

TENTH SCHEDULE (S-157 (17))

REGISTRATION OF SMALL AND MICRO ENTERPRISES AND TARGET GROUPS

REGISTRATION FORM FOR ENTERPRISES OWNED BY WOMEN, YOUTH AND PERSONS WITH DISABILITY TO SUPPLY GOODS, WORKS AND SERVICES TO PROCURING ENTITIES AGPO – ACCESS TO GOVERNMENT PROCUREMENT OPPORTUNITIES

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. Are you applying for youth, women or persons with disabilities?
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 for the previous year (Turnover KES)	
Experience in the sector in years	

Type of Ownership Details

Part 9 (a) - Sole Proprietor or name of registered business, where applicable

Name in Full	Age	
Identity/Passport No.		

Part 9 (b) - Partnership Details

NAME	NATIONALITY	ID/PASSPORT NO.	% SHARES

Part 9 (C) – Registered Company

State the nominal and issued capital of company

Nominal Kshs Issued Kshs.....

Directors' Details

Name	Nationality	ID/Passport No.	% Shares

10. Bank Account Name:

11. Branch of the Bank:

12. Bank Account Number:

13. VAT Registration Number:

14. IFMIS Number, where applicable:.....

15. 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; CR12; Partnership Deed;
10. Certificate of Registration in a target group issued by the National Treasury;
11. National IDs/ Passports.