< LETTER HEAD OF MANUFACTURER/ DISTRIBUTOR / BRAND OWNER>

No: STC/PRO/RegistrationofSuppliers2025 Date: …../…../2025

Chairman ,

Sri Lanka State Trading (General) Corporation Limited,

100, Nawam Mawatha, Colombo 02

Dear Sir

**SUPPLIER REGISTRATION – 2025**

**<APPLICANT Company Name>** ...............................................................................................................................

In responses to the Advertisement published for Registration of Suppliers for 2025 Year , I/ We have submitted information with documentary evidence in support of the above Registration.

Completed Registration form attached herewith

**Form A –** For Goods/ Items **Distributors, Brand Owners, Manufacturers** under OS/FMCG/ICT/AS/EE/ME/AP/HR /CH/CA/MU/SW categories.

**Company Details**

1. Registered name and address with contact details. & Correct Email Addresses.
2. A certified copy of the “certificate of incorporation” of the firm
3. Details of the Executive Board : Chairman, Directors and Chief Executive Officer with NIC Copies

**Financial, Business and Administrative strength/standing of the firm.**

1. Annual income of the company
2. Copy of Audited financial statement (Balance Sheet)
3. Company's banker details with a Bank Credential Letter
4. Staff & Resources Details

**Qualification and experience in the Field**

1. Updated VAT Certificate

 9. Manufacturers Authorization (Applicable for Product Suppliers)

10. Industry Certification (Applicable for Building/Electrical contractors)

11. Proof of Marketing Strength / Recent Customer Customers list with Products Supplied with values

12. Attached a Proof of Payment for Registration Fee for Each Category

( Rgistration Fee “Form A” Category -Rs.2000)

I have undestood that submitting false information or documents will result in rejecting my application and also my company will be blacklisted for Sri Lanka Government Tenders.

Regards,

( Authorised Person Name : ........................................................ ( Place Official Stamp)

( Designation )......................................................

( Signature )................................................................ Contact Number : ...................................

email : ....................................................