

NO.	Requirement
1	Certificate of Incorporation (registration of business name)
2	Memorandum and Articles of Association endorsed and stamped by the Registrar of Companies.
3	Current Year Tax clearance certificate
4	Current year Operating Permits where these are statutorily required
5	VAT registration certificate (if any)
6	Organizational chart, attach CVs for at least 3 key personnel
7	Letter of financial standing from the supplier's bank (and original letter from the applicant's bank confirming that the applicant maintains a business account with the bank)
8	Audited accounts (or statement of affairs, for newly registered companies)
9	Current workmen's insurance certificate(Professional Indemnity)
10	Evidence of project(s) previously undertaken in the last 12 months
11	Declarations of Conflicts of Interest
12	Statement of Business Values/Principles of Company.
13	Samples, including supplies, reports, certificate of completion, etc. (In company profile)
14	Authorized dealership or supplier certificate(s), if applicable
15	Current year membership certificate from professional bodies, if applicable