



VENDOR REGISTRATION FORM

General Instructions:

The AUC vendor registration form to be fully completed, signed and stamped by an authorized signatory at the vendor end, with no missing data.

All the sections of the form and all support documentation shall be submitted in English or Arabic. If the documentation is in language other than English or Arabic, it should be accompanied by a certified translation.

Incomplete submissions will not be processed.

AUC reserve the right to consider or reject the request without assigning any reason.

Section 1: Company Details and General Information

Company Legal Name:

Address:

P.O Box:

City:

Country:

Telephone Number:

Fax Number:

Company Email Address:

Website:

Authorized Contact Name (as per the company registry):

Title:

Telephone Number:

Mobile Number:

Direct Email Address:

Type of Business (Mark one only):

- Corporation
 Partnership
 Sole Proprietorship
 Government Agency
 Other (Please specify):

Year Established:

Number of fulltime employees:

State/Province/Country where registered:

VAT No./Tax I.D.:

Tax File number:

Tax Authority:

Withholding Tax % :

Commercial registration/license number:

Date issued:

Date of expiry:

Enclosed:

- Recent commercial registry (6 months old max.)
 Tax Card (for local vendors), or AUC provides form 501 C for all American companies to confirm its exemption from Tax in USA.
 Commercial Registration Card
 Sales Taxes certificate

Please mark the type of relation exist, if any, between any of your organization member(s), with any of AUC member(s):

- Family ties _____
 Friendship _____

If selected, please specify names of those staff/faculty member(s)

