



# SUPPLIER REGISTRATION APPLICATION FORM

**For Enquiries contact:**

**SUPPLY CHAIN MANAGEMENT OFFICE:  
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**Return questionnaire to:**

**PURCHASING MANAGER  
PAINTS AND COATINGS MANUFACTURERS NIG LTD  
18/24 AJISEGIRI STREET  
SHOGUNLE, OSHODI  
LAGOS**

**TO ALL SUPPLIERS AND SERVICE PROVIDERS SEEKING REGISTRATION AS A PREFERRED SUPPLIER  
OR SERVICE PROVIDER ON THE DATA BASE OF THE FOLLOWING COMPANIES:  
PAINTS AND COATINGS MANUFACTURERS NIGERIA (LIMITED)  
KANSAI PLASCON NIGERIA LIMITED  
(COLLECTIVELY "COMPANY")**

At the outset, we wish to thank you for completing this questionnaire. The purpose of same is to assist us in effectively assessing service providers and suppliers to the Company.

Most Companies consider cost to be a key factor when choosing a supplier. However, cost is in the middle of the 10 Cs list for a reason. Other factors, such as a commitment to quality and financial health, can potentially affect your eligibility for approval much more than cost alone. In assessing all of these factors, we wish to review service providers and suppliers' information with a long-term goal.

When considering which suppliers and service providers to use, the Company will consider factors such as: competency, capacity, commitment, cash, cost, consistency, culture and communication.

All suppliers and service providers are herewith invited to register as an approved supplier or service provided on the database of the Company.

The purpose of this database is to give all prospective providers an equal opportunity to provide quotations to the Company and to enhance transparency and equality. The database will also contribute to a better administration and compliance with the Company internal management framework.

Preference will be given to suppliers registered on the database, but it does not necessarily follow that suppliers or service providers who are not registered as yet will be totally exempted from quoting for the supplying of goods or services to the Company.

It is imperative that suppliers and service providers read the application carefully, complete it in full and sign it. The Company reserves the right to reject any incomplete application form accompanied by insufficient information.

**Instructions to service suppliers and providers:**

1. The application registration form must be completed in full.
2. All required and supporting documentation must be submitted jointly with the form.
3. Failure to submit supporting and requested information will lead to your business not being approved.
4. The required information attached hereto is an indication of what information is required for your registration to be accredited and registered without delays.
5. Banking details and authorization for Electronic Transfer of Funds is critical to ensure that there are no delays to effect payment to your business.
6. It is compulsory to complete the Products and Services section. Please be specific in terms of products and / or services that your business can supply.
7. Whilst the Company prefers to engage with businesses that comply with and embrace the regulations of the Nigerian Content Development and Monitoring Board (NCDMB), non-complying suppliers will also be registered but not accredited for the NCDMB purposes.
8. Trade experience section must be completed in full to give the Company an understanding of whether your business has the experience of supplying the services and / or products which you are applying for. Note: Lack of experience will not necessarily lead to your business not being accredited.
9. The Financial Information section must be completed to give us an understanding of your business financial standing. Latest financial statements are required (where possible and upon request) to be supplied with the application. Start up businesses without financial history will also be eligible for registration.
10. The Legal Undertaking Section must have each undertaking Initialed in the space provided.
11. The Company reserves the right to validate all information supplied and any misrepresentation of the facts may lead to disqualification and potentially being restricted to do business with us in the future.
12. A duly completed form together with all supporting documentation must be submitted to the address indicated on the front page.

# EXTERNAL SUPPLIER AND SERVICE PROVIDER APPLICATION REGISTRATION FORM

## 1. SUPPLIER AND SERVICE PROVIDER GENERAL INFORMATION

1.1 Full Business Name:	
1.2 Type of Business: (Circle applicable)	1. Sole Proprietor 2. Limited Company 3. Public Company 4. Independent Contractor 5. Partnership
1.3 Authorized contracting person: (Managing Director or Equivalent)	Name:  Email:  Telephone:
1.4 Contact person regarding payment:	Name:  Email:  Telephone:
1.5 Registration Details:	Number:  Date of Registration:  Actual number of years in operation:
1.6 Business Number:	
1.7 CAC Registration Number:	
1.8 Value Added Tax Number:	
1.9 Withholding Tax Number:	
1.10 Business License Number:	
1.11 Special Permit Details:	
1.12 Registered Address: (City, State, Postal Code)	

