



BUSINESS REGISTRATION DETAILS

A. Business Registration Details

- 1. Name of Company.....
 - a. Telephone No. Fax No.....
 - b. Email Address.
- 2. Registered Office Address:.....
 - a.....
- 3. Name of Owners/Partners:.....
 - a. Address:.....
 -
- 4. Nigeria Registration Data: Companies Decree
 - a. Business Name Reg. Act Registration No:.....
 - b. Date:..... Tin No:.....
- 5. If registered under Companies Decree, state if limited Liability Company:
{ } Yes { } No
- 6. State paid up capital.....
State Turnover for the last 12 months.....
- 7. Are you ISO 9001 certified?
{ } Yes { } No



8. Indicate your category by marking X in the boxes below:

PVC trunking installation, cable pulling and related works

a. Mast installations

b. Trunk provider

c. Power/UPS Cabling and UPS Installation and Maintenance

d. Civil & Electrical works (Installation, Maintenance A/C, Building of raised floor etc

e. Interior Decoration

f. Equipment Calibration

g. Technical Supplies

h. Non-Technical Supplies

i. Insurance Services

j. Automobile Sales & Services

k. Others (Pls specify).....

9. Give brief details on the areas of your specialization:

.....
.....
.....

10. Are you prepared to extend credit facilities to the company?

{ } Yes { } No

a. If yes to (10) above, state the volume of credit you are willing to extend to

the company.....

b. What Tenure.....



11. Banking Information

NAME OF BANK	TYPE OF ACCOUNT	ACCOUNT NUMBER

12. Do you have any objection to our discussing/confirming your banking data with your bankers above?

If yes, state reason/s.....

13. Reference Lists (Client Data)

LIST OF COMPANIES	TEL NO	DATE	LOCATION	CONTRACT VALUE	CLIENT CONTACT/NO

14. Reference letter (s) from companies stated above should be attached.

Do you have any objection to our discussing your performance with those listed above?.....

If yes State reason.....

15. Applicant Signature:.....

Name:.....

Title:.....

Date:.....



FOR OFFICIAL USE

DOCUMENTS ATTACHED

A. COMPULSORY

DOCUMENTS	YES	NO	COPY (IES)
WRITTEN APPLICATION LETTER			
CERTIFICATE OF INCORPORATION			
CERTIFICATE OF VAT REG			
PASSPORT PHOTOGRAPH			
EVIDENCE OF PREVIOUS JOB DONE (P.O, LPO, JOB ORDER ETC)			

B. NOT COMPULSORY

DOCUMENTS	YES	NO	COPY (IES)
COPY OF CURRENT TAX CLEARANCE			
PERFORMANCE BOND			
REFERENCE LETTER			

Financial Capability:

Experience:

Core area:

Register:

Recommendation:

.....
.....

Reviewed by:

Approved by:

Name:

Name:

Signature:

Signature:

Date:

Date:



REQUIREMENTS FOR REGISTRATION

1. Mandated requirements for supplier registration.
 - a. A written Application letter on your letter head paper
 - b. Duly filled VDT Vendors Registration Form
 - c. A Copy of your Company's Certificate of Incorporation
 - d. A Copy of VAT Certificate of Registration
 - e. Copy of Current Tax Clearance
 - f. Reference letters from at least two clients you have worked with
 - g. A working Telephone Number for easy contact
 - h. Passport photograph of principal representative
 - i. Account Number & Bank (Current Account)
 - j. APG performance bond from your bankers for contract sum above N10M naira.

2. Statutory documents should be submitted not later than six (6) months after registration.

The above documents must be submitted together and in person to the Head Administration Department, VDT Communications Limited between 12noon and 4.00pm Mondays to Fridays.

Submission should be made in an envelope marked "CONTRACTOR REGISTRATION DATA" and addressed to

Head Human Resources and Admin
VDT communications Limited
7th floor, Mable Union house,
1, Alfred Rewane Road, Falomo,
Ikoyi, Lagos