

Appendix A: Vendor Information Request Form

(To be completed by the Vendor and submitted to the requesting department. The requesting department shall attach this to the Vendor Addition/Change form prepared and submitted to the Payables Team)

Section 1: Basic Vendor Information

- Legal Business Name: _____
- Trading Name (if different): _____
- Business Type: Sole Trader Partnership Corporation Other: _____
- Country of Incorporation: _____
- Business Licence No. (attach copy): _____
- Registered Business Address: _____
- Contact Person Name: _____
- Contact Email & Phone: _____

Section 2: Banking Information

- Bank Name: _____
- Branch & Address: _____
- Account Name: _____
- Account Number: _____
- Account Type: Checking Savings Other: _____
- SWIFT/BIC Code: _____
- Routing Number (if applicable): _____
- Attach proof of account (bank letter or recent bank statement)

Section 3: Ownership and AML Information

- List of Shareholders / Beneficial Owners (name, % ownership):
 1. _____
 2. _____
- Is the company or any owner listed on any international sanctions list?
 Yes No (If Yes, provide details): _____
- Has the business or its principals ever been investigated or prosecuted for financial crimes, fraud, or AML breaches?
 Yes No
- Primary Source of Business Funds (tick all that apply):
 Commercial Revenue Investment Income Government Grants Other: _____
- Industry Sector: _____
(e.g., Construction, IT, Consultancy, Hospitality, Import/Export)

Section 4: Declaration and Signature

I hereby declare that the information provided is accurate and complete. I agree to comply with all verification and due diligence requirements of TCIG.

Signature: _____

Name: _____

Date: _____