

**SP.10.02 VENDOR MANAGEMENT****SP.10.01-F-04
SUPPLIER/VENDOR UPDATE FORM**

Dear Business Partner,

Please be informed that we are in a process of updating our Vendor data base and respective performance, kindly provide the following information and send it back to us.

FPC SUPPLIER/VENDOR CODE		
SUPPLIER/VENDOR NAME		
CONTACT PERSON:	Name:	
	Designation:	
CONTACT DETAILS:	Phone # :	
	Fax #:	
	Mob.#:	
	Email:	
COMPLETE ADDRESS:	P.O BOX :	
	ZIP CODE:	
	CITY:	
	COUNTRY:	
	Issue Date	Expiration Date
Business Registration Certificate <i>(for overseas supplier/vendor provide Business Permit or License)</i>		
Chamber of Commerce Registration Certificate <i>(Not required for overseas supplier/vendor)</i>		
Saudization Certificate <i>(Not required for overseas supplier/vendor)</i>		
GOSI Certificate <i>(Not required for overseas supplier/vendor)</i>		
Netaqat Certificate <i>(Not required for overseas supplier/vendor)</i>		
ZAKAT/TAX Certificate		
Bank Information to include the IBAN Number		

Name of Authorized Person:

Signature/Date:

Submit this form (typed) along with your new documentations as a hard copy to Procurement Department

For more information, contact: proc-secretary@farabipc.com

