

REPUBLIC OF KENYA



**REPUBLIC OF KENYA
MINISTRY OF INTERIOR AND COORDINATION OF
NATIONAL GOVERNMENT
OFFICE OF THE COUNTY COMMISSIONER
TAITA TAVETA COUNTY**

SUPPLIER REGISTRATION

FOR FINANCIAL YEARS 2026–2029

**REGISTRATION OF SUPPLIERS, CONTRACTORS AND
SERVICE PROVIDERS**

TENDER NO: TT/REG/2026–2029

CLOSING DATE: 5TH AUGUST 2026

CLOSING TIME: 10.00 A.M.

ISSUED BY:

**OFFICE OF THE COUNTY COMMISSIONER
TAITA TAVETA COUNTY**

**P.O. BOX 1-80300
MWATATE, KENYA**

SECTION I – INSTRUCTIONS TO APPLICANTS (ITA)

1. Scope of Registration / Prequalification

The Office of the County Commissioner, Taita Taveta County invites applications from eligible suppliers, contractors and service providers for registration and prequalification under various categories for the Financial Years 2026–2029.

The registration and prequalification process is intended to establish a list of qualified suppliers, contractors and service providers who may be invited to participate in procurement opportunities during the registration period in accordance with the Public Procurement and Asset Disposal Act, 2015 and the applicable Regulations.

Registration or prequalification shall not constitute a guarantee of award of any contract.

2. Eligibility of Applicants

Applications are invited from eligible individuals, sole proprietorships, partnerships, companies, cooperatives and other legally recognized business entities capable of supplying goods, executing works or providing services under the categories listed in this document.

Applicants shall satisfy all statutory and regulatory requirements applicable to the category for which they apply.

Applicants who have been debarred from participating in public procurement proceedings shall not be eligible.

3. Categories of Registration

Applicants may apply for one or more registration or prequalification categories.

A separate application shall be submitted for each category applied for.

Each application shall be enclosed in a separately sealed envelope clearly indicating:

- Category Number
 - Category Description
 - Applicant's Name
-

4. Cost of Application

The registration/prequalification document shall be provided free of charge where downloaded electronically.

Applicants shall meet all costs associated with the preparation and submission of their applications.

The Procuring Entity shall not be responsible for any costs incurred by applicants.

5. Language

Applications and all supporting documents shall be prepared in English.

Where supporting documents are in another language, they shall be accompanied by an accurate English translation.

6. Documents Required

Applicants shall submit all documents specified in this document including:

- Application Submission Form
- Mandatory statutory documents
- Confidential Business Questionnaire
- Self-Declaration Forms
- Category-specific licences where applicable
- Financial capability documents
- Experience documents

Failure to submit mandatory requirements may result in disqualification.

7. Clarification of the Document

Applicants requiring clarification may submit their requests in writing to the Procuring Entity before the deadline specified in the Prequalification Data Sheet.

Where necessary, clarifications or addenda shall be communicated to all applicants through the same medium used to issue the document.

8. Submission of Applications

Completed applications shall be submitted in plain sealed envelopes clearly marked with the appropriate category number and category description.

Applications shall be delivered to the address indicated in the Invitation to Apply before the closing date and time.

Late applications shall not be accepted.

9. Opening of Applications

Applications shall be opened after the closing date and time by the appointed committee.

The Procuring Entity shall prepare a record of the applications received.

10. Evaluation of Applications

Applications shall be evaluated against the criteria provided in Section III of this document.

Evaluation shall be conducted independently for each category.

Applicants who satisfy all mandatory requirements and meet the qualification criteria shall be registered or prequalified.

11. Notification of Results

Successful applicants shall be notified after completion of the evaluation process.

The Procuring Entity reserves the right to accept or reject any application in accordance with the Public Procurement and Asset Disposal Act, 2015.

12. Registration Does Not Guarantee Award

Registration or prequalification shall not constitute a contract between the Procuring Entity and any applicant.

Procurement opportunities shall be undertaken in accordance with the Public Procurement and Asset Disposal Act, 2015, the Regulations, and the applicable procurement method.

13. Applicable Law

This registration and prequalification process shall be governed by the Public Procurement and Asset Disposal Act, 2015, the Public Procurement and Asset Disposal Regulations, 2020, and any other applicable laws of Kenya.

SECTION II – PREQUALIFICATION DATA SHEET (PDS)

ITA 1.1 – Procuring Entity

The Procuring Entity is:

Office of the County Commissioner, Taita Taveta County

Registration Reference Number:

TT/REG/2026–2029

Subject of Registration

Registration and Prequalification of Suppliers, Contractors and Service Providers for the Financial Years 2026–2029.

Applications are invited under the categories listed in Section V.

Applicants may apply for one or more categories.

Each category shall be evaluated independently.

A separate application shall be submitted for each category.

ITA 2 – Source of Funds

Source of Funds:

National Government of Kenya.

ITA 3 – Applicable Law

This registration and prequalification process shall be conducted in accordance with the Public Procurement and Asset Disposal Act, 2015 and the Public Procurement and Asset Disposal Regulations, 2020.

ITA 4 – Clarifications

For clarification purposes, the Procuring Entity's address shall be:

The County Commissioner

Office of the County Commissioner

Taita Taveta County

P.O. Box 1–80300

Mwatate, Kenya

Procurement Telephone:0705820500

Email: cctaitataveta@yahoo.com

ITA 5 – Clarification Deadline

Requests for clarification shall reach the Procuring Entity not later than **five (5) working days** before the closing date.

ITA 6 – Pre-Application Meeting

No pre-application meeting shall be held.

ITA 7 – Site Visit

Not Applicable.

ITA 8 – Submission of Applications

Applications shall be submitted in plain sealed envelopes clearly marked with:

- Registration Reference Number
- Category Number
- Category Description

Applications shall be delivered to:

The County Commissioner
Office of the County Commissioner
Taita Taveta County
P.O. Box 1–80300
Mwatate, Kenya

before the closing date and time specified in the Invitation.

ITA 9 – Electronic Submission

Electronic submission of applications shall **not** be permitted.

ITA 10 – Late Applications

Late applications shall not be accepted and shall be returned unopened.

ITA 11 – Opening of Applications

Applications shall be opened immediately after the closing date and time by the appointed opening committee.

Applicants or their representatives may attend the opening.

ITA 12 – Evaluation

Applications shall be evaluated in accordance with Section III.

Each category shall be evaluated independently.

ITA 13 – Margin of Preference

Not Applicable.

ITA 14 – Subcontractors

Not Applicable.

ITA 15 – Complaints

Any procurement-related complaint shall be submitted in writing to:

The County Commissioner

Office of the County Commissioner

Taita Taveta County

in accordance with the Public Procurement and Asset Disposal Act, 2015.

SECTION III – EVALUATION AND QUALIFICATION CRITERIA

3.1 Evaluation Method

Applications shall be evaluated in two stages:

Stage One – Preliminary (Mandatory) Evaluation

Applications shall first be examined to determine compliance with all mandatory requirements.

Applicants who fail to satisfy any mandatory requirement shall be declared non-responsive and shall not proceed to the next stage of evaluation.

Applicants who satisfy all mandatory requirements shall proceed to Stage Two.

Stage Two – Qualification Evaluation

Responsive applications shall be evaluated to determine the applicant's technical, financial and legal capacity to supply goods, provide services or execute works under the category applied for.

Applicants meeting the qualification requirements shall be registered or prequalified under the respective category.

3.2 Mandatory Requirements

Every applicant shall submit the following documents:

No.	Requirement	Compliance
1	Certificate of Registration or Incorporation	Yes / No
2	Valid Tax Compliance Certificate	Yes / No
3	National ID or Passport (for Sole Proprietors)	Yes / No
4	CR12 (Companies only, issued within the last 12 months)	Yes / No
5	Duly Completed Application Form	Yes / No
6	Confidential Business Questionnaire	Yes / No
7	Self-Declaration Form	Yes / No
8	Category-specific Licence where applicable	Yes / No

Failure to submit any mandatory requirement shall render the application non-responsive.

3.3 Financial Capability

Applicants shall demonstrate financial capability by submitting **at least one** of the following:

- Bank Statement for the last six (6) months; or
- Audited Financial Statements (where applicable); or
- Certified Financial Statements; or
- Any other documentary evidence demonstrating financial capability.

