

FIRST SCHEDULE

(r.6)

**APPLICATION FORM FOR SMALL, MICRO ENTERPRISES AND
DISADVANTAGED GROUP TO SUPPLY GOODS, WORKS AND SERVICES TO
PROCURING ENTITIES**

The registration of suppliers is aimed at building a profile for each supplier regarding information on general particulars of the company. You are advised that it is a serious offence to give false information on this form.

PART I: DETAILS OF THE APPLICANT

1. Name of Applicant
2. Physical Address
3. Postal Address:
4. Postal Code:
5. E-mail:
6. Phone No
7. Fax No
8. Contact Person

9. Overview of the Enterprise

Type of ownership (please tick one)	[Sole Proprietor] [Partnership] [Limited Company] [Others Specify]
Number of employees	[0-5] [6-25] [26-49] 50-59 [100-250]
Initial Investments (KES)	
Total Annual Sales (Turnover KES)	
Experience in the sector in years	

Type of Ownership Details

Part 9 (a) — Sole Proprietor	
Name in Full	Age
Identity/Passport No.	

PART II: LIST OF ATTACHMENTS

The following attachments are essential for appraisal and you are required to ensure that they are all attached, failure to which your application may be rejected:

1. Copy of certificate of incorporation/registration;
2. PIN Certificate;
3. VAT Registration Certificate;
4. Valid Tax Compliance/ Exemption Certificate;
5. Original Bank Statement/Bank reference of not more than three months from date of applying;
6. Copy of certificate of registration with relevant regulatory bodies;
7. Business/Company profile;
8. Evidence of having paid the non-refundable fee for the Application Form;
9. Copies of Annual Return Forms, filed by Limited Companies, the Business Names for business names (sole trader and partnerships), and a stamped receipt which bears the Accounts Stamp from the Registrar of Companies/Societies; and
10. Certificate of Registration in a target group issued by the Ministry of Finance.