

Diamond Bank Plc Prequalification Application Form

1.0 General Information

Company Name			
Abbreviated Name		RC No	
Tax Identification Number (TIN)		VAT Registration No.	
No. of Employees		Company's Date of Incorporation/Registration	

Registered Office Address		State/Province	
City/Town		Postal Code	
Phone		Fax	
Email Address		Website Address	

Title of Firm	Limited Liability Company	<input type="checkbox"/>	Sole Proprietor	<input type="checkbox"/>	Joint Venture	<input type="checkbox"/>	PLC	<input type="checkbox"/>
Type of Business	Manufacturer	<input type="checkbox"/>	Authorized Distributor	<input type="checkbox"/>	Reseller	<input type="checkbox"/>	Specify	<input type="checkbox"/>
	Others							

1.1 Please attach copies of the following documents for individual company and joint venture partners:

- (i) Memorandum & Articles of Association of the company
- (ii) Certificate of Incorporation
- (iii) Form CO7 – Particulars of Directors
- (iv) VAT Registration Certificate
- (v) Tax Clearance Certificate for the last 3 (Three) years
- (vi) Tax Identification Number (TIN)
- (vii) Verifiable evidence of branch locations (copies of rent, lease agreement, outlet ownership, for last 2 years)

1.2 Particulars of Company Chairman

CEO/Chairman Name		National ID Number	
Mailing Address			
Cell Phone		Fax:	
Email			

1.3 Particulars of Board of Directors

	Name	Position	Phone	e-mail
1				
2				
3				
4				
5				

1.4 Corporate Banking Details

Bank (s) Name	
Title of Account	
Account Number	
Type of Account	

Please note that payment for services rendered to DB Plc shall be by direct credit to vendor's DB PLC account only.

1.5 key Staff Capabilities

Provide details of the key staff of the company as indicated

No.	Name	Designation	Qualifications	Years of Service	Brief Experience/ Responsibilities
1.					
2.					
3.					
4.					

2.0 Client References

List 3 recent tasks performed for clients (within the under-listed types of companies) in this category within the last two years:

- Financial Institution
- Multinational company
- Any Reputable Company

Name of Company	Start and End dates	Location	Total Value of Contract	Name, Position and Contact number of Client Person

2.1 Do you have any objections to our discussing your performance with those listed above?

If yes, state reasons.....

3.0 Litigations

- 1. Do you have any pending legal actions /judgments against your company? Yes / No
- 2. Have your company ever been found guilty of any professional misconduct? Yes / No
- 3. Have your company ever been in a receivership or any type of insolvency/bankruptcy proceedings? Yes / No
- 4. Have your company ever been in arrears regarding payment of due taxes, pensions without lawful permit? Yes / No

4.0 Health, Environment and Safety

- 1. Do you have any Company Health, Environment and Safety Policy, Rules and Regulations? Yes / No

5.0 Quality Assurance

- 1. Do you have any Company Quality Assurance Policy, Rules and Regulations? Yes / No

6.0 Insurance

Please provide details of types of insurance held by your company, their limits of liability and value. As a minimum, vendors are required to have Public Liability and Workmen Compensation.

Type of Insurance	Value/ limit of liability	Details of insurer
1. Workmen Compensation		
2. Public Liability		

DECLARATION

I/We certify that I/we have read and understood all the questions set forth in this application and the answers I/we have furnished on this form are true and correct to the best of my/our knowledge and belief. I/we understand that the discovery of any false or misleading statement at any time may result in the voiding of all relationships with DB PLC.

Signed.....

Name.....

Designation.....

Subscribed and sworn before me this day of, 20.....

Notary Public:,