

VENDOR INFORMATION FORM

I. Vendor's Information (to be completed by Vendor)	
Name of Company (*)	
Contracting Company Address (*)	
ACRA Registration Number <i>(applicable for Singapore registered companies only)</i>	
GST Registration Number <i>(applicable for Singapore Companies only)</i>	
Bank Details	Bank Name:
	Branch Code:
	Branch Address:
	Bank Account number:
	Account Name:
BIC/SWIFT Code:	
Name of Contact Person (including designation)	
Contact Numbers	Office: _____ Fax : _____ HP : _____
Email Address	
II. Declaration of Relationship (to be completed by Vendor)*	
1. Is there any Senior Managerial / Executive staff in your Company who is related to any of our employees in the GEMS group? If yes, provide relevant persons information (Name, Relationship, Position, Business Unit):	
	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Does any GEMS employee hold any ownership/financial interest or any position in your company, whether directly or indirectly? If yes, provide relevant persons information (Name, Position, Capacity):	
	<input type="checkbox"/> Yes <input type="checkbox"/> No
III. Credit Terms (to be completed by Vendor)	
Does your company provide credit application terms? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, send us your Credit Application Form.	
<i>We highly encourage vendors to provide us a credit terms of 30 days.</i>	
IV. Certification (to be completed by Vendor)	
I / We certify that all information provided in this Vendor Information Form is true and correct.	
Name : _____	Authorized Signature: _____
Designation : _____	Date : _____ Company Stamp _____
V Procurement Review (to be completed by GEMS)	
Reviewed By : _____	Date : _____
Reason for Rejecting (if rejected) : _____	
Reviewer's Signature: _____	
<small>Form updated in December 2019</small>	

Important notes
(*) - Mandatory fields
All vendor information must be supported by a copy of the supplier's ACRA form printed within (3) three month of application