***Vendor Creation Form  
(Firms/Suppliers)***

*Title of Firm*

*Sales Tax No.*

*Income Tax No.*

*Bank Account*

*Bank Branch*

*Cost Center*

***Signature & Seal of the Firm/Supplier***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***P*** | ***R*** |  |  |  |  |

*Cost Center No.*

***Documents Attached:***

*Note: Please tick the below columns*

1. *Cheque Book Leaf Photocopy.* ****
2. *Sales Tax Certificate.* ****
3. *Income Tax Certificate.* ****
4. *Bank Detail.* ****
5. *N.I.C Copy* ****
6. *Bank Account with Code.* ****

***Signature and Seal of DDO***

*Cutting/Overwriting no acceptable.*

*Vendor No.*