|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| UAE |  | Bahrain |  | Oman |  | Kuwait |  | Qatar |  |

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| **BUSINESS INFORMATION - TO BE FILLED BY SUPPLIER** | | | |
| Name: | |  | |
| Address: | |  | |
| Tel No.: | |  | |
| Fax No.: | |  | |
| Corporate Officer (Authorized Signatory): | |  | |
| Contact Person (Accounts Dept): | |  | |
| E-mail Address: | |  | |
| Type of Business: | |  | |
| Trade License No.: | |  | **< Please Attach a Copy of the License >** |
| Tax Registration No.  (**In case you are VAT registered)**: | |  | **<Please Attach a Copy of the Certificate>** |
| **In case your company is in a Free Zone:** | | | |
| Fenced FZ Location: | |  | |
| Unfenced FZ Location: | |  | |
|  | |  | |
| **PAYMENT INFORMATION - TO BE FILLED BY SUPPLIER** | | | |
| Beneficiary Name: |  | | |
| Bank Name: |  | | |
| Account No.: |  | | |
| Swift Code |  | | |
| IBAN: |  | | |
| Account Currency: |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **OTHER INFORMATION – TO BE FILLED BY VIRGIN STAFF** | | | |
| Type of Supplier | □ Merchandise | □ **Goods** | □ General Accounting |
| Credit Terms | □ | **□ within 7 days from date of the invoice** | |
| Vendor exists in database |  | □ Yes | □ No |
| Vendor Code ELVIS |  |  |  |
| Vendor Code JDE… |  |  |  |
|  |  |  |  |
| Requested | | Approved (Supervisor) | Confirmed: Accounting Manager |
| Name: | | Name: | Name: |
| Date of Opening the account | | …./…./…. | |

***BANK INFORMATION – TO BE FILLED BY SUPPLIER***

|  |  |
| --- | --- |
| Beneficiary Name |  |
| Beneficiary A/C No |  |
| IBAN No. |  |
| Sort Code  **(US based companies only)** |  |
| Account Currency |  |
| Bank Name |  |
| Bank Address |  |
| Bank Swift Code |  |

**Document to be attached with this form :-**

1. **Trade licence copy**
2. **TRN copy**
3. **Supplier creation form and bank details need to be signed and stamped with company seal by supplier and signed by all virgin team involved.**

**Please note : - If supplier bank details are different for each region. Then we need a separate supplier creation form by region. kindly ensure that the supplier name and bank account name are same.**