

<p>ISSUE: 06.11.2017  REVISION: 0  DATE : 06.11.2017  Ref: SCD/VQPU-RIK</p>	<p>YANBU ARAMCO SINOPEC REFINING COMPANY (YASREF)  SUPPLY CHAIN DEPARTMENT  Vendor Qualifications &amp; Performance Unit</p>	
<p>In-Kingdom Vendor Registration Form</p>		

Thank you for your interest in registering your Company with YASREF Supply Chain Department. Registration with YASREF is required to determine vendor's capability to perform work and supply materials and equipment and enter into business with YASREF. Your Company will be required to submit certain **Required Documents** as well as complete the **Registration Form**.

It is important to note that this registration process merely provides YASREF with current contacts and other basic information about your company. This registration is different from contractor prequalification which is performed separately in connection with a specific contract or group of similar contracts.

After successfully registering with YASREF, YASREF will refer to your Contractor Profile when searching for contractors who are potentially qualified for certain jobs.

**Important: Please prepare all required documents, and then have them ready for proceeding any further. Please make sure that the name on the letter head of the Company should matches the official name on the Commercial Registration. YASREF has the right to demand for documentation hard copies whenever required.**

#### **GENERAL REQUIRED DOCUMENTS**

1. Complete the In Kingdom Registration Form.
2. "Ownership and Authorization". Letter from the company who are authorized to signed a contract/s or purchase order/s. List down all personnel/s including contact details and emails. It must be signed & stamped by owner/business partner or authorized representatives.
3. Latest valid Commercial Registration Certificate (or Government License). Please note that your Commercial Registration or License must specifically authorize you to conduct the type of services you indicate in your application letter (requested in above item).
4. Valid Chamber of Commerce and Industry Membership.
5. Valid Zakah or Clearance (or certificate of registration for new companies).
6. VAT Registration Certificate.
7. A letter from the bank with which the company is dealing as requested on page 4.
8. Valid Saudization Certificate from the Labor office confirming that your Company meets the required Saudization percentage or that the Saudization is not required for your company.
9. Valid Certificate from the General Organization for Social Insurance (GOSI) confirming that your Company is registered with GOSI and has fulfilled all its obligations towards GOSI, or that the related Social Insurance regulations do not apply to your Company.
10. Government Contractor Classification, (If applicable).
11. Company profile and pre-qualification (If available).

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**ADDITIONAL REQUIREMENTS FOR MANUFACTURER**

1. Valid Copy of Industrial License.
2. Brochures, Technical Data, Specification for each of the products.
3. Uncontrolled copy of the Quality Management System Manual as per latest ISO9001 year 2000 requirements.
4. List of Quality Control Procedure.
5. Organization Chart including QA/QC Department.
6. Code Stamps/Certification & Experience (Provided by the Technology/Product Owner)

**CAPABILITIES SURVEY**

Assessing vendor’s financial strength is a mandatory requirement. Therefore, it is YASREF’s policy to determine the financial capability of potential vendors to determine vendors’ capability to perform work and supply material and equipment. The information requested below will assist in evaluating the capability of your company to become a vendor. Please complete and return this survey sheet promptly to avoid any bid disqualification resulting from delay in approval of your company as a vendor. Information provided by your company and developed by YASREF will be treated as confidential. **For legibility, we ask that the required information be typed.** All appropriate boxes must be filled. Attach additional pages as needed.

Your signature below certifies that the information you provide in this form is true and accurate and you further acknowledge that the provision of any false or inaccurate information could result in you being rejected or removed as a YASREF vendor.

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	<b>In-Kingdom Vendor Registration Form</b>	

<b><u>Type of Company:</u></b>	OCM-Manufacturer	OEM-Manufacturer	Trader/Supplier
	Agent/ Authorize Distr.	Service Provider	Others:

<b><u>Service Required:</u></b>	New Registration	Update
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Full Company Name (Legal Name):

Commercial Registration No.	Issued at	Date of Issue:
		Date of Expired:

Mailing Address:	P.O Box:	Street Address:
City:	Postal Code:	

Phone No.:	Fax No.:	Mobile No.:	Company E-Mail:	URL:
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Subsidiary of:

Person to be contacted for future RFQs/RFPs:	Position:
	Email:

List of any branch offices with complete addresses:

Type of business ownership:

Sole Proprietorship     
  Partnership     
  Corporation

Type of products/services you are currently handling as per your latest renewed Commercial Registration.

