UNHCR
The UN Refugee Agency

Vendor Registration Form
For Commercial Suppliers

Section 1: Company Details and General Information			
1.1 Company name (full legal name)*:			
1.2 Additional/Trading Name:			
1.3. Company Website:			
1.4 Parent Company (Full legal / officially registered company name):			
1.5 Names of owners and principals / CEO / Managing Director(s):			
1.6 Type of Business (Mark one)*:			
Corporate/ Limited ☐	Partnership ☐	Other (specify) ☐	
1.7 Nature of Business:			
Manufacturer ☐	Authorized agent ☐	Trader Consultancy ☐	Other ☐
1.8 Company Date of Establishment (dd/mm/yyyy)*:			
1.9 Company Identification No*:			
1.10 TAX Registration No*:		1.11 Tax Payer ID*:	
1.12 TAX Organization Type *:		1.13 Tax Country*:	
1.14 Confirm availability of VAT No./ Tax ID Certificate/Proof*:			
1.15 Certificate of Incorporation/Regitration available?*			
1.16 Confirm translation available in English, French, Spanish, Russian or Chinese*:			

Section 2: Address			
2.1 Country*:			
2.2 City*:			
2.3 Address Line 1*:			
2.4 Address Line 2:			
2.5 Postal code*:		2.6 Email*:	

Section 3: Contacts			
3.1 First Name*:			
3.2 Last Name*:			
3.3 Title*:			
3.4 Email*:			
3.5 Country of business office*:			
3.6 Telephone*:		3.7 Tel. Ext.:	

Section 4: Banking Information			
4.1 Country*:			
4.2 Pay to Bank Name*:			
4.3 Branch Name:			
4.4 Account Name*:			
4.5 Account Type*:			

4.6 Currency Code*:	
4.7 Bank Account No.*:	
4.8 DFI Qualifier*:	
4.9 IBAN*:	
4.10 DFI ID*:	
4.11 Bank Address Line 1*:	
4.12 Bank Address Line 2:	
4.13 City*:	
4.14 Bank Account Statement available (BAS) "Yes/No"?*:	
4.15 BAS translation available in English?:	

Section 5: Questionnaire

5.1 Is your company already registered with the United Nations Global Marketplace (UNGM)? *

UNGM Reg. No.:	

5.2 Is your company aware of UN Secretary General's Company initiative, which cane be viewed at http://www.unglobalcompact.org?*

5.3 Are you a Travel Agency/ Travel Management Company (TMC)?*

5.4 Vendors are required to comply with the UN Supplier Code of Conduct.*
It can be viewed at https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct

After reading the UN Supplier Code of Conduct please confirm "Yes/No" your acceptance to it.*

5.5 By signing and/or stamping this VRF, potential vendors confirm that they have read, understood and will comply with the UNHCR policy on the "zero tolerance" that strictly prohibits the acceptance of any type of gift and/or hospitality by UN staff members participating in the procurement process. Please confirm.*

Section 6: Self-Declaration

I, the undersigned, hereby accept the UNHCR General Conditions, a copy of which has been provided to me, and warrant that the information provided in this form is correct and, in the event of changes, details will be provided as soon as possible.

I, the undersigned, declare that:
(a) Our company is not involved in any fraudulent or corrupt activities and has not been in the past, and is not currently under any investigation forany such activities which would render our company unsuitable for business dealing with UNHCR.
(b) Our company is not on, or associated with a company or individual, groups, undertakings and entities that are on the consolidated listestablished and maintained by the committee established by the UN Resolution No. 1267 (www.un.org/sc/committees/1267/consolist.html).
(c) Our company is not on, or associated with a company or individual that are subject to the list of Independent Inquiry Committee into UnitedNations Oil-for-food programme (www.iic-offp.org).
(d) Our company is not currently removed, invalidated or suspended by any other UN Headquarters, or Field Offices or any other UN Agencies(including the World Bank)

Full Name*:		Title*:	
Signature and Stamp*:		Date (dd/mm/yyyy)*:	

ADDITIONAL INFORMATION FOR COMPLETION:

1. The form should be typewritten in uppercase and completed clearly and accurately ensuring that all questions are answered.
2. Year Established: 3 years of operation is a minimum.
3. Name under which the bank account is held should be the company name. Following UNHCR payment policies, any decisions to permit third party payment are at the sole discretion of UNHCR and are subject to detailed scrutiny and special approval. Any proposed different names on the bank account should be clearly explained and fully justified. A copy of a Bank Statement matching Vendor Name and Address should be provided.
4. DFI ID is transit number for US and Canada and Swift code for Europe and the rest of the world.
5. Please read carefully the enclosed UNHCR General Term and Conditions, as signing of the form signifies acceptance. The form should be stamped and signed by the person completing it and their name and title should be typed, along with the date, otherwise, official electronic signature may be acceptable.