

UB FINANCE PLC

REGISTRATION OF SUPPLIERS

Applications are invited from reputed suppliers who wish to register themselves with UB FINANCE PLC for the supply of the undermentioned Goods/Services:

1. Janitorial services
2. Messenger (Office Assistants) services
3. Security services
4. Courier services
5. Supply of foliage plants and flowers
6. Pest control services
7. Supply of toners/ribbons/fax cartridges
8. Supply of envelopes/registers/ledger binders/rubber stamps
9. Printing of security documents such as cheque books, vouchers etc.
10. Supply of printing stationery items/plastic materials/ advertising materials
11. Statement printing (pressure seal) and dispatching
12. Banking equipment
13. Telecommunication equipment and accessories (mobile phones, iPads, chargers etc.)
14. Supply and maintenance of security-related equipment (fire extinguishers, CCTV cameras, police alarm guard tour system etc.)
15. Office furniture suppliers including bank safes, lockers, steel cupboards
16. Waste paper collectors
17. Movers/goods and safes transporters
18. Suppliers of vehicles on hire (vans / cars / three wheelers)
19. Services and maintenance of office equipment (photocopy, fax machines etc.)
20. IT equipment/hardware, networking equipment
21. Complimentary and public material
22. Corporate Gift items
23. Civil construction and interior/exterior decor, architecture
24. Electrical contractors
25. Supply of sanitary items

Supplier Registration Form should be filled with the following details:

1. Name & address of the business organisation
2. Tax/VAT registration number
3. Legal status of business organisation (Whether sole proprietor/partnership/limited liability co.)
4. Name of contact person
5. Telephone no/s
6. Fax numbers/e-mail/web address
7. Mention the respective item of goods/services which registration is required
8. Details of
 - Board of directors/proprietors of partner as applicable & national identity card numbers
 - Shareholders
 - Financial status
9. Please attach copies of the following documents
 - Business registration certificate
 - Quality certifications (if available, please attach copies of certificates)
 - Present valuable clientele with contact telephone numbers
 - Company profile
 - Financial statements of the recent year
 - List of products/services
 - Any other information you may consider useful

General Conditions

- Only those suppliers who have been operating in their respective fields for at least three years should apply for registration. Special consideration will be given to those who have supplied to organisations similar to ours.
- Following the selection process, UBF registers the chosen candidates as official suppliers. A work order detailing the agreed-upon charges and terms and conditions is then signed and issued to the supplier for their assigned task
- A separate application should be forwarded in respect of each item category
- All applications should be clearly marked "Registration of Suppliers" on the top left hand corner of the envelope and forwarded under registered post together with a non-refundable fee of Rs. 3,000/- by Pay order or Cheque in favor of UB Finance PLC along with application form to reach the Head of Administration at the below noted address on or before 30th April 2026.

Note

- Quotations will normally be called from the registered suppliers. The Company however reserves the right to invite quotations from non-registered suppliers.
- Names of those who fail to quote promptly when required or fail to provide services on time and in conformity with the specifications, samples or as prescribed in the purchase order or who supply substandard goods are liable to be expunged from the suppliers register.
- Applications could be collected from UB Finance Administration Department or can be downloaded from the Company's website.
- For further information please contact Administration Department on +94 114 468 888 Ext.: 338

Head of Administration

SUPPLIER REGISTRATION FORM

1. Name of the Business Organization:

2. Address of the Registered Office:

3. Nature of the Business Organization:

Sole Proprietor Partnership Limited Company Other (specify)

3.b. Business Registration No:

3.e. Last Renewed date:

3.f. Name/s of owner/s, partners / Directors:

3.g. Vat Registration No. (If applicable)

4. General Information

i. Contact Person and Designation

ii. Tel No

iii. Fax No

iv. Email

vi. Web Site

vii. Is the applicant/entity a "Related party" to UB Finance PLC?

Yes

No

5. VAT Registration Number

6. Factory / Production House Address(es) (if applicable)

7. Range of Products / Service Intended to Offer

8. Please provide details of the largest sales in the last financial year including name of company, name of contact person, address and telephone number of the customer and value of sales

Item / Service Product with Description	Details of Sales	
	Company Name	
	Contact Person	
	Tel Number	
	Sale Value (Rs)	
	Company Name	
	Contact Person	
	Tel Number	
	Sale Value (Rs)	
	Company Name	
	Contact Person	
	Tel Number	
	Sale Value (Rs)	
	Company Name	
	Contact Person	
	Tel Number	
	Sale Value (Rs)	
	Company Name	
	Contact Person	
	Tel Number	
	Sale Value (Rs)	

9. Certification:

I, the undersigned, warrant that the information provided in this form is correct, and in the event of changes details should be provided as soon as possible:

Name	Designation
Signature	Date
Company Seal	

IMPORTANT:

The completed form along with copies of below mentioned documents should reach the below recipient.

- Copy of the company/business registration certificate
- Supplier profile
- Statements of the recent financial year
- Quality assurance certifications
- Post product brochures
- Identity/passport copies of the directors
- List of names of the directors with the contact details

Head of Administration
UB Finance PLC
No.10, Daisy Villa Avenue, Colombo 04.

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