

VENDOR REGISTRATION FORM

SECTION I: Company Details and General Information.

1. Name of Company:	
2. Street Address: Postal Code: City: Country:	3. P.O. Box and Mailing Address:
4. Tel:	5. Fax:
6. Email Address of Contact Person:	7. www address:
8. Contact Name and Title:	
9. Parent Company (Full Legal Name):	
10. Subsidiaries, Associates and/or Overseas Representative(s) - (attach a list if necessary):	
11. Type of Business (mark one only): Corporate/Limited <input type="checkbox"/> Partnership <input type="checkbox"/> Other (specify) <input type="checkbox"/>	
12. Nature of Business: Manufacturer <input type="checkbox"/> Authorized Agent <input type="checkbox"/> Trader <input type="checkbox"/> Consulting Company <input type="checkbox"/> Other (specify) <input type="checkbox"/>	
13. Year Established:	14. Number of Full-Time Employees:
15. License #/State or country where registered:	16. VAT #/Tax ID #:
17. Technical Documents available in what type of language:	18. Working Language(s):

SECTION II: Financial Information.

VENDOR REGISTRATION FORM: INSTRUCTIONS FOR COMPLETION

The form should be typewritten in uppercase and completed clearly and accurately ensuring that all questions are answered.

The numbers below correspond to item numbers on the registration form:

1. Full name of company.
2. Full street address.
3. Full mailing address (including P.O. Box, if any).
4. Telephone number, including correct country and area codes.
5. Fax number, including country and area codes.
6. Email address of the person who should be contacted regarding billing, accounting issues or other questions relating to your company.
7. WWW Address.
8. Provide name of person (including title) or department to whom correspondence should be addressed.
9. Full legal name of parent company, if any.
10. Please provide, on a separate sheet, if necessary, names and addresses of all subsidiaries, associates and overseas representatives if any.
11. Please tick one box. If the last box is ticked, please specify.
12. Please tick one box. If the last box is ticked, please specify. If the company is a manufacturer of some products and a trader/agent of others, which they do not manufacture, both boxes should be ticked.
13. Indicate the year in which the organization was established under the name shown in Item 1.
14. Indicate the total number of full-time personnel in the company.
15. Provide the license number under which the company is registered, or the State where it is registered.
16. Provide the VAT number or Tax ID of the company.
17. Please tick the boxes for which languages the company is able to provide technical documents. Please specify other languages.
18. Please tick the boxes for which languages the company is able to work in. Please specify other languages.
19. Provide the total annual sales for the organization for the last 3 financial years in USD.
20. Provide the total export sales for the organization for the last 3 financial years in USD.
21. Provide the full name, address and SWIFT address of the bank used by the company.
22. Provide the company's bank account number and the account name.
23. Please provide a copy of your most recent annual report or audited financial report. If available, provide a rating by Dun and Bradstreet or equivalent (specify which).
24. List any Quality Assurance Certificates (e.g. ISO 9000 series) that have been issued to your company and provide a copy of the latest certificates.
25. List all countries where the company has local offices or representation.
26. Please read the enclosed General Conditions carefully, as signature of the form signifies acceptance. The form should be signed by the person completing it and their name and title should be typed, along with the date.



The IRS has strict guidelines on accepting the forms, and our advance review will allow us to identify errors or omissions before you submit the original form.

If you are an existing vendor, be sure to submit a retroactive statement with your Form W-8 or 8233.

8. QUESTIONS AND DISCLAIMER

If you have questions regarding these forms or GVB's policy, please email procurement@visitguam.org. GVB does not provide tax advice. All vendors should consult with their tax advisors or legal counsel regarding these matters.

9. ATTACHMENT

Exhibit 1: Vendor Registration Form