UNIVERSITY OF JAFFNA, SRI LANKA

APPLICATION FOR REGISTRATION OF SUPPLIERS AND CONTRACTORS – 2027

Finance Branch – Supplies-II

Application No. (For Official Use): _____

Applicants are required to complete this application form in English and submit it in accordance with the Terms and Conditions for Registration of Suppliers and Contractors – 2027 published on the official website of the University of Jaffna.

SECTION 01 –BUSINESS / ORGANIZATION DETAILS

2.1 Name of the Business / Organization:

_____

2.2 Type of Applicant:

☐ Individual / Sole Proprietor ☐ Registered Company ☐ Partnership

☐ Other Organization: _____

2.3 Business Registration (BR) No.: _____

2.4 Date of Registration: _____

2.5 Business / Organization Address:

_____

_____

2.6 District: _____ Divisional Secretariat: _____

2.7 Contact Numbers: _____

(Please provide at least two contact numbers.)

2.8 Email Address: _____

☐ VAT Registered ☐ Not VAT Registered

2.9 VAT Registration No. (if registered): _____

2.10 VAT Registration Status (Supportive document required): (Active / Non- Active)

_____

SECTION 03 – REGISTRATION AND OTHER BUSINESS DETAILS

3.1 CIDA Registration Details :

Particulars	Details	Availability
CIDA Registration No.	_____	☐ Yes ☐ No
Grade Obtained	_____	
Validity / Expiry Date	_____	

3.2 NMRA Licence Details :

Particulars	Details	Availability
NMRA Licence No.	_____	☐ Yes ☐ No
Date of Expiry	_____	

3.3 Bank Account Details:

Particulars	Details
Name of the Bank	_____
Branch	_____
Account Name	_____
Account No.	_____

(Note: The bank account name should correspond with the registered name of the applicant.)

SECTION 04 – DETAILS OF SUPPLIES / SERVICES APPLIED

Applicants shall indicate the main category and the relevant subcategories for which registration is sought.

No.	Main Category No.	Subcategory No.	Name of Subcategory
01			
02			
03			
04			
05			
06			

Note:Additional sheets may be attached if required. Each main category shall be treated as a separate application for registration fee purposes.

Please indicate the documents submitted with this application.

No.	Document	Attached
01	Business Registration (BR) Certificate	☐
02	Articles of Association (AOA), where applicable	☐
03	Memorandum of Association (MOA), where applicable	☐
04	VAT Registration Certificate, (if applicable)	☐
05	VAT Activation Certificate, (if applicable)	☐
06	CIDA Registration Certificate, (if applicable)	☐
07	NMRA Licence, (if applicable)	☐
08	Copy of the Online or Counter Payment Receipt	☐

Note: Applicants shall submit only the documents required under the published Terms and Conditions and the relevant category requirements.

SECTION 07 – APPLICANT'S DECLARATION

I/We hereby declare that:

1. The information provided in this application and the supporting documents submitted are true, accurate and complete to the best of our knowledge.
2. We have read and understood the Terms and Conditions for Registration of Suppliers and Contractors – 2027 published by the University of Jaffna.
3. We agree to comply with the applicable registration requirements, procurement regulations, quotation conditions and contractual requirements of the University of Jaffna.
4. We understand that registration does not guarantee the award of any contract or the receipt of invitations for quotations.
5. We acknowledge that the University of Jaffna reserves the right to verify the information provided and to take appropriate action in accordance with the applicable procurement regulations and procedures in the event of false, misleading or materially inaccurate information.
6. We agree that all goods supplied and services provided shall comply with the specifications, quality standards and delivery requirements stipulated by the University of Jaffna.

Signature of Applicant / Authorized Representative: _____

Full Name: _____

Designation: _____

Business / Organization Name: _____

Date: _____

Official Seal (if applicable):

Note : **REGISTRATION FEE AND ONLINE PAYMENT INSTRUCTIONS**

A non-refundable registration fee of **Rs. 2,000/- (Rupees Two Thousand Only)** shall be paid for **each main category of supply or service applied for**.

Where an applicant applies for one or more subcategories within the same main category, only one registration fee of Rs. 2,000/- shall be payable for that main category.

Where an applicant applies for multiple main categories, a separate registration fee of Rs. 2,000/- shall be paid for each main category.

Online Payment Procedure

1. Visit the official website of the University of Jaffna: www.jfn.ac.lk.
2. Click the "Pay Online" button on the home page.
3. Enter the following payment details:

Payment Particulars	Details
16-digit Reference Number	82675039 03900925 1st 8 Digit 2nd 8 Digit
Payee / Student Code	82675039
Payment Code	03900925
Payee Full Name	Name of the applicant's registered business or organization

4. Verify the entered details and click “Next”. Check that the information is correct and that the fee type is displayed as “Registration of Suppliers”. Then click “Pay Now” and complete the payment using either a debit/credit card or QR code.

Bank Deposit Payment Procedure

1. Visit any branch of People's Bank.
2. Obtain and complete a Bank Deposit Slip by providing the following details:

Payment Particulars	Details
Account No:	8267503903900925
Name of Account Holder	University of Jaffna
Name of Payee	Name of the applicant's registered business or organization
Purpose	Registration of Suppliers and Contractors 2027

3. Deposit the required payment and obtain the bank-validated deposit slip as proof of payment.

The **Copy of the online payment receipt or bank-validated deposit slip** shall be attached to the relevant application.