**Vendor Registration Request**

⃝ New ⃝ Renew ⃝ Resubmit

**Supplier Information:**

|  |  |
| --- | --- |
| **Full Legal Name:** |  |
| **Short Name:** |  |
| **Previous Name:** |  |
| **Parent Name:** |  |

**Address:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Country:** |  | | **City:** | | |  | |
| **Area:** |  | | **Street:** | | |  | |
| **Building Name/Number:** |  | | **Flat/Shop Number:** | | |  | |
| **P.O. Box:** |  | **Phone:** | |  | **Fax:** | |  |
| **Email Address:** |  | | | | | | |
| **Website:** |  | | | | | | |

**Business Category**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ⃝ **Trader** | ⃝ **Contractor** | ⃝ **Consultant** | ⃝ **Manufacturer** | ⃝ **Other** |
| **Main Activity:** |  | | | |
| **Other Activities:** |  | | | |

**Legal Structure:**

|  |  |  |  |
| --- | --- | --- | --- |
| ⃝ **Partnership** | ⃝ **LLC** | ⃝ **Sole‐Proprietorship** | ⃝ **Other** *(Specify)***:** |
| **Year Established:** |  | **Location Registered:** |  |
| **Commercial License Number:** |  | **Commercial License Expiry Date:** |  |

**Ownership**

|  |  |  |
| --- | --- | --- |
| ⃝ 100% Owned by a Saudi National | ⃝ 51% Owned by a Saudi National | ⃝ Other *(please specify)*: |

**Authorized Contact Person**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Job Title:** |  |
| **Mobile:** |  | **Direct Line:** |  |
| **Email Address:** |  | | |

**For Takamol’s Official Use Only**

|  |  |  |  |
| --- | --- | --- | --- |
| **Comments:** |  | | |
| **Request Status:** | ⃝ Accepted ⃝ Rejected ⃝ Other *(please specify)*: | | |
| **Reviewed by:** |  | **Approved by:** |  |

**Local Vendors Required Documents**

|  |  |  |
| --- | --- | --- |
| Required documents For **Local Vendors** | | |
| 1 | A copy of the commercial registration certificate. | نسخة من السجل التجاري. |
| 2 | A copy of the power of attorney to sign documents for the authorized person if his name is not mentioned in the commercial register. | نسخة تفويض بالتوكيل لتوقيع المستندات بالنسبة للشخص المخول اذا كان اسمه غير مذكور في السجل التجاري. |
| 3 | A copy of the Bank details certificate stamped by the bank itself and not a copy of an electronic transfer. | نسخة من البيانات البنكية وليس صورة من تحويل الكتروني |
| 4 | A copy of the registration membership in the Chamber of Commerce.” If applicable “ | نسخة من عضوية التسجيل في الغرفة التجارية"إن وجد" |
| 5 | A copy of the registration certificate in the Department of Zakat and Income.” If applicable “ | نسخة من شهادة التسجيل في الهيئة العامة للزكاة والدخل "إن وجد" |
| 6 | A copy of the social insurance certificate. (GOSI).” If applicable “ | نسخة من شهادة التأمينات الاجتماعية "إن وجد" |
| 7 | A copy of the VAT registration certificate. “If applicable “ | نسخة من شهادة التسجيل في ضريبة القيمة المضافة" إن وجد “ |
| 8 | A copy of the Saudization certificate.” If applicable “ | نسخة من شهادة السعودة." إن وجد " |

**External Vendors Required Documents**

|  |  |
| --- | --- |
| Required Documents for **External Vendor** | |
| 1 | A copy of the commercial registration certificate. |
| 2 | A copy of the Bank details certificate stamped by the bank itself and not a copy of an electronic transfer. |
| 3 | A copy of the power of attorney to sign documents for the authorized person if his name is not mentioned in the commercial register. |
| 4 | A Service investment license (SAGIA) / for international company investing in Saudi Arabia |