

**REGISTRATION OF  
SUPPLIERS, CONSULTANTS, CONTRACTORS  
FOR  
SUPPLY/PROVISION OF GOODS, WORKS,  
SERVICES AND CONSULTANCY  
FOR THE YEAR FY 2017-2018/2018-2019**

<b>NAME.....</b>
<b>CATEGORY .....</b>
<b>KRSRBS NO.....</b>
<b>SUPPLY OF.....</b>

**Closing Date: .....**

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## REGISTRATION OF SUPPLIERS FY 2017-2018/ 2018-2019

The Scheme invites applications from interested eligible firms for registration of suppliers for supply of goods, works and services as listed below.

<b>Category A</b>	<b>Supply of Goods</b>	<b>Target Group</b>
KRSRBS.1	Supply of general office stationery and printing	Special Group
KRSRBS.2	Supply of promotional materials	Special Group
KRSRBS.3	Supply of computer, telecommunication equipments and accessories	Special Group
KRSRBS.4	Supply of office furniture, furnishings and fittings	Special Group
KRSRBS.5	Supply of office equipments	Special Group
KRSRBS.6	Supply of cleaning materials, detergents and disinfectants	Special Group
KRSRBS.7	Supply of hardware, plumbing materials, electrical items and building materials	Open
KRSRBS.8	Supply of bottled water	Special Group
KRSRBS.9	Supply of tissue papers	Special Group
KRSRBS. 10	Supply and delivery of News Papers	Special Group
KRSRBS. 11	Supply of Airtime	Special Group
<b>Category B</b>	<b>Services</b>	<b>Target Group</b>
KRSRBS.12	Provision of Air ticketing and Travel services	Open
KRSRBS.13	Provision of auctioneers services (class B only)	Open
KRSRBS.14	Provision of fabrication Services	Open
KRSRBS.15	Provision of legal Services	Open
KRSRBS.16	Provision of Garbage collection sanitary bins, fumigation, and pest control	Special Group
KRSRBS.17	Provision of security services	Open
KRSRBS.18	Service and maintenance of computers, office equipments and Server Racks and related equipments.	Special Group
KRSRBS. 19	Provision of Internet Services	Open
KRSRBS.20	Property valuation services	Open
KRSRBS.21	Provision of laundry/dry cleaning services.	Special Group
KRSRBS.22	Provision of land surveying services	Open
KRSRBS.23	Provision of photography, audiovisual production	Open
KRSRBS.24	Provision of Custodial Services	Open

KRSRBS.25	Provision of Financial Audit Services	Open
<b>Category C</b>	<b>Consultancy</b>	<b>Target Group</b>
KRSRBS.26	Provision of Human Resource Consultancy Services	Open
KRSRBS.27	Safety and security assessment	Open
KRSRBS.28	Provision of Tax Advisory Services	Open
KRSRBS.29	Provision of Financial Advisory Services	Open
KRSRBS.30	Provision of Fund management services	Open
KRSRBS.31	Provision of Procurement Advisory and Training services	Open
KRSRBS.32	Provision of Actuarial Services	Open
<b>Category D</b>	<b>Works</b>	<b>Target Group</b>
KRSRBS.33	Supply of Small Works and Maintenance of Buildings	Open

Note: Special groups represent youths, women and people living with disabilities as described in the Public Procurement and Asset Disposal Act 2015.

The free copies of the registration of supplier document containing the terms and conditions may be obtained from the Kenya Railways Staff Retirement Benefits Scheme website [www.kenrailtrust.co.ke](http://www.kenrailtrust.co.ke). and forward the category number applied, name of firm, address and telephone number immediately for records to muragealice@kenrailtrust.co.ke. For any clarification, please contact the office located at Kenya Railways Headquarters workshop road off Haille Selassie Avenue during office hours between 8.00am to 5.00pm from Monday to Friday. Telephone no. **0719314249/0736581370**.

Completed registration documents must be submitted in plain sealed envelopes and clearly marked on the envelop:-

**Registration of Suppliers FY 2017-2018/ 2018-2019**

**Category No.....**

**KRSRBS No.....**

**Supply of.....**

addressed to:

The Chief Executive Officer  
Kenya Railways Staff Retirement Benefits Scheme  
P. O. Box 49796-00100

**NAIROBI**

To be deposited into the Tender Box, situated at the ground floor of the Scheme's office. The application should be received on or before **Tuesday 25<sup>th</sup> April 2017 at 10:00am**. Applications will be opened immediately thereafter, in the presence of candidates or their representative who may wish to attend.

