

Please choose the country your company located in

- Australia
- China (中国)
- China Taiwan(中國台灣)
- China Hongkong (中国香港)
- India
- Indonesia
- Malaysia
- Philippines
- Sri Lanka
- South Korea(대한민국)
- Singapore
- Thailand(ไทย)
- Vietnam(Việt Nam)
- Others

Mandatory Supporting documents-Australia

Vendor located in which Country	Document name
Australia	1.Quote/Company Letterhead/Pro forma Invoice (Which should include ABN Number, Vendor Name, Vendor Address (Proffered if PO box information is mentioned), Email ID to communicate PO, Phone # and FAX #)
	2.ABN Details (ABN lookup)
	3.Bank Details (BSB , Account # , Bank name)

Mandatory Supporting documents-China(中国)

Vendor located in which Country 供应商位于哪个国家？	Vendor type 供应商类型	Document name 文件名
China中国	Company公司	1.Intergrated Business license 三证（营业执照）
		2.The permit for opening bank accounts(or Bank details with enterprise stamp) 开户许可证或银行信息盖章复印件
	Individual个人	1.Copy of an Identification card 身份证复印件
		2.Copy of bankbook or bank card 存折或银行卡复印件

Mandatory Supporting documents-China Taiwan(中國台灣)

Vendor located in which Country	Vendor type	Document name
China Taiwan中國台灣	Company公司	1.(TaiWan) Enterprise Registration Certificate 营利事业登记证
		2.(TaiWan) Copy of front page of bankbook 存折正面
	Individual個人	1.Copy of an Identification card 身份证复印件
		2.Copy of bankbook or bank card 存折或银行卡复印件

Mandatory Supporting documents-China Hongkong（中国香港）

Vendor located in which Country	Document name
China Hongkong中国香港	1.Business Registration Certificate 商业登记证
	2.Bank details with enterprise stamp 银行信息盖章复印件

Mandatory Supporting documents-India

Vendor located in which Country	Document name
India	1.MSME Declaration Form (kindly sign & stamp on declaration) – (In case it’s not applicable, please mark “NA” in required fields & sign & stamp the form).
	2.MSME Certificate(If no MSME Declaration,and MSME is small, Medium or micro enterprise or supplier then certificate is mandatory)
	3.Authorization letter and annexure
	4.Cancelled Cheque with company name printed on it Or Bank details on Bank’s Letterhead
	5.PAN card copy
	6.GST Certificate (REG 06 FORM)

Mandatory Supporting documents-Indonesia

Vendor located in which Country	Document name
Indonesia	1.SPPKP - Surat Pengukuhan Pengusaha Kena Pajak
	2.SIUP- Surat Izin Usaha Perdagangan /NIB
	3.Valid TDP- Tanda Daftar Perusahaan /NIB
	4.NPWP
	5.Bank details proof
	6.Surat Keterangan Domisili (SKD) or Ijin Lokasi
	7.Nomor Induk Kependudukan (NIK)

Mandatory Supporting documents-Malaysia

Vendor located in which Country	Vendor type	Document name
Malaysia	Company	1.SSM Certificate
		2.Bank Statement with Header only /declaration letter from supplier on the account number and details
	Individual	1.Personal Identification card
		2.Bank Statement with Header only /declaration letter from supplier on the account number and details

Mandatory Supporting documents-Philippines

Vendor located in which Country	Vendor type	Document name
Philippine	Company	1.Bureau of Internal Revenue Registration (BIR form 2303)
		2.Business Permit (Current Calendar Year)
		3.Sample of Invoice Copy (goods)
		4.Sample of official (Services) or Collection Receipt (goods)
		5.Security Exchange Commission (SEC)
		6.SUPPLIER QUALIFICATION AND ACCREDITATION PACKAGE with signature
	Individual	1.Bureau of Internal Revenue Registration (BIR form 2303)
		2.Department of Trade Registration (DTI)
		3.Business Permit (Current Calendar Year)
		4.Valid Government ID (Driver's License or SSS ID)
		5.Original copy of cancelled / Voided Cheque
		6.Sample of Invoice Copy (goods)
		7.Sample of official (Services) or Collection Receipt (goods)
		8.SUPPLIER QUALIFICATION AND ACCREDITATION PACKAGE with signature

Mandatory Supporting documents-Sri Lanka

Vendor located in which Country	Document name
Sri Lanka	1.VAT Registration Certificate
	2.Company Letter Head / Cancelled Cheque

Mandatory Supporting documents-South Korea (대한민국)

Vendor located in which Country	Vendor type	Document name
South Korea대한민국	Company	1.Business Registration License 사업자등록증
		2.Bank Information document 은행 정보문서
	Individual	1.Copy of an Identification card 신분증 사본
		2.Personal Information Agreement 개인정보 동의서
		3. Bank Information document 은행 정보문서

Mandatory Supporting documents-Singapore

Vendor located in which Country	Document name
Singapore	1.ACRA Certificate OR Company letterhead
	2.Bank statement
	3.ACRA Certificate OR Company letterhead

Mandatory Supporting documents-Thailand(ไทย)

Vendor located in which Country	Vendor type	Document name	Comments
Thailand	Company	1.Copy of Company registration Cert. (Valid dated within 6 months)	need company stamp
		2.VAT Registration (PP20)	
		3.Identification card of authorized person	
		4.Financial Statement (Last year)	
		5.Copy of bank book	
	Individual	1.Copy of House Register of Authorized Person	need signature
		2.Identification card of authorized person	
		3.Copy of Bank Statement 6 months from the Bank	
		4.Copy of bank book	

Mandatory Supporting documents-Vietnam(Việt Nam)

Vendor located in which Country	Document name
Vietnam	1.Business License(Enterprise registration certificate) Giấy phép kinh doanh – Giấy chứng nhận đăng ký doanh nghiệp
	2.Bank Information document Tài liệu thông tin ngân hàng

Mandatory Supporting documents-Others

Vendor located in which Country	Document name
Others	1.Company Letter Head / Invoice copy / Pro Forma Invoice / Business Certificate
	2.Bank information Document / Cancelled Cheque