**Annexure**

## New Vendor Registration Form

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| Vendor Registration Form (New Vendors only) | |
| Company Details | |
| Legal Entity Name: |  |
| Address: |  |
| City: |  |
| Post Code: |  |
| Company Registration Number |  |
|  | |
| Bank Name: |  |
| Account details |  |
| Sort Code: |  |
|  | |
| Name: |  |
| Designation: |  |
|  | |
| Type of Procurement: |  |
| Description of goods/ services: |  |
| Scan copy of documents required: |  |
| Details to be filled by SBI | |
| Name of the procurement department | IT Systems |
| Has the vendor onboarded with due approval | Yes |
| Are the services provided classified as Outsourcing? | Outsourcing |
| Manager’s Sign-off | Yes |
| Date: |  |
| Documents/ Confirmation Required | |
| List of scan copy of Mandatory Documents Required for Vendor addition | |
| Certificate of Incorporation |  |
| Memorandum of Association |  |
| Confirmation on Relevant Legislation | |
| Anti- slavery and Human Trafficking |  |
| Anti-bribery and Corruption |  |
| Data Protection in place |  |
| Business Continuity Plan in place |  |
| Service Level Agreements |  |