3.4 Experience

Applicants shall demonstrate experience by submitting **at least one** of the following:

- Contract Agreement;
- Local Purchase Order (LPO);
- Local Service Order (LSO);
- Completion Certificate;
- Recommendation Letter;
- Delivery Note or Purchase Order.

3.5 Category-Specific Requirements

Applicants applying for specialized categories shall submit the applicable statutory licence or registration certificate.

Category	Required Licence
Fuel and LPG	EPRA Licence
Private Security	PSRA Licence
Insurance	IRA Licence
Building & Civil Works	NCA Registration
Pharmaceuticals	Pharmacy and Poisons Board Licence
Veterinary Medicines	VMD Licence
Consultancy	Relevant Professional Registration
Medical Equipment	Relevant Statutory Approval
Any other category requiring statutory licensing shall be supported by the relevant licence.	

3.6 Registration Decision

Applicants satisfying the mandatory and qualification requirements shall be registered or prequalified under the category applied for.

Registration shall remain valid for the period specified in this document unless suspended, terminated or otherwise affected in accordance with applicable law.

Registration shall not constitute a guarantee of award of any contract.

SECTION IV – REGISTRATION / PREQUALIFICATION CATEGORIES

5.1 General

The Office of the County Commissioner, Taita Taveta County invites applications from eligible suppliers, contractors and service providers for registration and prequalification under the categories listed below for the Financial Years 2026–2029.

Applicants may apply for **one or more categories**.

A **separate application** shall be submitted for each category applied for.

Each application shall be enclosed in a **separately sealed envelope** clearly indicating the **Category Number** and **Category Description**.

Registration/prequalification shall remain valid for the period specified in this document unless otherwise terminated in accordance with the law.

Registration/prequalification shall not constitute a guarantee of award of any contract.

5.2 Registration / Prequalification Categories

CONTRACT NO.	Reservation	Category
TT/REG/01/2026-2029	Open	Supply and Delivery of Dry Foodstuffs, Fruits and Vegetables
TT/REG/02/2026-2029	Open	Supply and Delivery of Meat and Related Products
TT/REG/03/2026-2029	Open	Supply and Delivery of Fuel, Oils, Lubricants and Cooking Gas
TT/REG/04/2026-2029	Open	Supply and Delivery of Wood Fuel and Charcoal
TT/REG/05/2026-2029	AGPO	Supply and Delivery of Office Stationery and Miscellaneous Items
TT/REG/06/2026-2029	Open	Supply of Cleaning Materials
TT/REG/07/2026-2029	Open	Supply and Delivery of Motor Vehicle Tyres, Batteries and Spare Parts
TT/REG/08/2026-2029	Open	Repair and Servicing of Office Machines (Computers, Copiers and Printers)
TT/REG/09/2026-2029	Open	Repair of Motor Vehicles, Motor Cycles, Plant and Equipment
TT/REG/10/2026-2029	Open	Provision of Private Security Services
TT/REG/11/2026-2029	Open	Building and Water Works Contractors
TT/REG/12/2026-2029	Open	Supply of Farm Inputs, Agricultural Chemicals, Pumps, Generators, Fertilizers, Livestock, Hay and Pasture
TT/REG/13/2026-2029	Open	Provision of Catering Services
TT/REG/14/2026-2029	Open	Hire of Conference Facilities and Hotel Accommodation
TT/REG/15/2026-2029	Open	Supply and Delivery of Computers, Printers and Accessories
TT/REG/16/2026-2029	Open	Supply and Delivery of Building Materials
TT/REG/17/2026-2029	AGPO	Supply of Office Equipment and Furniture
TT/REG/18/2026-2029	Open	Supply and Delivery of Sports Kits and Equipment
TT/REG/19/2026-2029	AGPO	Supply of Tree Seedlings

