

NEW VENDOR REQUEST / VENDOR INFORMATION CHANGE

This form is to be used when an employee, with purchasing capacity and authority, has identified a New Vendor for the best of Norwegian Cruise Line Holdings Inc. New Vendor Request and Vendor Information Change require approval of Accounts Payable Department. Please contact the Accounts Payable Department if you require assistance with this form.

GENERAL INFORMATION

☐ New Vendor☒ Existing Vendor

Date Of Request

VENDOR INFORMATION

Company Name

Tax ID Number

Contact Name

Contact Title

E-mail

Address

Phone Number

Website

BUSINESS PURPOSE

Payment Terms

Requested method of payment

☒ Check☐ ACH☐ Wire Transfer(Foreign Corps. Only)

If requested method of payment is by ACH or wire transfer, please provide following:

Bank Name

Bank ABA Number (if
U.S. Bank)

Bank Account Number

If requested method of payment is by wire transfer, please provide following in additiona to above information:

Swift Code

IBAN Number (when
applicable)

If method of payment is to be made by ACH or wire transfer, have payment instructions been received including applicable banking information on the vendor's company letterhead?

(signed by an approved officer of the vendor's
company)☐ Yes☒ No

For U.S. vendors only

Is IRS Form W-9 attached?

☐ Yes☒ No

Prepared by:

>

Department:

I hereby certify that, to the best of my knowledge, the above information is accurate and request that New Vendor or Change of Existing Vendor Information be approved.

Approved by:

Date:

Signature:

Fill out form online, print and return it with all corresponding documents to Accounts Payable Department. Please contact Accounts Payable Department if you require assistance with this form.

RESERVED FOR ACCOUNT PAYABLE SUPERVISOR AND AUTHORIZED TREASURY ONLY

Was vendor name checked prior to setting up the new vendor to ensure that an active vendor account does not already exist?

☒ Yes

☐ No

A 'Yes' answer is required prior to sign-off by A/P Supervisor.

For non employee vendors, was vendor address checked against employee master file to ensure payment is not routed to an employee residential address?

☐ Yes

☒ No

A 'Yes' answer is required prior to sign-off by A/P Supervisor.

Reviewed by (A/P Supervisor):

Date:

Signature:

Was new vendor created in People Soft?

☐ Yes

☒ No

A 'Yes' answer is required prior to final sign-off by A/P Supervisor.

Reviewed by (A/P Supervisor):

Date:

Signature:

Reviewed by (Authorized Treasury):

Date:

Signature: