



SUPPLIER PROFILE / REGISTRATION FORM

No.....

**Please fill in this questionnaire in order to register.
Information given in this questionnaire will be handled confidentially.
Please attach all other documents requested in the questionnaire.**

1	NAME OF COMPANY:					
	Mailing Address:					
	Country:					
	Contact Person(s):					
	Telephone:					
	E-mail:					
	Web site:					
	Tax Identification Number (TIN):					
2	TYPE OF ORGANISATION: (Please check)					
	<input type="checkbox"/>	Individual	<input type="checkbox"/>	Private Limited Liability Company	<input type="checkbox"/>	Non-Profit Organization
	<input type="checkbox"/>	Partnership	<input type="checkbox"/>	Public Limited Liability Company	<input type="checkbox"/>	Other*
	* (Please explain)					
	Year Established:					
	Under the laws of:					
	Quoted on the Stock Exchange of:					
	Please attach copy of registration certificate					
3	TYPE OF BUSINESS: (Please check)					
	<input type="checkbox"/>	Manufacturing	<input type="checkbox"/>	Construction	<input type="checkbox"/>	Trading
	<input type="checkbox"/>	Consultancy	<input type="checkbox"/>	Service Provider	<input type="checkbox"/>	Other*
	* (Please explain)					
	Please describe your company's major business activity:					
	Please indicate the main commodities/services your company offers:					
4	SIZE OF BUSINESS:					
	Please provide a copy of your latest audited financial statements.					
	Turnover (last financial year)	Ended:	YYYY/MM/DD	US\$:		
	(previous financial year)	Ended:	YYYY/MM/DD	US\$:		
	(previous financial year)	Ended:	YYYY/MM/DD	US\$:		
	No. of Employees:		No. of Branches:			
	No. of International Offices:					
	Location of Factories:					
	No. of Plants:					





AIMS

African Institute for
Mathematical Sciences
GHANA

	No. of Warehouses:		
	Countries to which you do not export:		
5	AFFILIATED/HOLDING/SUBSIDIARY COMPANIES:		
	<i>Name</i>	<i>Address</i>	<i>Nature of Affiliation</i>
	1.	1.	1.
	2.	2.	2.
	3.	3.	3.
	Please attach an organisation chart		
6	PERSONS AUTHORISED TO SIGN BIDS, OFFERS AND CONTRACTS:		
	<i>Name</i>	<i>Position</i>	<i>Telephone</i>
7	BANKING INFORMATION:		
	Name:		
	Address:		
	Account Number:		SWIFT Code:
	IBAN:		
8	REFERENCES:		
	<i>Date</i>	<i>Service or Product</i>	<i>Value (US\$)</i>
	Please specify your quality assurance standards:		
9	NAMES OF OFFICERS, OWNERS OR PARTNERS:		
	Owner(s):		
	Chief Executive Officer:		
	Chief Financial Officer:		
10	PAYMENT TERMS:		
	<ul style="list-style-type: none"> ➤ The AIMS-NEI shall make payments within 30 days following receipt of goods in good order and all requested documentation. ➤ Payments shall be made only against supplier's invoice and shall be subject to conformity of goods to specifications. ➤ For your information, the AIMS-NEI's documentation requirements frequently include an acknowledgement of delivery certificate signed by a local representative of the AIMS-NEI. ➤ Please note that any non-acceptance of these terms may preclude your company from being considered as a potential supplier. 		

African Institute for Mathematical Sciences Ghana (AIMS Ghana)

- Summerhill Estates, East Legon Hills – Santoe, Accra
- GPS: GK-0647-1372 • P. O. Box LG DTD 20046, Legon, Accra • Tel: 036-219-6616
- E-Mail: info@aims.edu.gh • Web: www.aims.edu.gh





11	QUALITY ASSURANCE:
	Please attach any certificates or documents which denote quality assurance.
12	TERMS AND CONDITIONS:
	Please carefully read the attached Terms and Conditions of the AIMS-NEI, which shall be applicable for purchases by the AIMS-NEI. Signing and returning this form, confirms your acceptance of the Terms and Conditions.
13	CERTIFICATION:
	The undersigned, an authorised signer for the company, hereby certifies that the information provided herein, including that on any attached pages, is true and correct to the best of his/her knowledge. The same acknowledges having read and agreed to the AIMS-NEI's payment terms of 30 days credit:
	Name and Title:
	Date:
	Signature:

List of Supplies and Services Provided

PROVIDED	COMMODITY/SERVICE
Goods:	
Services:	

Please note that the above list is not exhaustive. Rather, it represents those goods and services which we are most likely to require

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