TT/REG/20/2026-2029	Open	Supply and Delivery of Pharmaceuticals and Essential Medicines
TT/REG/21/2026-2029	Open	Supply of Laboratory Equipment and Chemicals
TT/REG/22/2026-2029	Open	Supply of Uniforms, Clothing and Textile Materials
TT/REG/23/2026-2029	Open	Consultancy Services
TT/REG/24/2026-2029	Open	Private Transport and Car Hire Services
TT/REG/25/2026-2029	Open	Insurance Services
TT/REG/26/2026-2029	Open	Desludging, Exhausting and Cleaning of Septic Tanks, Soak Pits and Sewer Systems
TT/REG/27/2026-2029	Open	Hire of Tents, Chairs and Public Address Systems
TT/REG/28/2026-2029	AGPO	Supply of Catering Equipment (AGPO)
TT/REG/29/2026-2029	Open	Supply of Veterinary Drugs, Vaccines and Animal Health Products
TT/REG/30/2026-2029	Open	Supply of Non-Pharmaceutical Medical Supplies and Consumables
TT/REG/31/2026-2029	Open	Provision of Transport Hire, Heavy Plant, Crawler and Water Trekking Services
TT/REG/32/2026-2029	Open	Provision of Branding, Printing, Signage and Promotional Merchandise Services

5.3 Important Notes

1. Applicants may apply for one or more categories.
2. A separate application shall be submitted for each category.
3. Applicants applying for specialized categories shall submit the relevant statutory licences.
4. Where a category is reserved under the Public Procurement and Asset Disposal Act, applicants shall provide evidence of eligibility for the applicable reservation.
5. The Procuring Entity reserves the right to amend, add or remove categories where necessary in accordance with the law.

SECTION V – APPLICATION FORMS

The following forms shall be completed and submitted by every applicant. Applications shall be complete in all respects and signed by the applicant or an authorized representative.

FORM 1 – APPLICATION SUBMISSION LETTER

Category Applied For: _____

Date: _____

Registration/Prequalification Reference No.: TT/REG/2026–2029

To:

The County Commissioner
Office of the County Commissioner
Taita Taveta County
P.O. Box 1–80300
MWATATE, KENYA
Dear Sir/Madam,

APPLICATION FOR REGISTRATION/PREQUALIFICATION

We, the undersigned, hereby apply for registration/prequalification under the category indicated in this application and declare that:

- a)** We have examined the Registration/Prequalification Document, including any addenda issued by the Procuring Entity, and have no reservations thereto.
- b)** We have no conflict of interest as defined under the Public Procurement and Asset Disposal Act, 2015 and the applicable Regulations.
- c)** We meet the eligibility requirements specified in this Registration/Prequalification Document.
- d)** We, together with our directors, partners and proprietors, have not been debarred from participating in public procurement proceedings by the Public Procurement Regulatory Authority (PPRA).
- e)** We have fulfilled all our statutory obligations, including tax obligations, and shall submit documentary evidence where required.
- f)** The information and documents submitted in support of this application are true, complete and accurate to the best of our knowledge. We understand that any false declaration or misleading information may result in disqualification or removal from the register.
- g)** We understand that registration/prequalification does not constitute a contract or guarantee the award of any procurement opportunity.
- h)** We understand that the Procuring Entity reserves the right to accept or reject any application or to cancel the registration/prequalification process in accordance with the Public Procurement and Asset Disposal Act, 2015, without incurring any liability to applicants.

Applicant Details

Applicant's Name: _____

Business Registration Number: _____

KRA PIN: _____

Category Number: _____

Category Description: _____

Postal Address: _____

Physical Address: _____

Telephone Number: _____

Email Address: _____

Authorized Representative: _____

Designation: _____

Signature: _____

Company Stamp:

Date: _____

FORM 2 – APPLICANT INFORMATION FORM

Registration/Prequalification Reference No.: TT/REG/2026–2029

A. Applicant Details

1. Business Name:

2. Business Registration / Incorporation Number:

3. KRA PIN Number:

4. Year of Registration / Incorporation:

5. Nature of Business:

☐ Goods

☐ Works

☐ Services

B. Contact Information

6. Postal Address:

7. Physical Address:

8. County:

9. Telephone Number:

10. Email Address:

C. Authorized Representative
Name:

Position/Designation:

Telephone Number:

Email Address:

D. Registration Category Applied For
Category Number:

Category Description:

E. Documents Attached

Tick (✓) where applicable.

Document

Attached

Certificate of Registration/Incorporation

☐

Document	Attached
KRA PIN Certificate	☐
Valid Tax Compliance Certificate	☐
National ID/Passport (Sole Proprietor)	☐
CR12 (Companies only)	☐
Category-Specific Licence (where applicable)	☐

F. Declaration

I certify that the information provided in this form is true, complete and accurate to the best of my knowledge.

