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| SECTION 1 (For internal use only) UN INFORMATION | | |
| **Requesting Person (UN)**  First Name / Last Name / Extension    E-mail address | **Supplier No.**  ***OR***  **Resource No.** | **Procurement**  **Supplier has direct contract agreement?**  ☐ Yes ☐ No |
| **Submission date** (dd-mm-yy) | **Is this a new or an update to existing supplier?**  ☐ New ☐ Update |

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| SECTION 2 SUPPLIER INFORMATION | | | |
| **Supplier Name/Person Name**  First Name / Middle Name/Last Name / Extension | | Country | Date of Birth (DD/MM/YYYY) |
| **United Nations Global Marketplace Registration Number1 / UNGM (Mandatory for companies**) | | | |
| **Company Registration Number (Mandatory)** | VAT Registration Number (if applicable) | | |
| Parent Company Name (if applicable) | | Web Site URL | |
| Supplier Group (Select one of the below options)  ☐ Beneficiary Family ☐ Company (private or public) ☐ External Individual (including interviewer/ meeting participant) ☐ UN Agency  ☐ Government Agency ☐ University/Educational Institution ☐ Financial Institution (including Insurance and Banking Institution) ☐ International NGO  ☐ Regional Company ☐ IGO (Inter-Governmental Organization) ☐ Personnel (staff/ICA/UNV/SC/volunteer/intern) ☐ International Company  ☐ Regional NGO ☐ NGO (Non-Governmental Organization) | | | |

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| SECTION 3 SUPPLIER INFORMATION (Contact information) | |
| General/Permanent Street Address | City State/Province Postal Code (Zip) Country |
| SECOND Street Address (If 2nd address, provide purpose) | City State/Province Postal Code (Zip) Country |
| **Beneficiary Contact Information**  Name       Title  Phone       Fax | **Alternate Contact Person**  Name       Title  Phone       Fax |
| E-mail Address | E-mail Address |

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| SECTION 4 BANKING INFORMATION (For additional Bank Accounts, please provide additional forms) | | |
| Name of Banking Institution | Name of Account Holder (Name as it appears on account; *Please make sure it is same name as the one you mention under Supplier Name/Person Name field in SECTION 2)* | |
| Street Address | Branch Name | Phone |
| City       State/Province       Postal Code (Zip)       Country | | |
| Bank transwire code information | | |
| IBAN Number    Bank Account Number    Branch code | SWIFT/BIC Code | |
| Clearing Code/Bank Code (e.g. ABA, ACH or routing No., IFSC, Transit No., BSB No., Sort Code, BLZ No.) | |
| Bank Account Currency Bank Account Type  ☐ USD ☐ Checking ☐ Saving  ☐ Other: (Please specify) ☐ Other: (Please specify) | Currency of Payment  ☐ USD  ☐ Other: (Please specify) | |
| Bank transwire code information for Intermediary Bank, if applicable | | |
| Name of Intermediary Bank | Bank Country | |
| IBAN Number | SWIFT/BIC Code | |
| Bank Account Number (of the beneficiary bank with the intermediary bank) | Clearing Code/Bank Code (e.g. ABA, IFSC, Transit No., BSB No., Sort Code, BLZ No.) | |
| **Signature** | **Date, place** | |

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| **Incomplete or erroneous information will prevent final credit of payments to your account** |

1 UNOPS requires **Companies** to register with United Nations Global Marketplace on [www.ungm.org](http://www.ungm.org) (UN supplier database)