



Vendor Registration Application

Required fields are marked with an asterisk ()*

CONTACT INFORMATION
Company/Person Name:*
Company Contact:*
Address:*
City:*
Country:*
Telephone Number:*
Fax Number:*
Email Address:
Company Website:

GENERAL COMPANY / PERSON INFORMATION

Type of an Applicant:*

- | | |
|--|--|
| <input checked="" type="checkbox"/> Government Assisted Firm/ Institute
<input type="checkbox"/> Non-Governmental Organization
<input type="checkbox"/> Public Limited Liability Company
<input type="checkbox"/> Partnership
<input type="checkbox"/> Individual
<input type="checkbox"/> Other: _____ | <input checked="" type="checkbox"/> International Organization
<input type="checkbox"/> Not for Profit Organization
<input type="checkbox"/> Private Limited Liability Company
<input type="checkbox"/> State Enterprise
<input type="checkbox"/> Societe Anonym |
|--|--|

If other, please describe the Type of an Applicant above

Nature of Business:*

- | | | |
|---|--|---|
| <input type="checkbox"/> Manufacturer
<input type="checkbox"/> Sole Agent
<input type="checkbox"/> Wholesale Dealer
<input checked="" type="checkbox"/> Other: _____ | <input type="checkbox"/> Retailer
<input type="checkbox"/> Commission Agent
<input type="checkbox"/> Manufacturer's Represent. | <input type="checkbox"/> Authorized Agent
<input type="checkbox"/> Producer of Raw Material
<input type="checkbox"/> Expert |
|---|--|---|

If other, please describe the Nature of Business above

For companies only:

Year established:

Number of Full-Time employees: *

License Number (VAT No. /Tax I.D.):*

Parent Company:

Applicants are required to provide a copy of certificate of incorporation (privately held companies only) or other documents setting forth the legal basis of the entity (e.g. partnership agreement) and information on 'paid-up capital' as already provided to the appropriate authorities in the respective member states.

Products/services* (general information, including copies of standards of quality certification for the products/services the company wishes to register):

- 1.
- 2.
- 3.
- 4.

FINANCIAL INFORMATION

Applicants are required to submit latest certified/audited financial statements:*

- Balance sheet and income statement (Privately held companies)
- Copy of a signed income tax return (Greek applicants only)
- Annual report to shareholders (publicly traded companies)

ADDITIONAL INFORMATION

Applicants are required to provide:

- *Evidence** of verifiable experience with other agencies
- *Applicant's** payment terms:
- At least three (3) valid references confirming good performance, from clients to whom the applicant has provided products/services over the past twelve (12) months
- Proof of adherence to international quality standards for the products or services offered by submitting a certificate issued by an internationally recognized independent organization, or evidence of major, or international acceptance of the Vendor's services, or methodology for providing services (required only when the anticipated volume of a contract exceeds EUR 5.000)
- Where applicable, describe the ability to provide an international network of agents, representatives, and authorized dealers for after sales services
- Where applicable, furnish additional evidence of technical competence of highly specialized nature through documentation required by international or local legislation, internal work procedures and similar documents

This registration does not constitute a pre-qualification by EPLO for the provision of products or services to the Organization by the Applicant.

Send completed form to EPLO by e-mail to: gtheophanopoulou@eplo.int or by fax to: +30 22920 69813

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