SRI LANKA STATE PLANTATIONS CORPORATION

MINISTRY OF PLANTATION AND COMMUNITY INFRASTRUCTURE

REGISTRATION OF SUPPLIERS FOR THE YEAR 2027

APPLICATION FORM

Name of the Applicant / Institution: .....

Receipt No. and Date: .....

Category Number of Goods / Services for which Registration is Sought:.....

SRI LANKA STATE PLANTATIONS CORPORATION

APPLICATION FORM FOR REGISTRATION OF SUPPLIERS FOR THE YEAR 2027

This application form, duly completed together with the original copy of the Terms and Conditions, shall be submitted so as to reach the Manager (Procurement), Sri Lanka State Plantations Corporation, No. 257, Siridhamma Mawatha, Colombo 10, on or before 01.12.2026.

01. Name of Supplier/Firm : .....
……..

02. Contact Details:

- Postal Address : .....
  .....
- Telephone No : .....
- Mobile No : .....
- WhatsApp No. : .....
- Fax No : .....
- E-mail Address : .....

03. Business Registration No & Date : .....
(Copy to be attached)

04. VAT No & VAT paid in 2024/2025 : .....

05. Supplier's Banking Details:

- Account Number :- ……
- Bank & Branch : - …….

06. If the applicant is a citizen by Registratin, given Registration No. : ……...

07. CIDA Registration No. & Date (Copy to be attached) : .....

08. Name/s of Proprietors/ Partners/ Directors : ……
…….

09. Maximum term that can be provided on credit basis ……

10. (a) Supply / Service for which Registration is Sought:
(Separate applications must be submitted for each classification / category.)
.....
(Please indicate the Classification / Category Number as given in the Notice.)

(b) Items / Services Capable of Being Supplied / Provided under the Above Classification:
(A brief description should be given. Relevant documents shall be submitted to substantiate the experience and capacity in supplying the materials and/or providing the services concerned.)

.....
.....
……
……..

11.

Category No. / Nos.	
Receipt No. / Cheque No.	
Receipt / Cheque Date.	

12. Details of fees paid to the bank

- Total amount paid: ....
- Bank and Branch Name: …… .....
- Cheque Number and Date: …… .....

I/We on behalf of the person indicated at section 01 above certify that foregoing information is true and correct and agree to abide by terms and conditions and instructions given in the original copy of the document which is returned duly perfected.

Name of Signatory : .....

Signature of authorized officer : .....

Date : .....

Name of Supplier / Firm : .....

GENERAL INSTRUCTIONS FOR APPLICANTS

1. **Documents to be submitted for registration of suppliers:**

    - Business Registration Certificate / Company Registration Documents;
    - Licences, certificates or registration certificates relevant to the respective business sector;
    - Details relating to VAT registration;
    - Details of technical and professional qualifications available for the supply of relevant goods or provision of relevant services;
    - Details of Government or private institutions to which relevant goods or services have been supplied/provided and, where necessary, documents confirming relevant experience;
    - Other licences or registration certificates specifically required for the relevant classification.

2. Registration of suppliers and contractors shall be valid only for the year 2027. Quotations will generally be called from the list of registered suppliers and contractors. However, the Procuring Entity reserves the right to obtain quotations from any other source.
3. Registration shall be subject to evaluation and assessment. If any information provided is found to be false, the application shall be rejected.
4. The Head of the Institution reserves the right to accept or reject any application received for registration without assigning any reason.
5. Registered suppliers/contractors who fail to submit quotations promptly when requested, or who fail to supply goods or complete works within the stipulated time and in accordance with the required samples/quality standards, shall be liable to be removed from the Register of Registered Suppliers/Contractors without prior notice and may not be considered in the future. Such defaulters may also be included in the list of defaulting suppliers/contractors.
6. Suppliers shall be registered only for the items relating to goods and services covered by their business registration.
7. Suppliers and contractors shall indicate the district in which they prefer to supply goods.
8. Garages/service centres registered for vehicle repairs/maintenance shall be equipped with all basic requirements. Details of the available facilities and skilled employees shall be submitted together with the application.
9. The application form for registration of suppliers may be downloaded from our website / obtained directly, or may be requested by sending a self-addressed, stamped envelope. The completed application form, together with a certified copy of the Business Registration Certificate, the Trade Licence issued by the Local Authority (for the previous year), and the non-refundable fee, shall be forwarded from **24.09.2026**, **Sri Lanka State Plantations Corporation** No. 257, Siri Dhamma Mawatha, Colombo 10. All applications shall be sent by Registered Post, clearly marking **"REGISTRATION OF SUPPLIERS FOR THE YEAR 2027"** on the top left-hand corner of the envelope.
10. Separate applications shall be submitted for each category specified in the newspaper advertisement. A registration fee of **Rs. 1,000/=** shall be paid for each application to the account maintained in the **People's Bank, 1st City Branch**, in the name of **Sri Lanka State Plantations Corporation**,**Account No.: 046100240000933** , A copy of the receipt obtained for the payment shall be attached to the relevant application. Suppliers shall clearly indicate **"Registration of Suppliers – 2027"** when making the payment.
11. For further information, please contact the Procurement Division of the Sri Lanka State Plantations Corporation on **011-4194879** or visit the website: **www.slspc.lk**
12. Applications for registration as suppliers and buyers for the year 2027 will be accepted from **24.09.2026 to 01.12.2026**.

CHAIRMAN
Sri Lanka State Plantations Corporation
No. 257,
Siri Dhamma Mawatha,
Colombo 10.