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| **General information (PLEASE USE CAPITAL LETTERS)** | |
| Vendor type\* : | **Select from list** |
| Company / Organization name\* : |  |
| House Number : |  |
| Street name\* : *(or PO box)* |  |
| Street name 2 : |  |
| Street name 3 : |  |
| Postal Code\* : (*Mandatory for USA and Canada)* |  |
| City\* : |  |
| Country of residence\* : |  |
| Telephone : ***(without country prefix)*** |  |
| Mobile phone : ***(without country prefix)*** |  |
| Fax : ***(without country prefix)*** |  |
| Contact Email\* : |  |
| Email for payment advice : \*\**(if different from contact email)* |  |
| **Various** | |
| Language of correspondence\* : | **Select contract language** |
| Tax Code 1 / Tax Code 2 : | **/** |
| Payment currency\* : |  |
| **Bank Information** | |
| Bank country\* : |  |
| Bank name\* : |  |
| Bank agency name\* : |  |
| Agency address\* : |  |
| Bank City and Postal code\* : |  |
| SWIFT code\* : |  |
| Bank Account Number\* : |  |
| Bank number : |  |
| Branch code: |  |
| IBAN : *(if applicable in your country)* |  |
| Control Key : *(if applicable in your country)* |  |
| Account Holder Name\* : |  |
| Account currency\* : |  |
| Additional banking information :  *(Name and SWIFT/BIC of Correspondent or Intermediary Bank)* |  |

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| **Please attached mandatory supporting documents :** |
| Copy of the identification document (e.g: ID card or Company Certification)  Copy of a bank document  **I confirm that the information given in this form is true, complete and accurate.** |

\*Mandatory Information

\*Use the Latin alphabet\*

VENDOR INFORMATION

**Company name**: The legal name of the Entity/Company/organization. Acronyms can only be indicated at the end of the name.

**Address**: The complete physical and postal address; P.O. Box to be used depending on country practice.

* P.O. Box used depending on country practice; (prohibited for vendors in the USA and Canada)
* Name of Province is required for Canada

**Contact Email**  : Will be used for communication with the vendor

* The contact email will be used to alert the vendor in case of change to their bank information

**Tax code 1/ Tax code 2**: Only to be provided if necessary.

**Telephone Numbers**  : Without the country prefix.

BANK INFORMATION

**Bank Name**: The official name of the banking institution and the acronym (e.g. Hong Kong & Shanghai Banking Corporation - HSBC

**Agency Name**: The name of the bank branch.

**Country**: Country in which the bank is located.

**Agency Address and City**: Complete address of the bank.

**SWIFT/BIC** : Mandatory for all countries.

**IBAN** : (International Bank Account Number) Required for IBAN mandatory countries.

**Bank number and Branch Code**: Mandatory for the following countries:

\*Australia => (BSB)

\*New Zealand => (BSB)

\*Canada => (Transit & Institution number)

\*South Africa => (Bank and Branch code)

\* USA => (ACH number)

**Account Holder name**: Complete name of the account holder; must be indicated as they appear on the bank document.

**Account currency**: The currency in which the vendor holds their account.

**Payment currency**: The currency in which the contract will be paid.

**Additional banking information**: Indicate the Name and SWIFT/BIC of a Correspondent or Intermediary bank

ATTACHEMENTS

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| **Required Identification/Registration Document:** |

* **For Company/ organization a registration document** 
  + Official registration document

**Or**

* + Signed letter of justification of non-registration. *In case of small companies with no official registration in their respective countries.*
* ***UN Agencies****: Invoice or Project Agreement*
* **Ministries** : Government decree/decision establishing the Ministry

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| **An official bank document is mandatory** |

Bank document should contain the following information:

* + Bank name
  + Account holder name
  + Account number
  + Bank and Branch code

*e.g.: cancelled crossed cheque, a RIB, a bank statement…(without account balances)*

\*In order to facilitate review and validation, the documents should either be in French or in English. If the document are in a different language, the original document, together with its translation must be attached.

\*\* Only elements enabling the review and validation of the vendor’s information should be translated i.e. the information mentioned above.