Applicant's Name:

Signature:

Date:

Company Stamp

FORM 3 – JOINT VENTURE (JV) MEMBER INFORMATION FORM

(To be completed only where the application is submitted by a Joint Venture.)

Registration/Prequalification Reference No.: TT/REG/2026–2029

A. Applicant Information

Lead Applicant (JV Name): _____

JV Member Name: _____

B. Business Details

Item	Details
Business Registration Number	
KRA PIN Number	
Year of Registration/Incorporation	
Country of Registration	
Nature of Business	

C. Contact Details

Item	Details
Postal Address	
Telephone Number	
Email Address	

D. Authorized Representative

Item	Details
Name	
Position	
Telephone Number	

E. Documents Attached

Tick (✓) where applicable.

Document	Attached
Certificate of Registration/Incorporation	☐
Valid Tax Compliance Certificate	☐
KRA PIN Certificate	☐
CR12 (Companies only)	☐
Joint Venture Agreement or Letter of Intent	☐

F. Declaration

I certify that the information provided is true and correct.

Name: _____

Designation: _____

Signature: _____

Company Stamp:

Date: _____

FORM 4 – CONFIDENTIAL BUSINESS QUESTIONNAIRE (CBQ)

Instructions to Applicants

Applicants are required to complete all the particulars requested in this form.

Where the application is submitted by a Joint Venture (JV), **each member of the Joint Venture shall complete a separate Confidential Business Questionnaire.**

Applicants are reminded that it is an offence under the law to provide false, misleading or inaccurate information in this form.

(A) APPLICANT'S DETAILS

ITEM DESCRIPTION

1. Name of the Procuring Entity: **Office of the County Commissioner, Taita Taveta County**
2. Registration/Prequalification Reference No.: **TT/REG/2026–2029**
3. Registration/Prequalification Category Number.....
4. Registration/Prequalification Category Description.....
5. Name of Applicant.....
Full Address and Contact Details of the Applicant:
(i) Country
(ii) County
(iii) Town
(iv) Physical Location
6. (v) Building
(vi) Floor
(vii) Postal Address
(viii) Telephone Number
(ix) Email Address
(x) Contact Person
7. Certificate of Registration/Incorporation Number.....
8. Name and Address of the Registering Authority.....
9. Description of Nature of Business.....
10. KRA PIN Number.....
11. Current Trade Licence Number (where applicable) and Expiry Date

(B) GENERAL BUSINESS INFORMATION

(i) Sole Proprietor

Name in Full Nationality Citizenship National ID/Passport No.

(ii) Partnership

Name of Partner Nationality Citizenship % Shareholding

(iii) Registered Company

Type of Company:

- ☐ Private Company
☐ Public Company

Nominal Share Capital (KES): _____

Issued Share Capital (KES): _____

Directors

Name of Director Nationality Citizenship % Shareholding

(C) DISCLOSURE OF INTEREST

(i) Interest in the Procuring Entity

Are you aware of any person employed by the Office of the County Commissioner, Taita Taveta County who has a direct or indirect interest in your business?

☐ YES

☐ NO

If YES, provide details.

Name Designation Nature of Interest/Relationship

(ii) Conflict of Interest Declaration

Type of Conflict	Yes No		If Yes, Give Details
Applicant directly or indirectly controls, is controlled by, or is under common control with another applicant.	☐	☐	
Applicant has received any subsidy or financial support from another applicant.	☐	☐	
Applicant has the same legal representative as another applicant.	☐	☐	
Applicant has any relationship that may improperly influence this registration/prequalification process.	☐	☐	
Applicant has a close business or family relationship with an employee of the Procuring Entity involved in this registration/prequalification process.	☐	☐	

(D) CERTIFICATION

I certify that the information provided in this Confidential Business Questionnaire is true, complete and accurate to the best of my knowledge and belief.

Full Name

Designation

Signature

Date

Official Company Stamp

FORM 5

SELF-DECLARATION THAT THE APPLICANT IS NOT DEBARRED UNDER THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT, 2015

I, of P.O. Box
being a resident of in the Republic of Kenya, do
hereby declare as follows:

1. **THAT** I am the Company Secretary / Chief Executive Officer / Managing Director / Principal Officer / Director / Sole Proprietor (delete those not applicable) of (insert name of the Applicant), who is an Applicant for Registration/Prequalification under Registration/Prequalification Reference No. **TT/REG/2026–2029** for:

Category Number:

Category Description:

for the **Office of the County Commissioner, Taita Taveta County**, and I am duly authorized and competent to make this declaration on behalf of the Applicant.

