**Uva Wellassa University of Sri Lanka**

**Specimen Application for Supplier/ Contractor Registration -2025**

1. Name of the Business Organization/ Contractor:-………………………………………………….….……………………
2. Address of the Business Organization/ Contractor:-…………………………………………………..……………………
3. Telephone /Fax Number: a. Office: …………………………………………………...……..……………………………

b. Mobile: ………………………………………………...……………………………………

c. Fax: ………………………………………………………..………………………………..

1. Email:-……………………………………………………………………………………..…………………….…………
2. Contact Person: a. Name: - …………………………………………………….………………………………..

b. Position: - ……………………………………………….…..……………………………....

1. Turnover Tax Numbers:-………………………………………………………………..………….………………………
2. VAT Registration Number: - ……………..……..………………………………………………….………………………

(Should attach the certified copy of VAT Certificate)

1. Nature of organization: - ……………..………………………………………………………………..………………..…

(Whether a Government owned venture, corporation, Institution, sole proprietor, partnership or Limited liability Company, people’s company or a Business Firm)

1. Whether Manufacturer, Sole Importer, Sole Agent, Sole Distributors or Stockiest, etc.:- ………………...………………
2. Name of the Owner:-……………………………………………………………………..…………………………………
3. Registration Number:-……………….…………………………………………………………………...…………………

(A Copy of the certificate Business Registration or CIDA/ICTAD should be attached)

1. Name of Bankers and Account Number: - …………………………………………………………………………………
2. Whether agreeable to give 30 days credit facility: - ……………..………………………………………………………...
3. Whether agreeable to e-Procurement: - Yes / No
4. Category numbers where you apply for supply registration under Category Goods, Services and Works (A separate sheet could be downloaded from [www.uwu.ac.lk](http://www.uwu.ac.lk) or obtained from Suppliers Division, UWU):- ……………………...…

………………………………………………………………………………………………………………………………

1. Total Amount Paid: - ………………………………………………………..……………………………………………...
2. Are you registered in the PROMISE.LK: -………………………………………………………………………………...

17.1 Registration no Under Promise.lk:- …………………………………………………………………………………..

Date………………. …………………………

 Signature of Applicant

 (Official Seal)

List of Categories for which registration is applied

(Note: The applicant must indicate the Item for the registration is applied by marking the last column (“tick if applied”) with a tick mark (🗸). The registration fee paid **MUST** be equivalent to the total of the total of registration fees applicable for selected items. Eg. if registration is applied for 5 Items the fee will be 5 x 3,000.00 = 15,000.00)

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Items** | **Registration Fee (LKR)** | **Tick if Applied** |
| **Goods** |  |  |
| 1 | Animal Feed | Rs. 3,000.00 |  |
| 2 | Audio Visual & Teaching Equipment | Rs. 3,000.00 |  |
| 3 | Audio Visuals & Music Instruments  | Rs.3,000.00 |  |
| 4 | Building Materials | Rs. 3,000.00 |  |
| 5 | Cleaning Materials | Rs. 3,000.00 |  |
| 6 | Compost/ Fertilizer  | Rs. 3,000.00 |  |
| 7 | Computer Accessories | Rs. 3,000.00 |  |
| 8 | Convocation | Rs. 3,000.00 |  |
| 9 | Electrical Appliances | Rs. 3,000.00 |  |
| 10 | Electrical Fittings | Rs. 3,000.00 |  |
| 11 | Farm Equipment | Rs. 3,000.00 |  |
| 12 | Fiber Glass Products | Rs. 3,000.00 |  |
| 13 | Flower Decorations  | Rs. 3,000.00 |  |
| 14 | Furniture – Wooden | Rs. 3,000.00 |  |
| 15 | Furniture – Steel/ Fiber/ Glass/ Plastic | Rs. 3,000.00 |  |
| 16 | Mattress | Rs. 3,000.00 |  |
| 17 | Garden Equipment | Rs. 3,000.00 |  |
| 18 | Hardware Items | Rs. 3,000.00 |  |
| 19 | Id Cards | Rs. 3,000.00 |  |
| 20 | IT, Communication & Office Equipment | Rs. 3,000.00 |  |
| 21 | Kitchen Utensils | Rs. 3,000.00 |  |
| 22 | Laboratory Chemicals, Glass Ware & Consumables | Rs. 3,000.00 |  |
| 23 | Laboratory Equipment & Instrument | Rs. 3,000.00 |  |
| 24 | Library Books & Periodicals | Rs. 3,000.00 |  |
| 25 | Medical Supplies | Rs. 3,000.00 |  |
| 26 | Network Equipment | Rs. 3,000.00 |  |
| 27 | Paints | Rs. 3,000.00 |  |
| 28 | Plants | Rs. 3,000.00 |  |
| 29 | Printing, Book Binding & Advertising | Rs. 3,000.00 |  |
| 30 | Safety Equipment | Rs. 3,000.00 |  |
| 31 | Sawn Timber | Rs. 3,000.00 |  |
| 32 | Software | Rs. 3,000.00 |  |
| 33 | Souvenir/ Trophies/ Bags | Rs. 3,000.00 |  |
| 34 | Sport Items /Goods | Rs. 3,000.00 |  |
| 35 | Stationery | Rs. 3,000.00 |  |
| 36 | Surveying Equipment | Rs. 3,000.00 |  |
| 37 | Tires and Tubes/Rebuilding | Rs. 3,000.00 |  |
| 38 | Toners | Rs. 3,000.00 |  |
| 39 | Uniform and Clothing Materials | Rs. 3,000.00 |  |
|  | **Sub Total** |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Items** | **Registration Fee (LKR)** | **Tick if Applied** |
| **Services** |  |  |
| 40 | Accommodation Facilities  | Rs. 3,000.00 |  |
| 41 | Catering Services | Rs. 3,000.00 |  |
| 42 | Hiring of Vehicles | Rs. 3,000.00 |  |
| 43 | Repairs of Electrical Equipment | Rs. 3,000.00 |  |
| 44 | Repairs of Laboratory Equipment | Rs. 3,000.00 |  |
| 45 | Repairs of Motor Vehicles | Rs. 3,000.00 |  |
| 46 | Repairs of Office Equipment and Teaching Equipment | Rs. 3,000.00 |  |
| 47 | Repairs of Office Furniture  | Rs. 3,000.00 |  |
| 48 | Service & Repairs of Survey Equipment | Rs. 3,000.00 |  |
| 49 | Service of Plant & Machinery | Rs. 3,000.00 |  |
| 50 | Service of Motor Vehicles | Rs. 3,000.00 |  |
| 51 | Air Line Ticketing Service | Rs. 3,000.00 |  |
|  | **Sub Total** |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Items** | **Registration Fee (LKR)** | **Tick if Applied** |
| **Capital Works** |  |  |
| 52 | Construction of Building | Rs. 3,000.00 |  |
| 53 | Rehabilitation and Partitioning of Buildings | Rs. 3,000.00 |  |
| 54 | Aluminum Works | Rs. 3,000.00 |  |
| 55 | Iron Works | Rs. 3,000.00 |  |
| 56 | Curtains/Vertical Blinds  | Rs. 3,000.00 |  |
| 57 | Road and Landscaping  | Rs. 3,000.00 |  |
|  | **Sub Total** |  |  |