FINASTRA

**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.

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| **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**. |

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| **VENDOR DETAILS (to be completed by the Vendor)** | | | | | |
| \*Full Name of Vendor:  Mint Asia Pacific Events Limited | | | | | |
| Brief description of goods / services provided: Design and Production, Event Management | | | | | |
| Company Reg. No. **2364701** | \*TAX Reg. No. /VAT Reg. No… (if applicable) | | | | |
| 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: **4322, 43/F AIA Tower, No.183 Electric Road, North Point, Hong Kong** | | | | | |
| Payment Address (if different to Office Address): | | | | | |
| Purchase Ordering Address (if different to Office Address): | | | | | |
| \*Telephone: **(852) 3975-1188** | | | Currency: **HKD** | | |
| \*Vendor’s E-mail Address for Orders: **Rebecca@mdp.com.hk** | | | Vendor’s Remittance Email Address: **Patrick@mdp.com.hk** | | |
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| **BANK & CONTACT DETAILS (to be completed by the Vendor)**  **(*Must be supported by bank details on company letterhead emailed with form)*** | | | | | |
| \*Bank Name: **Bank of East Asia** | | Bank Address (if foreign bank): G/F, No.326-328 King’s Rd,  North Point, Hong Kong | | | |
| Account Holder’s Name: **Mint Asia Pacific Events Limited** | | | | | |
| \*Bank Sort Code (if UK account): | | \*Bank Account Number: **015-133-68-00431-5** | | | |
| \*IBAN No **N/A** | | \*Swift Code/BIC:(if applicable) **BEA SHK HH** | | | |
| \*Bank Code: **015** | | \*Branch Code : **North Point** | | | |
| Bank Clearing Code/ABA (optional): | | 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:  Rebecca Lau | | Title:  Account Director | | | |
| 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) | | | | | |
| Why is this purchase not possible from an existing Finastra Vendor? | | | | | |
| Function and role: | | | | Have bank details been attached on Vendors’ headed notepaper? Yes  No | |
| Form submitted by (First & Surname): | | | | | Date: |