2. **THAT** the Applicant, its directors, partners, proprietors and, where applicable, its subcontractors have **not been debarred** from participating in public procurement proceedings under **Part IV of the Public Procurement and Asset Disposal Act, 2015**.
3. **THAT** the information provided in this declaration is true, correct and complete to the best of my knowledge, information and belief.

DECLARATION

Name: _____

Designation: _____

Signature: _____

Date: _____

Official Stamp:

FORM 6

SELF-DECLARATION THAT THE APPLICANT WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE

I, of P.O. Box
being a resident of in the Republic of Kenya, do
hereby declare as follows:

1. **THAT** I am the Chief Executive Officer / Managing Director / Principal Officer / Director / Company Secretary / Sole Proprietor (delete those not applicable) of (insert name of the Applicant), who is an Applicant for Registration/Prequalification under Registration/Prequalification Reference No. **TT/REG/2026–2029** for:

Category Number:

Category Description:

for the **Office of the County Commissioner, Taita Taveta County**, and I am duly authorized and competent to make this declaration.

2. **THAT** the Applicant, its directors, partners, employees, agents and, where applicable, subcontractors shall not engage in any corrupt, fraudulent, collusive, coercive or obstructive practice as defined under the Public Procurement and Asset Disposal Act, 2015 and the applicable Regulations.
3. **THAT** the Applicant has not offered, given, solicited or agreed to give any inducement, gift, commission or other benefit to any officer, employee or agent of the Office of the County Commissioner, Taita Taveta County or any other public officer in relation to this registration/prequalification process.
4. **THAT** the Applicant has not engaged and shall not engage in any arrangement intended to improperly influence this registration/prequalification process.
5. **THAT** the information contained in this declaration is true, complete and correct to the best of my knowledge, information and belief.

DECLARATION

Name: _____

Designation: _____

Signature: _____

Date: _____

Official Company Stamp

FORM 7

DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

I,, on behalf of
..... (Name of the
Business/Company/Firm), declare that I have read and fully understood the provisions of the **Public Procurement and Asset Disposal Act, 2015**, the **Public Procurement and Asset Disposal Regulations, 2020**, and the **Code of Ethics for Persons Participating in Public Procurement and Asset Disposal**.
I further declare that the Applicant shall comply with the principles of integrity, fairness, transparency, accountability and professionalism throughout the registration/prequalification process and in any procurement proceedings undertaken by the Procuring Entity.
I hereby commit myself and the Applicant to abide by the provisions of the Code of Ethics for Persons Participating in Public Procurement and Asset Disposal.

Applicant's Details

Name of Authorized Signatory: _____

Designation: _____

Name of Business/Company/Firm: _____

Postal Address: _____

Physical Address: _____

Telephone Number: _____

Email Address: _____

Signature: _____

Date: _____

Official Company Stamp

Witness

Name: _____

Signature: _____

Date: _____

**FORM 8 –
FINANCIAL CAPABILITY**

Registration/Prequalification Reference No.: TT/REG/2026–2029

Category Number: _____

Category Description: _____

A. Applicant Information

Name of Applicant: _____

Business Registration Number: _____

B. Financial Capability

The Applicant shall demonstrate financial capability by attaching **at least one (1)** of the following documents.

Tick (✓) the document(s) attached.

Financial Document	Attached (✓)
Bank Statements for the last six (6) months	☐
Audited Financial Statements (where applicable)	☐
Certified Financial Statements	☐
Certified Management Accounts	☐
Letter of Financial Support from a Financial Institution (where applicable)	☐
Other documentary evidence demonstrating financial capability (Specify)	☐

If **Other**, specify:

C. Banking Information

Item	Details
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Name of Bank

Branch

Account Name

Account Number (Optional)

Note: Applicants who do not wish to disclose their account number may leave this field blank.

D. Declaration

I certify that the financial information and supporting documents submitted are true and accurately represent the financial capability of the Applicant.

Applicant's Name: _____

Authorized Representative: _____

Designation: _____

Signature: _____

Date: _____

Official Company Stamp