**SIMON NYAKUNDI**  
**CHIEF EXECUTIVE OFFICER**

## **GENERAL INSTRUCTIONS**

1. You are requested to provide particulars as indicated in forms REG1 to REG12 as accurately as possible and where space provided is not sufficient, please use a separate sheet of paper and attach to this form.
2. The Scheme attaches great importance to correct information given. If the information given is found to be incorrect in any respect, the applicant shall be rendered ineligible for registration/deregistered.
3. The Scheme reserves the right to visit and inspect business premises of all the applicants to verify information provided.
4. All the information provided would be treated as confidential.
5. Each registration document is eligible for one Item Code which should be clearly written at the top of the form.
6. Your registration documents should be submitted properly bound, filled and page numbered/serialised. The Scheme shall not be responsible for loss of documents not bound/loose.

## **REGISTRATION INSTRUCTIONS**

### **1.1 Introduction**

The Kenya Railways Staff Retirement Benefit Scheme referred to as the scheme would like to invite interested candidates who must qualify by meeting the set criteria as provided by the procuring entity to perform the contract of supply and delivery of goods or provision of services, consultancy and works to the scheme.

### **1.2 Registration Objective**

The main objective is to supply and deliver assorted items and also provide services under relevant tenders/quotations to the Scheme as and when required during the stated period.

### **1.3 Invitation for registration**

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their registration documents to Chief Executive Officer, Kenya Railways Staff Retirement Benefit Scheme so that they may be registered for submission of quotations. The prospective suppliers are required to supply mandatory and technical information for the registration.

### **1.4 Experience**

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government/Scheme/ institutions of similar size and complexity. Potential suppliers/consultants/contractors must demonstrate the willingness and commitment to meet the registration criteria. The Special Group firms will be treated in accordance with the Public Procurement and Disposal (preference and reservation) regulations 2013.

### **1.5 Registration Document**

This document includes questionnaire forms and attachment of documents required from prospective suppliers.

**1.6** In order to be considered for registration, prospective suppliers **must** submit all the information herein requested.

### **1.7 Distribution of registration documents**

A copy of the completed registration data and other requested information shall be submitted to reach:

**The Chief Executive Officer  
Kenya Railways Staff Retirement Benefit Scheme  
Railways Headquarters  
P. O. Box 46796-00100  
NAIROBI**

Not later than **Tuesday, 25<sup>th</sup> April 2017 at 10.00 a.m.**

**1.8 Questions Arising from Documents**

Questions that may arise from the registration documents should be directed to the Chief Executive Officer, Kenya Railways Staff Retirement Benefit Scheme whose address is given in part 1.7

**1.9 Additional Information**

The Kenya Railways Staff Retirement Benefit Scheme reserves the right to request submission of additional information from prospective bidders.

- 1.10** Request for Quotations (RFQ) will be made available only to those bidders whose qualifications are accepted by Kenya Railways Staff Retirement Benefits Scheme after meeting the set evaluation criteria

**2. BRIEF CONTRACT REGULATIONS/GUIDELINES**

**2.1 Taxes on Imported Materials**

The Supplier shall pay custom duty and VAT as required by the law.

**2.2 Customs Clearance**

The contractors shall be responsible for custom clearance of their imported goods and materials.

**2.3 Contract Price**

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on the authority of the Scheme's Accounting Officer. Prices quoted should be inclusive of all delivery charges.

**2.4 Payments**

All local purchase shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

### **3. REGISTRATION DATA INSTRUCTIONS**

#### **3.1 Registration data forms**

The attached forms REG-1 to REG 12 are to be completed by prospective suppliers/contractors who wish to be registered for submission of tender for the specific tender.

**3.1.1** The registration application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and in ink.

**3.1.2** Kindly attach copies of all the necessary registration documents

#### **3.2 Qualification**

It is understood and agreed that the registration data on prospective bidders is to be used by Kenya Railways Staff Retirement Benefit Scheme in determining according to its sole judgment and discretion the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

**3.2.1** Prospective bidders will not be considered qualified unless in the judgment of Kenya Railways Staff Retirement Benefit Scheme they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

#### **3.3 Essential Criteria for registration**

**3.3.1** (a) Experience: Prospective bidders shall have at least 2 years experience in the supply of goods, services and allied items in case of potential supplier/contractor should show competence, willingness and capacity to service the contract.

(b) Prospective supplier requires special experience and capability to organize supply and delivery of items or services at short notice.

#### **3.3.2 Personnel**

The names, pertinent information and resume of the key personnel for individual or group to execute the contract must be indicated in form REG-3.

#### **3.3.3 Financial Condition**

The Supplier's financial condition will be determined by latest financial statement submitted with the registration documents as well as letters of reference from their bankers regarding suppliers/contractors credit position. Potential suppliers/contractors will be registered on the satisfactory information given.

**3.3.4** Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on

contract and now in progress. Data to be filled/provided on Form REG-4. However, potential bidders should provide evidence of financial capability to execute the contract.

### 3.3.5 Past Performance

Past performance will be given due consideration in the registration of suppliers. Letter of reference from past customers should be included in Form REG-6

### 3.4 Sworn Statement

Application must include a sworn statement Form REG-12 by the applicant ensuring the accuracy of the information given.

### 3.5 Withdrawal from registration

Should a condition arise between the time the firm is registered to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, the Scheme reserves the right to reject the tender from such a bidder even though they have been initially registered

3.6 All applicants must have a fixed Business Premise and must be registered in Kenya, with certificate of Registration, Incorporation/Memorandum and Articles of Association, copies of which must be attached.

3.6.1 All applicants must show proof that it has paid all its statutory obligations and have a valid Tax Compliance Certificate

### 3.7 Evaluation Criteria

#### A. Mandatory Requirements for Open Groups

All firms applying to be registered under open group must provide copies of the following documents together with the application documents:

	<b>Requirement</b>	<b>Score</b>
1	Submission of the original and a copy of the tender document	Pass/Fail
2	Certificate of Incorporation and registration documents - REG 1	Pass/Fail
3	Valid copy of Tax Compliance Certificate - REG 3	Pass/Fail
4	Confidential Business Questionnaire - REG 5	Pass/Fail
5	Contact and evidence of physical registered office – REG 8	Pass/Fail
6	Registration and Practicing certificates for all professionals	Pass/Fail
7	National Construction Authority (NCA) Certificate for Category C	Pass/Fail
8	Statement of verification Form - REG 11	Pass/Fail
9	Sworn Statement REG – 12	Pass/Fail

## **B. Technical Evaluation**

<b>No</b>	<b>Required Information</b>	<b>Form Type</b>	<b>Points Score</b>
1	Registration Data	REG -2	Pass/Fail
2	Financial Position	REG - 4	Pass/Fail
3	Past Experience	REG - 6	Pass/Fail
4	Recommendation Letter	REG - 7	Pass/Fail
5	Contacts and Physical location	REG - 8	Pass/Fail
6	Supervisory Personnel	REG - 9	Pass/Fail
7	Litigation History	REG- 10	Pass/Fail

### **c. Requirements for Special Group**

All firms applying to be registered under special group classification must provide copies of the following documents together with the application documents

1. Original and a copy of the tender document
2. Registration of supplier's application form – REG 2
3. Registration Certificates/Permits/Licenses/Practicing certificates where applicable
4. Business Registration Certificate/ Certificate of Incorporation
5. CR12 for Limited Company from registrar of business names where applicable
6. Partnership Deed for partnership business
7. Valid Tax compliance certificate REG 3
8. Detailed company profile (Include Telephone, Postal and email addresses)
9. Confidential Business Questionnaire - REG 5
10. Valid target group (Access to Government Procurement Opportunities/ AGPO) certificate
11. Litigation History - REG 10
12. Verification Form - REG 11
13. Sworn Statement - REG 12

