** New Vendor Request Form**

**All fields are mandatory** unless stated otherwise, incomplete forms will be returned to Misys’ requester. Completed forms must be submitted by the Misys requestor to Misys Procurement by email: Misys.purchasing@misys.com.

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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 head**. |

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| **VENDOR DETAILS (to be completed by the Vendor)** | | | | | |
| Full Name of Vendor:  Sheraton Hong Kong Hotels And Towers | | | | | |
| Brief description of goods / services provided::  Hotel accommodation and meeting rooms | | | | | |
| Company Reg. No. 02849614-002-11-14-7 | VAT Reg. No. If applicable) | | | | |
| Service Tax Registration no. (if applicable) | PAN no. (applicable only for India). | | | | |
| Office Address:  20 Nathan Road, Tsim Sha Tsui, Kowloon, Hong Kong | | | | | |
| Payment Address (if different to Office Address): | | | | | |
| Purchase Ordering Address (if different to Office Address): | | | | | |
| Telephone: 2369 1111 | | | Currency: HKD | | |
| E-mail Address for Orders: wendy.kwok@sheraton.com | | | Remittance Email Address: | | |
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| **BANK & CONTACT DETAILS (*Must be supported by bank details on company letterhead emailed with form)*** | | | | | |
| Bank Name:  The Hong Kong and Shanghai Banking Corporation | | Bank Address (if foreign bank):  No. 1 Queen's Road central, Central Hong Kong | | | |
| Account Holder’s Name: Sheraton Hong Kong Hotel and Towers | | | | | |
| Bank Sort Code (if UK account): | | Bank Account Number: 511-036725-001 | | | |
| IBAN No | | Swift Code/BIC:(if applicable) | | | |
| Bank Clearing Code/ABA (optional): | | Currency: HKD | | | |
| By completing and returning this New Vendor Request Form you are agreeing to Misys standard payment terms of nett 60 days from date of invoice. | | | | | |
| Name: | | Title | | | |
| **REQUISITIONER DECLARATION (To be completed by Misys’ 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 Misys Vendor? | | | | | |
| Function and role: | | | | Have bank details been attached on Vendors’ headed notepaper? Yes  No | |
| Form submitted by (First & Surname): | | | | | Date: |