

Qatar Chemical & Petrochemical Marketing and Distribution Company (Muntajat) Q.J.S.C.

VENDOR REGISTRATION FORM**Section 1: Company Details**

Company Name	<input type="text"/>		
Core Business	<input type="text"/>		
Company Address	<input type="text"/>		
Postal code	<input type="text"/>	City	<input type="text"/>
		Country	<input type="text"/>
PO Box	<input type="text"/>	Telephone	<input type="text"/>
		Fax	<input type="text"/>
Company E mail	<input type="text"/>	Building No.	<input type="text"/>
Street	<input type="text"/>		
Contact Person Name	<input type="text"/>	Job Title	<input type="text"/>
Mobile	<input type="text"/>	Telephone	<input type="text"/>
		Fax	<input type="text"/>
Contact Person Email	<input type="text"/>		

Section 2: Payment Transaction, Beneficiary Bank Details

Bank Name	<input type="text"/>		Currency	<input type="text"/>
Postal code	<input type="text"/>	City	<input type="text"/>	Country
			<input type="text"/>	PO Box
Telephone	<input type="text"/>	Fax	<input type="text"/>	Email
			<input type="text"/>	
Building No. & Street	<input type="text"/>			
Swift code	<input type="text"/>	IBAN No.	<input type="text"/>	A/c No.
			<input type="text"/>	
Bank Account Name	<input type="text"/>			

Section 3: With Holding Tax Details (WHT)

Local (Qatar) Office	<input type="checkbox"/>	Foreign Office	<input type="checkbox"/>	Qatar Tax Card No	<input type="text"/>
Qatar CR No	<input type="text"/>	Tax Validity date	<input type="text"/>	DD/MM/YYYY	
Office Type - Temporary Office	<input type="checkbox"/>	Permanent Office	<input type="checkbox"/>		

Other Details

Vendor Authorized Signatory & Date

Vendor Company Seal

Authorized Signatory Name & Designation

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Instructions for filling the form

1. The form consists of three sections:-
 - a. Section 1- Name of the vendor and general contact details
 - b. Section 2 - Beneficiary bank details
 - c. Section 3 - With Holding Tax (WHT) status
2. To enter the details please click in the boxes and type, please avoid hand writing to fill the details
3. Please clearly state the name and position within the company when signing the form
4. All attachments to be in English language
5. A scanned copy of the vendor form (signed and stamped) along with relevant submittals may be emailed to or faxed to The Procurement Department, Muntajat
6. The original signed and stamped vendor form and Original Bank Letter should be sent to Muntajat by courier or post to:
Qatar Chemical and Petrochemical Marketing and Distribution Company (Muntajat) Q.J.S.C.
for attention of : The Procurement Department
P.O. Box 24445, T +97440211000, F +97440211606
Email: procurement@muntajat.qa
Doha, State of Qatar
7. Supporting Documents Required (Mandatory requirement):
 - a) Commercial Registration or Certificate of Incorporation from the appropriate country (English copy from the Ministry Of Commerce for Local Suppliers or an official English Translation for overseas suppliers is required)
 - b) Copy of Computer Card (for Local Suppliers only)
 - c) Copy of Tax Card (Or any official document stating tax registration and number)
 - d) Original Bank letter issued by the concerned bank with stamp and signature (Not a monthly Statement or a company letter) which identifies bank account number, currency, IBAN and Swift Code