**Note: Any firm that shall not meet the above mandatory evaluation criteria shall be assessed as non-responsive**

## **FORM REG 1- REGISTRATION DOCUMENTS**

All firms must provide:-

1. Copies of Certificate of Incorporation/Partnership deed/business registration
2. Valid Tax Compliance Certificate from Kenya Revenue Authority
3. Copy of current Single Business Permit from County Government/Municipal Council or exemption certificate where applicable
4. Copies of relevant registration certificates/permits/licenses specific to your line of business from applicable bodies e.g. NCA, IATA, KATO, RBA, Auctioneers Licensing Board, Valuers Registration Board, Pest Control Board and Nairobi County Government among others.
5. Current letters of recommendation from previous organizations served (provide at least three) where applicable.
6. Where registration for service provision is mandatory, the firm must attach evidence of valid registration and practicing certificate with relevant Professional bodies/Authorities e.g ICPAK, KRA, LSK, ISK, KISM among others
7. Evidence of physical registered office (special group exempted). Applicants may attach utility bill e.g. Electricity/water bill or tenancy agreements
8. Current Authority to collect Garbage from the Nairobi County Government for applicants in Category B - KRSRBS 16
9. Indemnity Cover of not less than kshs 100 Million from a reputable insurance company for applicants under Category B- KRSRBS 15 and Category B- KRSRBS 20.

**FORM REG 2 - REGISTRATION DATA**

**REGISTRATION OF SUPPLIERS APPLICATION FORM**

I/We .....  
hereby apply for registration as supplier(s)  
*(Name of Company/Firm)*

CATEGORY.....

KRSRBS NO.....

SUPPLY OF.....

Town.....

Postal Address.....Code.....Town.....

Street.....

Name of building.....Room/Office/Suite No. ....

Telephone Nos. ....

Full Name of applicant .....

Other branches location .....

Indicate terms of trade/sale

a) Cash.

Yes.....

No.....

b) Credit Period :

Thirty days.....

Sixty Days.....

Ninety Days.....

Above Ninety.....

**FORM REG 3 - TAX COMPLIANCE**

Kindly attach a copy of a valid tax compliance certificate

## **REG 4- FINANCIAL POSITION**

1. Attach a copy of firm's last two years certified financial statements giving summary of assets and current liabilities/or any other financial support.
2. Attach letters of reference from the bankers regarding supplier's credit position.

**REG 5- CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in Part I and either Part 2 (a), 2 (b) or 2 (c) whichever applies to your type of business. You are advised that it is a serious offence to give false information on this form

<p><i>Part I- General :</i></p> <p>Business Name .....</p> <p>Location of business premises.....</p> <p>Plot No. .... Street/Road.....</p> <p>Postal Address..... Tel. No.....</p> <p>Nature of business.....</p> <p>Current Trade Licence No..... Expiring date.....</p> <p>Maximum value of business which you can handle at any one time : Kshs.....</p> <p>Name of your bankers..... Branch .....</p>																									
<input type="checkbox"/>	<p><b><i>Part 2 (a) – Sole Proprietor</i></b></p> <p>Your name in full..... Age.....</p> <p>Nationality..... Country of origin.....</p> <p>*Citizenship details.....</p>																								
<input type="checkbox"/>	<p><b><i>Part 2 (b) Partnership</i></b></p> <p>Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><i>Name</i></th> <th style="text-align: center;"><i>Nationality</i></th> <th style="text-align: center;"><i>Citizenship Details</i></th> <th style="text-align: center;"><i>Shares</i></th> </tr> </thead> <tbody> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....								
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<input type="checkbox"/>	<p><b><i>Part 2 ( c) – Registered Company:</i></b></p> <p>Private or Public.....</p> <p>State the nominal and issued capital of company-</p> <p style="padding-left: 20px;">Nominal Kshs.....</p> <p style="padding-left: 20px;">Issued Kshs.....</p> <p>Given details of all directors as follows:-</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><i>Name</i></th> <th style="text-align: center;"><i>Nationality</i></th> <th style="text-align: center;"><i>Citizenship Details</i></th> <th style="text-align: center;"><i>Shares</i></th> </tr> </thead> <tbody> <tr> <td>1. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>5. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>	1. ....	.....	.....	.....	2. ....	.....	.....	.....	3. ....	.....	.....	.....	4. ....	.....	.....	.....	5. ....	.....	.....	.....
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5. ....	.....	.....	.....																						
<p>Date ..... Signature of Candidate.....</p>																									

\*if Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.....

