

CONTRACTORS' REGISTRATION/ REVALIDATION FORM

Reg. No NH/PH/CRF/2012/



NIGERIAN AVIATION HANDLING COMPANY PLC
nahco aviance HEADQUARTERS
MURTALA MUHAMMED INTERNATIONAL
AIRPORT P.M.B. 013, M.M.I.A.
IKEJA, LAGOS

Affix passport photograph with name and signature behind the photograph.

(Representative)

Affix passport photograph with name and signature behind the photograph.

(Director/Owner)

Form No.

1. REGISTERED BUSINESS NAME:

.....

CURRENT OFFICE ADDRESS (Not P.O.Box):

.....

POSTAL ADDRESS:

.....

E-MAIL ADDRESS:

TELEPHONE NUMBER(S).....

2. OWNERSHIP STRUCTURE (Plc, Limited liability).....(Please indicate)

Directors/Owners

I) NAME:

RESIDENTIAL ADDRESS:

.....SPECIMEN SIGNATURE.....

NAME:

RESIDENTIAL ADDRESS:

.....SPECIMEN SIGNATURE.....

II) NAME OF REPRESENTATIVE:

RESIDENTIAL ADDRESS:

..... SPECIMEN SIGNATURE.....

• **DISCLAIMER: Registration as a contractor does not guarantee the award of contract(s)**

3. CONTRACTORS REGISTRATION REQUIREMENTS:

- (1) Photocopy of Certificate of Incorporation (Original for sighting)
- (2) 3 (three) years audited financial statements
- (3) Photocopy of VAT certificate and Tax Identification Number-**TIN** (Original for sighting).
- (4) Business reference letters (minimum of 2).
- (5) Banker’s reference & account statement.
- (6) Photocopy of 3-years Tax Clearance Certificate (Original for sighting).
- (7) Documentary profile of organization incorporating physical address, organogram of management, structure and ownership.
- (8) Legal Search at C.A.C (to be conducted at the expense of the applicant)

4. BANK DETAILS:

NAME:.....

ADDRESS:.....

ACCOUNT TYPE/NUMBER:.....

BANK BRANCH:.....

SORT CODE:.....

5. REGISTRATION CATEGORIES AND FEES: (Please Tick)

CATEGORY	₦		₦	FEES (₦)
A	BELOW	-	500,000.00	10,000.00
B	500,001.00	-	2,500,000.00	25,000.00
C	2,500,001.00	-	10,000,000.00	100,000.00
D	10,000,001.00	-	25,000,000.00	150,000.00
E	25,000,001.00	-	ABOVE	250,000.00

6. BUSINESS INTEREST:

Please indicate area of business interest based on the specializations attached overleaf:.....

Note: All information will be treated in the strictest confidence.
Any of the information found to be false would lead to disqualification.

CODE OF CONDUCT

Integrity is one of our core values in nahcoaviance Plc, and it is therefore essential that we restate the position of the Company on issues impacting on integrity.

- 1. Our employees are not permitted to accept any gift from Suppliers, Contractors and Consultants or their representatives, **which is intended to facilitate or give undue advantage** to the Supplier/Contractor/Consultant in the processing of orders, documents or payments.
- 2. If at any time, any of our employees is offered an inducement or such a gift, **which is, or may be construed as being a bribe**, the matter will be reported formally for disciplinary actions.
- 3. **Where an employee demands for inducement or gratification** from any Supplier/Contractor/Consultant, such request must be promptly rejected and reported to any Head of Department available at the time of the incident.
- 4. The issuance and acceptance of order for service constitutes a legal contract, and as such, any inability to service or incomplete deliveries of order must be declared in writing within at least three (3) days from expected date of delivery. Unserviced and/or incomplete service of order without notification as stipulated above attracts three (3) months suspension or outright loss of registration status.

5. Multiple registrations are not permitted. That is, registration with two (2) or more different names, or by the use of proxy by the same Supplier/Contractor/Consultant. When detected such defaulters will lose their registration status with the Company.

It is important to note that we expect full compliance with this policy by all Suppliers, Contractors and Consultants as well as their representatives.

Acknowledgement by Suppliers, Contractors or Consultants

I confirm that I have read and understood the contents of this form. I hereby declare the information given herein is true and made in good faith with all due care. I also consent that all the information given can be verified by nahcoaviance Plc.

Name of Company:

Name of Person Signing:

Position:

Date: Signature:

FOR OFFICIAL USE ONLY

NOTE: All references (Business and Banker’s) must be sent with Referee’s letterhead containing assessment of the company/supplier’s previous relationships particulars as to suitability or otherwise of the applicant for business purposes. This should be sent under confidential cover to: **THE PROCUREMENT MANAGER, nahco aviance Hqtrs**

CHECKED BY:	SIGNATURE/DATE:
REQUIREMENTS: COMPLETE	NOT COMPLETE
RECOMMENDATION FROM DEPARTMENTS OTHER THAN PROCUREMENT DEPARTMENT	
DEPARTMENT:	SIGN/DATE:
COMMENTS:	
APPROVAL (to be completed by Procurement Manager):	
COMMENTS:	
NAME:	
SIGNATURE:	DATE:
GM, HUMAN RESOURCES & ORGANIZATIONAL DEVELOPMENT	
SIGNATURE:	DATE:

Closing date for submission: 31st March, 2012.