# EXTERNAL SUPPLIER AND SERVICE PROVIDER APPLICATION REGISTRATION FORM

## 1. SUPPLIER AND SERVICE PROVIDER GENERAL INFORMATION (continued)

Key contact person	Name:  Email:  Telephone:
1.13 Branch Details: (City, State, Postal Code, Telephone Number, Fax Number and key contact person)	
1.14 Billing Address: (City, State, Postal Code, Telephone Number, Fax Number and key contact person)	
1.15 Business Website:	
1.16 Business Email:	
1.8 Value Added Tax Number:	

## 2. CLASSIFICATION OF SERVICE OR SUPPLY (Mark Applicable)

<input type="checkbox"/>	Alarms	<input type="checkbox"/>	Accommodation
<input type="checkbox"/>	Accounting and Bookkeeping Services	<input type="checkbox"/>	Advertising
<input type="checkbox"/>	Air Conditioning Systems & Repairs	<input type="checkbox"/>	Appliances Domestic & Industrial
<input type="checkbox"/>	Archiving Services & Systems	<input type="checkbox"/>	Audio & Visual Equipment
<input type="checkbox"/>	Auditing	<input type="checkbox"/>	Badges: Conference, Metal, Embroidery etc.
<input type="checkbox"/>	Barcoding, Software & Printers	<input type="checkbox"/>	Batteries
<input type="checkbox"/>	Building Materials & Supplies	<input type="checkbox"/>	Cartridges
<input type="checkbox"/>	Catering	<input type="checkbox"/>	Chemicals
<input type="checkbox"/>	Cleaning Equipment & Materials	<input type="checkbox"/>	Communication Equipment
<input type="checkbox"/>	Computers, Hardware, Software & Systems	<input type="checkbox"/>	Concrete Products
<input type="checkbox"/>	Conference / Promotional Materials	<input type="checkbox"/>	Containers & Packaging
<input type="checkbox"/>	Coolers & Cooling Equipment	<input type="checkbox"/>	Detergents, Disinfectants & Deodorants
<input type="checkbox"/>	Drain Cleaning Services	<input type="checkbox"/>	Electrical Equipment & Materials

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## 2. CLASSIFICATION OF SERVICE OR SUPPLY (Mark Applicable)

Electronics	Engineering Spares
Engineering Contractors	Fire Fighting Equipment
First Aid Equipment & Supplies	Flooring Contractors
Food Stuffs & Beverages	Furniture
Garden Services, Equipment & Supplies	Gas & Equipment
Generators	Hand tools, Screwing & Cutting Tools
Office / Factory Machines & Instruments	Paint Supplies & Accessories
Partitioning Contractors	Pest Control Services
Plant Hire	Plastic Materials & Products
Postal & Courier Services	Printing & Accessories
Protective Clothing & Equipment	Scaffolding Services
Security & Access Control Services	Shop Fitters
Signage / Signs	Stationary
Storage Services & Facilities	Telephone & Telecommunication Equipment
Raw Materials	Transportation Services
Medical Services	Maintenance and Service Providers
Machine Servicing	Vehicle Repair
Insurance	Painters and Project Workers
Other: Please specify	

## 3. FINANCIAL INFORMATION DETAILS OF THE BUSINESS

3.1 Bank Name:	
3.2 Bank Account Number:	
3.3 Currency:	
3.4 Bank Branch Details: (Full address and contact number)	

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## 4. SOURCE OF FUNDING FOR THE BUSINESS

4.1 How is your business funded?	Personal Funds
	Company Funds
	Banking Facilities

## 5. REQUESTED PAYMENT TERMS

5.1 Payment Term Proposed:	Upon Delivery
	7 days
	15 days
	30 days
	60 days
	Other: Specify in full
5.2 Method of Payment Proposed:	Direct Transfer
	Cheque
	Cash
	Other: Specify in full
5.3 If your Business is in a position to provide credit terms, what are the credit limits it is able to provide:	Below N100,000.00
	N 100,000.00 to 1 million
	Above 1 million

## 6. ANTICIPATED VOLUMES

6.1 What volume of business would you like to be approved for?	Below N100,000.00
	N 100,000.00 to 1 million
	Above 1 million
	Other: Specify in full

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## 7. INSURANCE AND CLAIMS

7.1 What insurances do you have in place?	Public Liability	Value Per Year	
		Value Per Claim	
	Products Liability	Value Per Year	
		Value Per Claim	
	Professional Indemnity	Value Per Year	
		Value Per Claim	
	Goods In Transit	Value Per Year	
		Value Per Claim	
7.2 What insurance claims have you had in the past 5 years?			
<b>Copies of Insurance Certificates must be attached</b>			

## 8. TRADE INFORMATION

8.1 Have you done business with the Company before?		No
		Yes
8.2 If the answer to 8.1 is Yes, what was the nature of the business?		
8.3 If the answer to 8.1 is Yes, please provide your account number with the Company for internal tracking purposes.		
8.4 Reference Request #1: Please provide full details of a Company which you provided services or supplies to of a similar nature to those proposed by you for the Company:	Full name of the Business:	
	Full address of the Business:	
	Contact Person to ask for Reference:	
	Contact details to ask for Reference:	

## EXTERNAL SUPPLIER AND SERVICE PROVIDER APPLICATION REGISTRATION FORM

8.5 Reference Request #2: Please provide full details of a Company which you provided services or supplies to of a similar nature to those proposed by you for the Company:	Full name of the Business:	
	Full address of the Business:	
	Contact Person to ask for Reference:	
	Contact details to ask for Reference:	

### 9. LEGAL UNDERTAKING

By Submitting this Application, I, as duly authorized on behalf of the business, undertake and understand the following:	Initial:
9.1 The business is required to obtain and maintain all necessary licenses, approval as may be required under any law, bye-law or regulation as maybe necessary from time to time to perform the services or supplies to the Company.	
9.2 Agrees and understands that it is solely responsible for any Company property once in its custody of the business and as such, will be held fully liable for such property regardless of the cause of damage or loss to the property including but not limited to misconduct, negligence, omissions, criminal involvement and the like.	
9.3 Agrees and understands that it is responsible for any damage to Company property by any employee or appointee of the business and as such, will be held fully liable for such property regardless of the cause of damage or loss to the property including but not limited to misconduct, negligence, omissions, criminal involvement and the like.	
9.4 In no event shall the business or the Company be liable for any loss or damage caused by an event of Force Majeure such as global pandemics, earthquakes, flood, fire or acts of God, terrorism, war or any strikes which are events beyond the control of either Party.	
9.5 The Business agrees that throughout the course of this Agreement, the Business shall ensure that its employees, directors, management, its subcontractors (if approved), agents or any authorized third party, have not and will not be involved in the fiving or receiving of bribes or other corrupt conduct in connection with services or supplies to the Company. In any event, the Business shall always remain responsible for any such consequences, loss or damage resulting from such matters.	
9.6 All contractors, are required to arrive at the Company site with appropriate PPEs, defined scope of work and declare his/her sets of equipment at the point of entry to security. The Business shall indemnify the Company against all actions, suits, claims, demands, losses, charges, cost and expenses which the Business may suffer or incur as a result of or in connection with any breach of this condition.	
9.7 In Completing this information, the Business has applied to be registered as a supplier or service provider of the Company. In doing so, it is declared that all information provided herein is true and correct.	



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## SIGNATURE

Signature:	
Business Name:	
Signee Name:	
Signee Designation:	
Signee Email:	
Signee Telephone:	
Date of Signature:	
Place of Signature:	

## REQUIRED DOCUMENTS

Tick those which have been submitted with this Application

DOCUMENTS REQUIRED	BUSINESS TYPE			
	Sole Proprietor	Partnership	Public Company	Limited Company
Company Registration	N/A	Copy of signed Partnership Agreement	Certificate of Registration	Certificate of Registration
Proof of Ownership	Copy of ID	Copy of signed Partnership Agreement	Auditors Confirmation Letter	Auditors Confirmation Letter
Proof of location	Supply Latest Copy of Lease or Invoice for Property Services	Supply Latest Copy of Lease or Invoice for Property Services	Supply Latest Copy of Lease or Invoice for Property Services	Supply Latest Copy of Lease or Invoice for Property Services
Proof of banking	Letter from Bank Confirming Signatories	Letter from Bank Confirming Signatories	Letter from Bank Confirming Signatories	Letter from Bank Confirming Signatories
Tax Clearance	For the owner of business	For the business	For the business	Supply Latest Copy of Lease or Invoice for Property Services
VAT Registration	If applicable	If applicable	If applicable	If applicable
Withholding Tax Registration	If applicable	If applicable	If applicable	If applicable
Workman's Compensation Registration	If applicable	For the business-clearance certificate	For the business-clearance certificate	For the business-clearance certificate
Proof of Registration with Statutory Body or Regulating Authority	If applicable	For the business-clearance certificate	For the business-clearance certificate	For the business-clearance certificate
Copy of Identification	Clear copy required	Clear copy required	Clear copy required	Clear copy required
Proof of Registration with Statutory Body or Regulating Authority	If applicable	Clear copy required	Clear copy required	Clear copy required