

# Documents for Enlistment

## List of Updated Documents to be submitted:

1. Company Profile (must contain following, whichever is applicable)
  - a. Business Tenure (setup, inauguration, etc.)
  - b. Existing Client list and details
  - c. Ongoing related works
  - d. Owner/Directors/Management Details
  - e. Certifications (if applicable)
  - f. Profile of manpower/employees
  - g. Profile of technical staff
  - h. OEM list with authorization letter (if any)
  - i. DR location (if any)
2. Trade License
3. TIN Certificate
4. BIN Certificate
5. Other associated certificates/license, such as IDRA(for insurance), Stamp Vendor License (if any).
6. Bank Account Information and Solvency Certificate.
7. Contact person details (Name, designation, phone, address, email ID) for contact generation.
8. Financial statements as follows:
  - a. Annual sales turnover for last 3 years (where applicable)
  - b. Bank account statement for last 6 months
  - c. Audited financial statements, such as Balance sheet, Income Statement, etc. (if audited statement not available, please provide unaudited statement - where applicable)
  - d. List of books of accounts maintained (where applicable)
9. Filled up Supplier Relationship Declaration form (Annexure 1) in company letterhead.
10. Filled up General Declaration Form (Annexure 2) in company Letterhead.
11. Filled up Excel File Format (Annexure 3).
12. The business type(s) must be filled in Annexure 3. The business type/category can be selected from Annexure 4 (list of business types). If applicant falls under multiple categories, then please enter separate business types in separate lines.
13. Exemption certificates, if any (VAT exemption, Tax exemption, duty exemption, etc.).
14. Additional Documents, if any.
15. For foreign vendors, please submit authorization letter from appropriate trade governing bodies.