



TRADEMARK AFRICA (TMA) VENDOR INFORMATION FORM

Please provide the following information on your company's letterhead (if applicable) to facilitate setting up on TradeMark East Africa's ("TMA") system and timely processing of payments. *You are requested to give the particulars indicated in Part 1; either Part 2(a), 2(b) or 2 (c) whichever applies to your type of business.*

No.	Description	Comments
PART 1: General		
1	Supplier name	
2	Nature of business	
3	Branch	
4	Name of main contact person	
5	Job title of contact person	
6	Contact person's e-mail address	
7	Supplier (<i>P. O. Box/Postal address</i>) and physical address, e.g., building name, Plot No., Street No./Road etc	
8	Supplier phone number	
9	Company Registration Certificate Number	
10	VAT Registration Number	
11	PIN/TIN/Social Security Number	
12	If individual vendor, passport number/identification number	
Bank Details		
13	Bank name	
	Bank branch name	
	Bank account name of the company/individual	
	Currency	
	Bank account number	
	Bank address (<i>including country</i>)	
	Bank sort code	
	Bank swift code	
PART 2: Confidential Business Questionnaire		
14	Part 2 (a) – To be filled by sole proprietors/individual consultants	
	Your name in full	
	Nationality	
	Country of Residence	
	Citizenship (<i>Birth, naturalization, or registration</i>)	



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15	Part 2 (b) – Partnership (to be filled by partners) (Give details of partners as follows)				
	Name	Nationality	Citizenship	No. of Shares	% Stake (shares) held
16	Part 2 (c) – To be filled by a registered company:				
	Private or Public				
	State the issued capital of company:				
	Issued Capital (US \$)				
	Give details of Company Directors as follows:				
	Name	Nationality	Citizenship	No. of Shares	% Shareholding
	Give Details of Company Shareholding as follows:				
	Name of Shareholder	Country of Registration/Nationality	Country of Operation	No. of Shares	% Shareholding
Beneficial ownership declaration:					
<i>A beneficial owner in respect of a company means the natural person(s) who directly or indirectly ultimately owns or controls the corporate entity.</i>					
Identity of the Beneficial Owner	Date when beneficial interest was acquired	Means of contact	Information about how ownership is held or control over the company is exercised (By shares)		
[Full name as it appears on national identify card/passport] [Date of birth and/or national identity number/passport number] [Nationality] [Country of residence]	[Date]	[Residential/service address] [other contact details]	[Number of shares]/[% of shares]		

Please attach to this form, copies of the following documents applicable to you/your firm;



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1. Copy of Certificate of Registration/Incorporation;
2. Copy of Joint Venture Agreement;
3. Tax Compliance Certificate from your Revenue Authority;
4. Copy of passport/Identification Card (if individual vendor);
5. Copy of VAT/ TIN/PIN/Social Security Certificate; and,
6. Copy of Shareholders Register/CR12 Form.

NOTE:

1. Failure to provide the relevant documents will lead to delays in setting you up on our financial management system.
2. The above information provided shall be kept in strict confidence and is to be used for the sole purpose of being set up on TMA financial management system for payment facilitation. This however does not guarantee award of contract until the fees and/or costs has been agreed on and a fully signed contract is received by TMA.

Name of representative of the company/individual vendor and company stamp (if applicable):

Signature: _____ Date: _____