**FORM REG 6 - PAST EXPERIENCE**

Please provide at least four (4) major supplies/projects/assignments you have undertaken relevant to the job you are bidding for performed over the last two (2) years

1. Name of the 1 <sup>st</sup> client (organization)
i) Name of Client (organization).....
ii) Address of Client (organization).....
iii) Name of Contact Person at the client (organization).....
iv) Telephone No. of Client.....
v) Value of Contract.....
vi) Duration of Contract (date).....
<i>(Attach documental evidence of existence of contract)</i>
2. Name of 2 <sup>nd</sup> Client (organization)
i) Name of Client (organization).....
ii) Address of Client (organization).....
iii) Name of Contact Person at the client (organization).....
iv) Telephone No. of Client .....
v) Value of Contract .....
vi) Duration of Contract (date).....
<i>(Attach documental evidence of existence of contract)</i>
3. Name of 3 <sup>rd</sup> Client (organization)
i) Name of Client (organization).....
ii) Address of Client (organization).....
iii) Name of Contact Person at the client (organization) .....
iv) Telephone No. of Client .....
v) Value of Contract .....
vi) Duration of Contract (date).....
<i>(Attach documental evidence of existence of contract)</i>
4. Others.....

**FORM REG 7 - RECOMMENDATION LETTER**

Kindly attach recent recommendation letter from atleast two clients served not more than two years ago.

**FORM REG 8- CONTACT AND PHYSICAL LOCATION**

**Physical Location**

Town.....

Street.....

Building.....

Floor.....

Office Suite Number.....

**Telephone**

Office Number.....

Mobile.....

Email Address.....

Fax .....

**Other Email Address**

.....

.....

**Organization's Contact Person(s)**

Name.....

Telephone Number.....Mobile.....

Name .....

Telephone Number.....Mobile.....

**REG 9 - PERSONNEL**

Name .....

Age.....

Academic Qualification.....

    University.....

    Post graduate.....

    Diploma.....

    High School.....

Professional Qualification .....

.....

*(Attach Certificates if any)*

Length of service with Contractor or Supplier position held

.....

*(Attach copies of certificates of key personnel in the organization and professional)*

## REG 10- Business probity and Litigation History

No.	Particulars	Response
1.	Is the organization bankrupt or being wound up, having its affairs administered by the court, or have entered into an arrangement with creditors, suspended business activities or any analogous situation arising from similar proceedings in Kenya or the country in which it is established?	
2.	Please provide a statement of any material pending or threatened litigation or other legal proceedings where the claim is of a value in excess of Kshs 500,000/=	
3.	Has any partner, director or shareholder been the subject of corruption or fraud investigations by the police, Kenya Anti-Corruption Commission or similar authority in the country in which your organization is established?	
4.	Has the organization not fulfilled obligations relating to the payment of any statutory deductions or contributions including income tax as required under Kenyan law?	

**REG 11 - STATEMENT OF VERIFICATION THAT NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND DISPOSAL OF ASSETS ACT 2015.**

I.....of P. O. Box .....being a resident(s) of ..... in the Republic of Kenya do hereby make a statement as follows:-

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of ..... (Name of the Company) who is a Bidder in respect of Tender No. .... To supply goods, render services and/or carry out works for Kenya Railways Staff Retirement Benefits Scheme and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder has not been debarred from participating in procurement proceeding under.

3. THAT the aforesaid Bidder will not engage in any corrupt practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of Kenya Railways Staff Retirement Benefits Scheme

4. THAT the aforesaid Bidder, its servants and/or agents have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of Kenya Railways Staff Retirement Benefits Scheme.

5. THAT what is deponed to hereinabove is true to the best of my knowledge, information and belief.

.....  
(Title) (Signature) (Date)

**FORM REG 12 - SWORN STATEMENT**

Having studied the registration information herein we/I hereby state:

1. The information furnished in our application is accurate to the best of our knowledge.
2. That in case of being registered, we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
3. We enclose all the required documents and information required for the registration evaluation.
4. We will not engage in corrupt practices with the Scheme/member of staff

**Date.....**

**Applicant's Name.....**

**Represented by.....**

**Designation.....**

**Signature.....**

**Official Stamp/Seal.....**