

## **Vendor Initialisation Form**

### **Section 1 – Company Information:**

- 1.1 Company Name:
- 1.2 Company Address:
- 1.3 Nature of Business:
- 1.4 Year of Establishment:
- 1.5 Company Registration No.:
- 1.6 Company Website:

### **Section 2 – Operations Information:**

- 2.1 Contact Name:
- 2.2 Contact Telephone No.:
- 2.3 Contact Fax No.:
- 2.4 Contact Email Address:

### **Section 3 – Administration / Accounts Information:**

- 3.1 Contact Name:
- 3.2 Contact Telephone No.:
- 3.3 Contact Fax No.:
- 3.4 Contact Email Address:

### **Section 4 – Insurance Information:**

- 4.1 Do you have Public Liability? Yes/No Sum Insured:
- 4.2 Do you have Employers Liability? Yes/No Sum Insured: □
- 4.3 Do you have Professional Indemnity? Yes/No Sum Insured
- 4.4 Please attach your current insurance certificates:

### **Section 5 – Bank Information:**

- 5.1 Account Name:
- 5.2 Bank Name:
- 5.3 IBAN No:
- 5.4 Swift or BIC No: