

**List of documents required for Registration as a Supplier/Service Provider  
(Based on the company registration)**

Company Type	Assigned Documents
Sole Proprietor/ Partnership	<ul style="list-style-type: none"> <li>• Supplier Registration Form</li> <li>• Business Registration</li> <li>• KYC form (Download from <a href="http://www.hnb.net/e-tendering">www.hnb.net/e-tendering</a>)</li> <li>• Company Profile</li> <li>• Green Policy (For more info: <a href="http://www.hnb.net/e-tendering">www.hnb.net/e-tendering</a>)</li> <li>• ICTAD registration (for building contractors only)</li> <li>• Latest Audited financial accounts / if not available - Last 6 Months Statements</li> <li>• List of Goods/Services provided by the Company</li> <li>• List of Top 15 Present/Past Clients</li> <li>• Product Hierarchy</li> <li>• Terms &amp; Conditions</li> </ul>
Limited Liability Company/ Public Quoted Company	<ul style="list-style-type: none"> <li>• Supplier Registration Form</li> <li>• Articles of Association</li> <li>• Certificate of Incorporation</li> <li>• Certified list of Directors (Form 1/20/40)</li> <li>• KYC form (Download from <a href="http://www.hnb.net/e-tendering">www.hnb.net/e-tendering</a>)</li> <li>• Annual Return (Form 15)</li> <li>• Company Profile</li> <li>• Current Account Statements of Last 06 Months (for building contractors only)</li> <li>• Green Policy (For more info: <a href="http://www.hnb.net/e-tendering">www.hnb.net/e-tendering</a>)</li> <li>• ICTAD registration (for building contractors only)</li> <li>• Latest Audited financial accounts</li> <li>• List of Goods/Services provided by the Company</li> <li>• List of Top 15 Present/Past Clients</li> <li>• Product Hierarchy</li> <li>• Terms &amp; Conditions</li> </ul>
Offshore Company	<ul style="list-style-type: none"> <li>• Supplier Registration Form</li> <li>• Articles of Association (or similar document)</li> <li>• Certificate of Incorporation</li> <li>• Certified list of Directors (Form 35/45)</li> <li>• KYC form (Download from <a href="http://www.hnb.net/e-tendering">www.hnb.net/e-tendering</a>)</li> <li>• Annual Return (Form 15)</li> <li>• Company Profile</li> <li>• Form 44</li> <li>• Form 46</li> <li>• Latest Audited financial accounts</li> <li>• List of Goods/Services provided by the Company</li> <li>• List of Top 15 Present/Past Clients</li> <li>• Product Hierarchy</li> <li>• Terms &amp; Conditions</li> </ul>