<b>Materials:</b>	<b>Services:</b>
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.
9.	9.

Others(Please specify):

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<b>FINANCIAL INFORMATION</b>
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Total of assets of your company	Annual trading turnover or sales of your company

**A letter from the bank using the original bank letter head that includes:**

- a) The Bank Account Name (English Name), Number, IBAN, and Currency which is used by your company as mentioned in the below table.
- b) A description of the length of time for which your company has maintained an account with the bank.
- c) A description of the type of services that the bank normally provides to your company.
- d) Must be signed & stamped by the bank stamp.

Name of Bank:	Branch Code:	Account No.	Currency:

IBAN No.	Account Holder/Beneficiary Name:

Accountant Name:	Position:

Have you previously provided Materials against YASREF Purchase Orders?	If yes, list purchase order numbers, dates and amounts.
Yes                      No	

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<b>DESIGNATED CONTACTS</b>
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Authorized Contact Information No. 1 Senior Officer (Owner, Chief Executive Officer or Other Authorized).  
Authorized Contact information No. 2 Assign Primary Contacts (single point of contact).

<b>Contact Information No. 1</b>
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Name:	Country of Citizenship/Nationality:
National ID/Iqama No.	Passport No. (for non-Saudis):
Position:	E-mail address:
Telephone No.:	Alternative e-mail address:
Fax No.:	Mobile No.:

<b>Contact Information No. 2</b>
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Name:	Country of Citizenship/Nationality:
National ID/ Iqama No.	Passport No. (for non-Saudis):
Position:	E-mail address:
Telephone No.:	Alternative e-mail address:
Fax No.:	Mobile No.:

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**PRODUCTS INFORMATION (APPLICABLE FOR MANUFACTURER)**

List all products manufactured at this plant

Product	Machinery Capacity/Year	Current Production Level

List limitation of your products (e.g. : Size, Rating, etc...)


Code Experience and stamps or certificates (Specify No.)

ASME I	ASME VIII	ANSI	SASO	NEMA	TEMA
ASTM	API	AWS	AISC	NFPA	ISO
IEC	OTHERS				

If others not mentioned please type below additional information:

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Indicate the size of the warehouse in detail, including any air-conditioned portion.

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<b>OWNERSHIP INFORMATION</b>
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Names of your company's major shareholders or partners of share, nationality and National ID or Iqama No.			
Name of Owner or Partner	% Share	Nationality	National ID / Iqama No.

Names of YASREF employees and their relatives (spouses, parents, sons & daughters) who are partners or have an ownership stake, or are you employees (if applicable):

Name of YASREF Employee	Name of Employee or Partner who is Related to YASREF Employee	Relationship to YASREF Employee

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**REGISTRATION SUBMISSION**

Before to submit your registration form, please first make sure that:

1. All data you entered in this registration form are 100% accurate and up-to-date.
2. The documents; "Ownership and Authorization" letter attached with the registration form is:
  - a) Signed by an officer in your Company with full authority to make the delegation of authority and designations provided in the letter; and
  - b) Authenticated by Chamber of Commerce.

In signing this registration form below on behalf of \_\_\_\_\_, we undertake to notify YASREF promptly of any change such as: Ownership, Bank Accounts, Government Documents, Company Representatives, Telephone Number/s, E-mail, Company Websites and so on. Upon such a change/s, \_\_\_\_\_ shall promptly provide YASREF with certified copies of all documents to establish the above changes/s.

Name:	Title:	Signature:	Date:	Company Stamp:
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**Avoid application mistakes:**

To increase your chances for quick processing of your registration application, double check your application for accuracy of information.

**Important Instructions:**

After completing your submission of the above referenced information and attaching all required documents, please submit the required documents through e-mail softcopies maximum 10MB size at [vendor.registration@yasref.com](mailto:vendor.registration@yasref.com). If it reached more than 10MB size, kindly make a separate e-mails part 1&2.

- Please attach additional pages, if necessary

For more assistance with your registration, please email your inquiries to [vendor.registration@yasref.com](mailto:vendor.registration@yasref.com) or call +966(01)4-398-1625



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**FOR YASREF USE ONLY**

Material Groups:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_  
7. \_\_\_\_\_

Service Groups:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_  
7. \_\_\_\_\_

	Name	Signature	Date
Assigned By			
Group Leader			

SAP Vendor No.: \_\_\_\_\_ Entered By: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_