
VENDOR REGISTRATION FORM

**For Vendors Doing Business with
The Baker Group (Tas) Pty Ltd**



1. VENDOR PARTICULARS

For Incorporated Entities:

The name of the incorporated entity:

The registered business name (if any):

The registered office address:

The principal place of business address:

The ACN:

The ABN:

Is the entity registered for GST? Yes No

What is the entity's paid-up capital: \$

What is entity's URL: <http://www>.

Mailing address for the service of correspondence:

Suburb:

City:

State:

Postcode:

Key Personnel:

Name	Job title
Phone	Email

Name	Job title
Phone	Email

Name	Job title
Phone	Email

1. VENDOR PARTICULARS (cont)

For Trusts, Partnerships and Sole Traders:

The Trustee(s):

The name of the Trust:

If a corporate Trustee, the Trustee's ACN:

The names of the Partners:

The registered business name (if any) of the Partnership:

The name of the Sole Trader:

The registered business name (if any) of the Sole Trader:

The ABN: Is the entity registered for GST? Yes No

What is entity's URL: http://www.

Mailing address for the service of correspondence:

Suburb: City:

State: Postcode:

Key Personnel:

Name	Job title
Phone	Email

Name	Job title
Phone	Email

Name	Job title
Phone	Email

2. FINANCIAL INFORMATION

General Information:

What was your annual turnover for the last financial year: \$

Your Bankers: NAB CBA ANZ NAB Other:

Describe the two (2) largest service contracts undertaken in the last two (2) financial years:

Contract 1

Client:

A Brief Description:

Contract Amount: \$

Contract 2

Client:

A Brief Description:

Contract Amount: \$

Have you attached a copy of your current financial report, including copies of the last two (2) annual financial reports?

Yes No

Note - the financial reports presented must be prepared and signed-off by either a CA or CPA.

Are your annual financial reports audited?

Yes No

If 'Yes' please ensure a copy of the last signed Audit Report is provided.

2. FINANCIAL INFORMATION (cont)

Financial Performance:

Has your entity procured any significant mortgage(s) and/or loan capital including the rights and terms of payment within the last twelve (12) months? Yes No

Amount (if Yes): \$

If so, what was the purpose for procuring the significant mortgage(s) and/or loan capital:

Contingent liabilities (indemnities and guarantees) \$

Please provide details of the contingent liabilities:

Particulars of any petition, claim, action, judgement or decision that might adversely affect your entity's ability to provide the service being tendered:

Do you have any related party transactions?

3. INSURANCES

Have you provided certificates of currency for the following insurances?

Workers Compensation	Yes	No
Public/Product Liability	Yes	No
Professional Indemnity	Yes	No
Director Indemnity	Yes	No
Motor Vehicle including Third Party	Yes	No

Other (Type and Details):

If you cannot provide any of the certificates mentioned above, please provide your reason:

4. CONFLICT OF INTEREST

Do any conflicts of interest exist or are they likely to exist in the future between your entity and The Baker Group and any other organisation, should you be engaged to provide the goods and/or services?

Yes No

Will there be any circumstances or relationships that constitute a conflict of interest relating to your response or your potential obligations under a contract, should it be awarded?

Yes No

If you have replied 'Yes' to any of the above, please attach details including how you will deal with any conflicts of interest that may arise from your relationship with The Baker Group and any other parties.

5. COMPLETION OF FORM

Incorporated Entity:

Trust:

Partnership:

Sole Trader

Full Name:

Title/Position Description:

Telephone:

Email:

Signature

Date:

THE BAKER GROUP CORPORATE PROCUREMENT USE ONLY

Reviewed by:

Name:

Title:

Signature:

Date:

Endorsed by:

Name:

Title:

Signature:

Date: