



VIP Clothing Ltd

C-6, St 22, MIDC, Andheri East,
Mumbai 400093. India

Pre – Requisite Vendor Registration Form

(For Office Use)
Vendor Code

A. General Information:

1.	Name of the Vendor/Organisation	
	Registered Office Address :	City _____ Pin _____ State _____ Country _____
	1) Factory Address if different from office	City _____ Pin _____ State _____ Country _____
	2) Factory Address if different from office	City _____ Pin _____ State _____ Country _____
	3) Factory Address if different from office	City _____ Pin _____ State _____ Country _____
	4) Factory Address if different from office	City _____ Pin _____ State _____ Country _____
1.1	Web site URL	
1.2	Contact Person with Designation: Telephone Mobile Fax E-mail	
1.3	Contact of Person Production In charge (Technical Head)	

1.4	Contact Person Proprietor/Partner/MD : Telephone Mobile Fax E-mail	
2	Year of Establishment :	
3.	Registration Category (please tick)	A- Manufacturer B- Importer /Exporter C- Trader /Supplier D- Authorized Dealer E – Service provider F. Others (please specify)

Please enclose copy of relevant certificate viz. Registration under Authorization Certificate from Principals for dealer/distributorship, etc.

4. Constitution of Organisation: {Tick the correct one}

4.1. Public Ltd Company	<input type="checkbox"/>	
4.2. Private Ltd	<input type="checkbox"/>	
4.3. Partnership Firm	<input type="checkbox"/>	
4.4. Proprietorship Firm	<input type="checkbox"/>	
4.5. Non-Profit Org	<input type="checkbox"/>	
4.6. Government	<input type="checkbox"/>	
4.7. Others	<input type="checkbox"/>	

B. Tax Registration Details :

5.1. Income Tax PAN _____	Issued by _____	w.e.f _____
5.2. VAT TIN No _____	Issued by _____	w.e.f _____
5.3. CST NO _____	Issued by _____	w.e.f _____
5.4. Service tax _____	Issued by _____	w.e.f _____
5.5. GST _____	Issued by _____	w.e.f _____
5.6. LBT _____	Issued by _____	w.e.f _____
5.7. Central Excise _____	Issued by _____	w.e.f _____

Any other Relevant for us:

Please attach self-attested copies of above which ever is applicable

C. Bank Details:

6.1. Domestic vendor:

a. Bank Account number: _____
b. IFSC code _____
c. Bank Name _____
d. Bank Branch _____

6.2. International vendor :

- a. Bank Account number: _____
- b. SWIFT CODE: _____
- c. Bank Name: _____
- d. Bank Branch: _____
- e. Correspondence Bank: _____
- f. Country: _____

D. Information Specific to Vendor category:

7. List of major products*/services you intend to offer as a vendor:

*Please enclose your company's product catalogue with detailed specification of the products

SR.No.	Major product/service	Are you original manufacturer for the listed products
1.		YES/NO
2.		YES/NO
3.		YES/NO
4.		YES/NO
5.		YES/NO

8.) Production / Supply – In terms of Capacity

Sr no	Name of Product	Quantity
1.		
2.		
3.		
4.		
5.		

9. Region Where as vendor you can supply

- a. All India
- b. Tamil Nadu
- c. Gujarat
- d. West Bengal
- e. Mumbai
- f. Delhi
- g. UP
- h. Bangalore
- i. Maharashtra

10.	Details of Quality Certification of products/company	
10.1	ISI/BIS	
10.2	ISO	
10.3	Any other (please specify)	

11. Inspection/testing facilities available at the factory : Yes No

12. Prefer day / visit to our Factory:

13. List of your major clients/customers

Sr .No.	Major Customer Name & Address	Product Supplied
1.		
2.		
3.		
4.		
5.		

13. Please enclose a copy of your organization's profile.

14. Financial details for last 3 Years:

Sr .No.	Financial Year	Turnover
1.		
2.		
3.		

15. Any other information which can help you in finalizing vendor registration with VIP Clothing Limited.

16. List of enclosures:

Sr .No.	Format Item No.	Description	No. of pages
1.			
2.			
3.			
4.			
5.			
6.			

I/ WE hereby confirm that:

1. I /we am/are new vendor(s) for VIP clothing ltd or its Group Companies hereinafter referred as ' The VIP Group " and in past, I /we have never supplied or provided services to any of the offices of the company .

Or

I/we have supplied/served "The VIP Group" in the past under the name of _____ with vendor code _____ associated since _____. I /we hereby authorize "The VIP group "to adjust any outstanding lying in my /old account with the new vendor code.

2. Information and details provided by me/us above are true and correct to the best of my/our knowledge and undertake that any liability arising due to our misrepresentation of information, I am liable to make it good in favor of "The VIP Group".
3. I /we shall keep posted "The VIP group" informed, in time, of any changes in my /our constitution and/or details provided above.
4. Checklist of Document to be submitted :-
 - a.) Copy of PAN card.
 - b.) Copy of Excise Registration (If applicable).
 - c.) Copy of GST Registration.
 - d.) Copy of Balance sheet of last 3 years.
 - e.) Copy of TIN Registration.
 - f.) Copy of MSMED Registration.
 - g.) Copy of Income tax return of last 3 years.
 - h.) Copy of ISO certification (If any).
 - i.) Copy of Service Tax Registration.

Sign and stamp

Name _____

Place

Designation _____

Date

Prepared By: Sourcing Manager / PPM

Assessment and Evaluate By : Director (for QA checked)

Approved By: CMD
