

**FIRST SCHEDULE**

(r.6)

**APPLICATION FORM FOR SMALL, MICRO ENTERPRISES AND DISADVANTAGED GROUPS TO SUPPLY GOODS, WORKS AND SERVICES TO PROCURING ENTITIES**

The registration of suppliers is aimed at building a profile for each supplier regarding information on general particulars of the company. You are advised that it is a serious offence to give false information on this form.

**PART I: DETAILS OF THE APPLICANT**

**1. Name of Applicant**

.....  
...

**2. Physical Address**

.....  
.....  
.....

**3. Postal Address:** ..... **4. Postal Code:**  
.....

**5. E-mail:** ..... **6. Mobile Phone No**  
.....

**7. Fax No** .....

**8. Contact Person** .....

**9. Overview of the Enterprise**

Type of ownership (please tick one)	[Sole Proprietor] [Partnership] [Limited Company] [Others Specify]
Number of employees	[0-5] [6-25] [26-49] 50-59] [100-250]
Initial Investments (KES)	
Total Annual Sales (Turnover KES)	
Experience in the sector in years	

**Type of Ownership Details**

**Part 9 (a) - Sole Proprietor**

Name in Full	Age
Identity/Passport No.	

<b>Part 9 (b) - Partnership Details</b>			
<b>NAME</b>	<b>NATIONALITY</b>	<b>ID/PASSPORT NO.</b>	<b>% SHARES</b>

<b>Part 9 (C) - Registered Company</b>	
State the nominal and issued capital of company Nominal Kshs ..... Issued Kshs.....	

<b>Directors' Details</b>			
<b>Name</b>	<b>Nationality</b>	<b>ID/Passport No.</b>	<b>% Shares</b>

10. **Bank Account Name:** .....

11. **Branch of the Bank:** .....

12. **Bank Account Number:** .....

13. **VAT Registration Number:** .....

14. **Type of business: SECTOR (TICK ONE)**

AGRIBUSINESS	TRADE	HOSPITALITY& ENTERTAINMENT
MANUFACTURING	SERVICES	ICT
CONSTRUCTION	OTHERS	SPECIFY

**Title:** .....

**Signature:** ..... **Date** .....

**PART II: LIST OF ATTACHMENTS**

**The following attachments are essential for appraisal and you are required to ensure that they are all attached, failure to which your application may be rejected:**

- 1.** Copy of certificate of incorporation/registration;
- 2.** PIN Certificate;
- 3.** VAT Registration Certificate;
- 4.** Valid Tax Compliance/ Exemption Certificate;
- 5.** Original Bank Statement/Bank reference of not more than three months from date of applying;
- 6.** Copy of certificate of registration with relevant regulatory bodies (for persons with disabilities registration with National Council for Persons with Disability);
- 7.** Business/Company profile;
- 8.** Evidence of having paid the non-refundable fee for the Application Form;
- 9.** Copies of Annual Return Forms, filed by Limited Companies, the Business Names for business names (sole trader and partnerships), and a stamped receipt which bears the Accounts Stamp from the Registrar of Companies/Societies; and
- 10.** Certificate of Registration in a target group issued by the Ministry of Finance.
- 11.** National IDs/ Passport