

New Vendor Request Form

All fields are mandatory unless stated otherwise, incomplete forms will be returned to Finastra' requester. Finastra Requester must attach the completed form to the New Vendor Request that is raised in NetSuite.

IMPORTANT - PLEASE NOTE:	
1. Approval is not automatic	
2. Vendors must provide written confirmation of their bank account and sort code on a company letter headed document.	
VENDOR DETAILS (to be completed by the Vendor)	
*Full Name of Vendor: PR Newswire Asia Ltd	
Brief description of goods / services provided:: Release distribution	
Company Reg. No. 39457472	*TAX Reg. No. /VAT Reg. No... (if applicable) N/A
Service Tax Registration no. (if applicable)	*PAN no. (Applicable only for IN vendors)
*W-9 Federal ID no. (if applicable)	*GST No. (Applicable only for IN vendors)
*Office Address: Rm 1608, 16/F, China Resources Building, 26 Harbour Road, Wanchai, Hong Kong	
Payment Address (if different to Office Address): Same as above	
Purchase Ordering Address (if different to Office Address):	
*Telephone: 852-3971-4988	Currency: HKD
*Vendor's E-mail Address for Orders: Caspar.yue@prnasia.com	Vendor's Remittance Email Address: hkfinance@prnasia.com

BANK & CONTACT DETAILS (to be completed by the Vendor) <i>(Must be supported by bank details on company letterhead emailed with form)</i>	
*Bank Name: HSBC	Bank Address (if foreign bank): Head office
Account Holder's Name: PR Newswire Asia Ltd	
*Bank Sort Code (if UK account): N/A	*Bank Account Number: 808-557433-001
*IBAN No N/A	*Swift Code/BIC:(if applicable) HSBCHKHHHKH
*Bank Code: 004	*Branch Code : 808
Bank Clearing Code/ABA (optional): N/A	Currency: HKD
By completing and returning this New Vendor Request Form you are agreeing to Finastra standard payment terms of nett 60 days from date of invoice.	
Name: Pauline Lam	Title: Senior Finance Manager

By completing and returning this New Vendor Request Form the Vendor confirms that it and its subcontractors and each member of its group complies with the 10 universal principles of the UN Global Compact, and all applicable laws, statutes, regulations and codes from time to time in force including but not limited to the Modern Slavery Act 2015 and any environmental, anti-bribery or anti-corruption laws.

REQUISITIONER DECLARATION (To be completed by Finastra' requestor)	
Have you checked the contracted Vendor list for a suitable existing Vendor? (check box to confirm) <input type="checkbox"/>	
Why is this purchase not possible from an existing Finastra Vendor?	
Function and role:	Have bank details been attached on Vendors' headed notepaper? Yes <input type="checkbox"/> No <input type="checkbox"/>
Form submitted by (First & Surname):	Date: