

< 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.

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

Qualification and experience in the Field

8. 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
(Registration Fee “Form A” Category -Rs.2000)

I have understood 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 :