** Supplier Registration/Payment Details Form**

This form is required to complete your company’s registration on WFP’s payment systems. Once completed, kindly send us the signed and stamped copy

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| **Section 1: Vendor information** |
| **Vendor legal registered name:***(same as appearing on certificate of incorporation/business license;* *no abbreviations)* |  |
| **Nature of business:** |  |
| **Registration no.:***(if available)* |  |
| **Tax No.:***(if available)* |  |
| **VAT Registration No.***(if available)* |  |
| **Vendor Street/House no.** | ……………….. |
| **Postal code** *(if available):* | ……………….. |
| **City:** | ……………….. |
| **Country:** | ……………….. |
| **Telephone number:***(including country + area code)**(if available)* | ……………….. |
| **Fax number:** *(including country + area code) (if available);* | ……………….. |
| **Emails for receiving electronic payment advices:***(if available)**(you can insert more than one)* | ……………….. |
| **Contact person:***(for payment-related issues)**(if available)* |

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| --- | --- | --- |
| Name | Surname | Role / Department  |
| ……………….. | ……………….. | ……………….. |
| ……………….. | ……………….. | ……………….. |

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| **Website (URL)** *(if available):* | ……………….. |
| **Type of Business** | ☐ Manufacturer, ☐ Trader, ☐ Supplier, ☐ Broker, ☐ if Others, specify |
| **Document to be sent to WFP, together with this form:** | ☐ A copy of Certificate of incorporation☐ A copy of business license☐ A copy of cancelled cheque, bank certificate, a statement of bank having complete bank details |

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| **Section 2: Bank details***This section should contain the bank details where funds must be transferred by WFP* |
| **Full Bank name:** | ……………….. |
| **Branch:** | ……………….. |
| **Full Bank Address** | ……………….. |
| **Postal code** *(if available)* | ……………….. |
| **City:** | ……………….. |
| **Country:** | ……………….. |
| **Swift code:***(8 or 11 characters)* | ……………….. |
| **Bank code:***(e.g. ABI, CAB, ABA, BLZ, bank number, sort code, etc.)* | ……………….. |
| **Routing number ACH compliant:** *(US banks only)* | ☐ Yes ☐ No  |
| **Bank account number:** | ……………….. |
| **Account Type/check digit/control key** |  |
| **IBAN code:***(if applicable)* | ……………….. |
| **Name of account holder:** | (………………………………………………………………)***If different from the “vendor legal name” (Section 1), please provide a letter on your official document/letterhead, explaining name mismatch. This letter shall be stamped and signed by 2 senior officials. The names and titles of the person signing must also appear.*** |
| **Justification to be provided (when vendor and accountholder name is not matching)** |  |
| **Account currency:** *(for multi-currency accounts, indicate multiple currencies)* | ……………….. |

*NB: If you would like to indicate details of your second bank, please copy/paste above section and provide the details of your second bank. If payment is in USD to bank outside the USA, complete Section 3. Otherwise skip Section 3.*

**Make sure that the document submitted with this form (see Section 1), also contains information about second and intermediary bank account.**

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| **Section 3: Intermediary/ Subsidiary bank details*****IMPORTANT NOTE: If you have a USD account in bank outside the United States of America,******intermediary bank details are mandatory. Not providing these details may cause additional bank charges to you, as well as rejection or delay in payment*** |
| **Bank name:** | ……………….. |
| **Branch:** | ……………….. |
| **Full Street Address:** | ……………….. |
| **Postal code** *(if available)* | ……………….. |
| **City:** | ……………….. |
| **Country:** | ……………….. |
| **Swift code:***(8 or 11 characters)* | ……………….. |
| **Bank code:***(e.g. ABI, CAB, ABA, BLZ, bank number, sort code, etc.)* | ……………….. |
| **IBAN code:***(if applicable)* | ……………….. |
| **Bank account number:** | ……………….. |
| **Account Type/check digit/control key** |  |
| **Account currency:** *(for multi-currency accounts, indicate multiple currencies)* | ……………….. |
| **Make sure that the document submitted with this form (see Section 1), also contains information about the intermediary bank account.** |

**Name**

**Title**

**Signature**

**Date of Signing**