



NATIONAL REFINERY LIMITED

7-B, KORANGI INDUSTRIAL AREA, P.O. BOX NO. 3964, KARACHI-74900
(LOCAL PURCHASE DEPARTMENT)

APPLICATION FOR REGISTRATION OF SUPPLIERS

CLASSIFICATION NO. _____

CATEGORY NO. _____

(Refer attached Annexure-I)

1	FIRM NAME			
2	ADDRESS			
3	CONTACT TELEPHONE NO.		FAX	
	E-MAIL		CELL NO.	
4	PERSON WHO MAY BE CONTACTED WITH HIS STATUS IN THE COMPANY			
5	DATE ESTABLISHED			
6	AREA OF INTEREST			
7	STATUS OF BUSINESS COMPANY/PROPRIETORSHIP/PARTNERSHIP (PLEASE ATTACH PROOF)			
8	COMPANY PROFILE	GIVE NECESSARY DETAILS ON A SEPARATE SHEET		
9	PARTICULARS OF INCOME TAX PAD BY THE FIRM PREFERABLY DURING LAST THREE YEARS			
	N.T.N. NO.		SALES TAX NO.	
	YEAR	AMOUNT PAID (RS.)		
	YEAR	AMOUNT PAID (RS.)		
	YEAR	AMOUNT PAID (RS.)		
10	FINANCIAL POSITION OF THE FIRM			
(A)	NAME & ADDRESS OF BANKERS			
(B)	BANKERS CERTIFICATE TO BE PROVIDED WITH BANK STATEMENT OF LAST 6 MONTHS.			

11	PARTICULARS OF REGISTRATION WITH OTHER ORGANIZATION WITH DOCUMENTARY EVIDENCE			
	NAME OF ORGANIZATION INSTITUTION	DATE OF REGISTRATION	CATEGORY	DOCUMENTARY EVIDENCE ATTACHED
				YES / NO
				YES / NO
				YES / NO
				YES / NO
				YES / NO
				YES / NO
12	PARTICULARS OF MAJOR SUPPLIES CARRIED OUT DURING THE LAST 3 YEARS			
	PARTICULARS OF SUPPLIES	MADE TO WHOM	VALUE (RS.)	PURCHASE ORDER NO./ DATE
	a			
	b			
	c			
	d			
	e			
	f			
13	HAS THE SUPPLIER/FIRM OR ANY OF THE PARTNERS EVER BEEN :-			
i	DISQUALIFIED FROM MAKING THE SUPPLIES TO NRL		YES / NO	
ii	SUBJECT TO ARBITRATION OR LITIGATION PROCEEDING		YES / NO	
iii	SUBJECT TO PROSECUTION BY ANY COMPANY		YES / NO	
	IF ANSWER TO ANY ONE QUESTION ABOVE IS YES, PLEASE GIVE DETAILS ON SEPARATE SHEET OF PAPER			

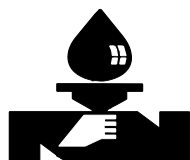
14	ANY OTHER INFORMATION/DETAILS WHICH THE SUPPLIER WOULD LIKE TO MENTION TO SUPPORT HIS APPLICATION _____ _____ _____ _____
15	HAS THE SUPPLIER OR ANY OF HIS PARTNERS, ANY RELATIVE EMPLOYED BY NATIONAL REFINERY LIMITED, IF YES, GIVE NAME AND RELATION _____

I / WE SOLEMNLY DECLARE THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AND IN CASE IN ANY STATEMENT IS FOUND TO BE INCORRECT, I / WE SHALL BE REFUSED REGISTRATION AS SUPPLIERS AND SHALL BE LIABLE TO CANCELLATION OF REGISTRATION IF REGISTERED.

(SIGNATURE OF APPLICANT)

NOTE : FOLLOWING DOCUMENTS SHALL BE ENCLOSED WITH THIS APPLICATION :-

1. PARTNERSHIP DEED IN CASE OF A FIRM AND MEMORANDUM AND ARTICLES OF ASSOCIATION CASE OF A COMPANY.
2. CERTIFICATE OF FINANCIAL SOUNDNESS FROM A SCHEDULED BANK (MENTION LAST 3 YEARS TURNOVER).
3. REGISTRATION CERTIFICATE (CURRENT) FOR INCOME TAX & SALES TAX ALONGWITH PHOTOCOPIES OF LAST 3 YEARS RETURN SUBMITTED TO INCOME TAX AND SALES TAX OFFICE.
4. LETTER OF AUTHORIZATION (CURRENT) FROM THE PRINCIPALS / MANUFACTURERS.
5. COPIES OF PURCHASE ORDERS / CONTRACT / AGREEMENT FOR THE ORDERS EXECUTED AND SHOWN AGAINST QUESTION NO. 12 ABOVE.
6. OTHER DOCUMENTS AS REQUIRED ABOVE.



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ANNEXURE-I

CLASSIFICATION FOR WHICH SUPPLIERS WISHES TO BE LISTED

CLASSIFICATION	DESCRIPTION
A	Authorized Local Agent of Foreign Manufacturer / Suppliers
B	Local Manufacturers and their Authorized Agents
C	Local Stockiest and Suppliers

CATEGORY OF SUPPLIERS FOR WHICH THE SUPPLIERS WISHES TO BE REGISTERED

01	Industrial Laboratory Chemicals	15	Computer / Accessories	29	Stabilizers / Walkie Talkies
02	Industrial Gases	16	Empty Bottles / Cans, Corks and Plastic Products	30	Refrigerators / Air Conditioners
03	Fire & Safety Items	17	Compressors / Spares for Air Conditioner	31	Geysers and other Electrical Items
04	Uniforms / Coveralls	18	Welding Electrodes and Accessories	32	Angle Iron / Beam, Channel Bars and Sheet / G. I. Sheets
05	Printing Items	19	Fibber Glass	33	Tarpaulin / Rain Coat
06	Stationery & Office Supplies	20	Furniture	34	Timber / Partal Wood
07	Electric Motors	21	Packing Material	35	Tyres and Tubes
08	Electrical Items	22	Measurement and Weight Items	36	Transformers
09	Hardware Items	23	Laboratory Equipment	37	Rock and Sea Salt
10	Tools	24	Paints and Epoxies	38	Janitorial Supplies
11	Bearings	25	Pipe and Scaffolding Clamps	39	Other (Specify area of interest)
12	Instruments	26	Polythene Sheets and Rubber Products		
13	Auto Parts & Accessories	27	Pumps		
14	Batteries	28	Radio / Instruments Parts.		
