Company.

***I agree to the aforesaid Ethics and Conduct of Conduct Policy.
I further declare that none of the Directors of the Company are related to any senior Position in Bharti Airtel.***

Date :
Place :

(Signature & Name of Signing Authority)
(Company Seal Mandatory)

CHECK LIST

Vendor Name:

Checklist - Supplier Registration Form

1	Company seal & signature of the authorized signatory on 1st & 4th pages of the SRF.	
2	Copy of the Business Registration Certificate	
3	Bank Details -	
	3.1 Bank details on Supplier letter head as per the specimen letter (signed by authorized representative of Supplier) (Annexure 1)	
	3.2 Endorsed by the bank	
	3.3 Cancelled cheque (Pls submit a blank cheque, saying it cancelled)	
4	Audited Financial Reports of past 3 years with capital investments	
5	5.1 Registration of a company - Form 01 (Not required for sole proprietor)	
	5.2 Consent and certificate of Director - form 20 (Not required for sole proprietor)	
6	VAT Certificate (if not registered ,pls specify in page no 5)	
7	NBT Certificate (if not registered ,pls specify in page no 5)	
8	TIN Certificate (if not registered ,pls specify in page no 5)	
9	Company profile	

1. COMPANY PROFILE

Name of the Company	
Date of Establishment	
Name of Parent Company (if any)	

Head Office**Communication Address:**

Address (Mention Postal codes & region/state)	
Country	
Telephone	
Fax No	
Email Address	

Local Office**Communication Address:**

Address (Mention Postal codes & region/state)	
Country	
Telephone	
Fax No	
Email Address	

Type of company			
State Owned	Corporate/Limited	Partnership	Others(Specify)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. CONTACT DETAILS**Management Team** (Board Members / MD / CEO / Proprietor / Partner)

Name	Designation	Department	Contact details
Single Point of Contact for Bharti Airtel Limited			

3. BUSINESS PROFILE

Nature of Business				
Manufacturer	Trader*	Authorized Agent *	Service Provider	Other (specify)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If Trader, Agent or Representative Company, not directly involved in the manufacture of the product, please provide: <ol style="list-style-type: none"> 1) Certification from your principals that you are authorized to deal with their products or to act on their behalf. 2) A list of business transacted in the last year for the products you wish to register, giving names and address of customers and value of contracts. 3) In case of *, pl. specify the original Equipment Manufacturer (OEM) 				

4. FINANCIALS – COMPULSORY

Key financial parameters of the company in last 3 years. (Detail reports needs to be attached)

5. PRODUCT / SERVICE DETAILS

Product / Service	Existing clients	Annual Revenue / Value	Contact number / Name
e.g. : Tea Service	Dailog	2 million	Mr. xxxx 07xxxxx
	Mobitel	1.5 million	Mr. xxxx 07xxxxx
	Etisalat	1 million	Mr. xxxx 07xxxxx

6. QUALITY CERTIFICATIONS - IF ANY ATTACH

I /we certify that the above particulars submitted by me / us are true and will keep the information updated as per the policy of Bharti Airtel or whenever any change to the above happens.

Date: _____

Place : : _____

 (Signature & Name of Signing Authority)
(Company Seal Mandatory)

If any of the documents specified in 'Check list' (page no-2) above not being submitted, pls state below with reasons

.....
Sign and seal of the Authorized person

.....
Signature

.....
Udaka Kappagoda
Head – Sourcing and contract
Bharti Airtel Lanka Pvt Ltd

Annexure 01

Specimen Letter

To be given on company Letter head (or as the case maybe)

Date
Bharti Airtel Lanka (private) Ltd
10th & 11th floor-west tower,
World Trade Center,
Echelon square,
Colombo 01

Dear Sir/Madam,

Confirmation of Bank Account-

Name of Company/Individual (to be filled)

This is to confirm the Bank Account Details as given below.

Account Holders Name: Mr.
Account Number:
Bank Name and code:
Bank Branch and code:
Swift Code:
Type of Account: Current/Savings

Signed By
Authorized Signatory of Supplier

Counter Signed by Bank
Bank Representative/Seal & signature