

**SUPPLIER APPLICATION**

**DOCUMENT**

**REQUIREMENTS AND ATTACHMENTS**

Please ensure that all documents are clearly labelled and organized. Incomplete applications may not be considered.

1. Application Form (attached in this document).
2. Certificate of Incorporation (URSB)
3. Valid Trading License (Local Government)
4. URA Tax Identification Number (TIN) Certificate
5. VAT Registration Certificate (if applicable)
6. Bank Statement (last 3 months)
7. Audited Financial Statements (if annual turnover > UGX 500M)
8. National IDs/Passports of Directors/Owners
9. Quality Certificates

**Submission Instructions**

* Submit the form (no including the cover page) and all required documents as a single file.
* Format: PDF
* Delivery: chicaura.com/register (website)

**SECTION A: COMPANY DETAILS**

|  |
| --- |
| **COMPANY / FIRM NAME** |
|  |
| **BUSINESS EMAIL** |
|  |
| **ADDRESS** |
|  |
| **PHONE NUMBER** |
|  |
| **DATE ESTABLISHED** |
|  |
| **URSB REGISTRATION NUMBER** |
|  |
| **TAX IDENTIFICATION NUMBER (TIN)** |
|  |
| **TRADING LICENSE NUMBER** |
|  |

**SECTION B: PRINCIPAL CONTACT**

|  |
| --- |
| **FULL NAME** |
|  |
| **TITLE** |
|  |
| **EMAIL ADDRESS** |
|  |
| **CONTACT NUMBER** |
|  |

**SECTION C: MATERIAL & QUALITY SPECIFICATIONS**

|  |
| --- |
| **MATERIAL SUPPLIED** |
|  |
| **LEAD TIME (days)** |
|  |
| **MINIMUM SUPPLY QUANTITY** |
|  |
| **NUMBER OF EMPLOYEES** |
|  |
| **QUALITY STANDARDS & CERTIFICATIONS** |
|  |

**SECTION D: FINANCIAL INFORMATION**

|  |
| --- |
| **NET ASSETS** |
|  |
| **ANNUAL TURNOVER** |
|  |
| **BANK REFERENCE** |
|  |

**SECTION E: REPUTATION AND REGULATORY COMPLAINCE**

|  |
| --- |
| **AWARDS** |
|  |
| **COMPLAINTS** |
|  |

**SECTION F: DECLARATION**  
 I, the undersigned, certify that the information provided here is accurate and complete to the best of my knowledge. I authorize ChicAura Clothing to verify any information provided.

**SECTION G: ATTACHMENTS**