

LANCET LABORATORIES

Vendor Registration/Information Update Form

Every information provided will be kept confidential. Lancet Laboratories Zimbabwe however reserves the right to verify and/or follow-up on any information given.

Where the space provided is insufficient, please supply the information on a separate sheet and where documentation is required, only certified copies will be accepted.

Incomplete submissions (including missing substantiating documentation) might not be processed.

It is the vendor's responsibility to inform Lancet Laboratories Zimbabwe of any changes to information.

Please print and return the completed form, together with the substantiating documentation to:

Procurement Department

Lancet Laboratories Zimbabwe

LANCET LABORATORIES VENDOR FORM

CLASCF001

Version:2.0

A. General – Vendor Information

Name of Entity		
Nature of Entity (Circle)		Sole Proprietor - Company - Other
Registration Number		
VAT Number		
Physical Address		
Postal Address		
Contact Person		
E-mail Address		
Phone Number		
Banking details	Bank Name	
	Bank Account Name	
	Branch Number/Code	
	Account Number	
	Swift Code	
Payment Terms		
Trade Currency		
Type of Goods/Services supplied		

References:

	Trade Reference 1	Trade Reference 2
Company Name		
Postal Address		
Contact Person		
Phone Number		
E-mail Address		

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Conflict of Interest

- Are you or anyone on your staff an employee of Lancet Laboratories ? Yes - No
- Are you or anyone on your staff a family member to a Lancet Laboratories Zimbabwe employee? Yes - No

If yes, please provide detail of the relationship, Department or Division in which the relative is employed and contact detail: _____

Consent:

I/We, _____ agree that Lancet Laboratories Zimbabwe may perform any credit or related checks as part of the application process

B. Documents

Please submit the following documentation for your respective business type:

Sole Proprietor
- Original Valid Bank statement/ Bank confirmation letter (not older than 3 months) /Cancelled cheque - Original Valid tax clearance certificate for the owner of the business - Vat registration certificate - Certificate copy of Identity - Signed Supplier CSR charter
Public and Private Corporations
- Certificate of Incorporation or Company Registration Certificate - Original Valid Bank statement/ Bank confirmation letter (not older than 3 months) /Cancelled cheque - Original Valid tax clearance certificate - VAT Registration Certificate - Signed Supplier CSR charter

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C. Signature

We hereby undertake:

- Not to deliver goods or services to any department, division or individual of Lancet without **receipt of an official order form/order number** issued by the procurement department of Cerba Lancet Africa.
- To at all times include the order number as issued, and the VAT Numbers of both Lancet as well as Service Provider on the invoice furnished for the appropriate order.
- To supply Lancet Laboratories Zimbabwe with statements on a monthly basis.

I, the undersigned, duly authorized hereto, hereby state that all the information contained herein is true and correct.

Full Names : _____
Signature : _____
Position Held : _____
Date : _____

Kindly specify the Person details at Lancet who requested you to complete this document (this is imperative to ensure traceability of the loading of Vendors).

Full Names : _____
Contact details : _____
Date : _____