



United
Ecowas Organisation



128 Boulevard du 13 Janvier, BP 2705, Lomé, Togo
www.uniecoorg.com

UEO VENDOR REGISTRATION APPLICATION FORM

Please complete in full - type or print in ink.

SECTION1: COMPANY DETAILS AND GENERAL INFORMATION

1.NAME OF COMPANY

2.ADDRESS

3.TELEPHONE NUMBER

4.FAX NUMBER, If Any

5.E-MAIL ADDRESS

6.WEBSITE

7.REPRESENTATIVE TITLE/POSITION

8.EMAIL ADDRESS OF REPRESENTATIVE

9.COMPANY REPRESENTATIVE

(A) DIRECTNUMBER

(B) MOBILENUMBER

10.DATE COMPANY WAS ESTABLISHED

11.GROSS ANNUAL SALES FOR THE LAST
THREE YEARS

YEAR USD

YEAR USD

YEAR USD

12.LEGAL STRUCTURE(CHECK)

Corporation

Partnership

SoleProprietorship

Joint Venture ☐

Franchise

Non-Profit

13.TYPE OF BUSINESS/COMMODITY SERVICE (CHECK)

Retailer

Manufacturer

Wholesaler

Construction Contractor

Consultant

Other

14. DETAILS ON SERVICES OR GOODS YOUR COMPANY SUPPLIES:			
15. GEOGRAPHIC SERVICE AREA (CHECK)			
Local ☐	Regional ☐	National ☐	International ☐ Please specify: _____
16. HAVE YOU PREVIOUSLY TRANSACTED WITH UEO? ☐ Yes Year(s) _____ ☐ No			
17. HAVE YOU DONE BUSINESS WITH OTHER ORGANIZATIONS? If yes, state organization name(s) & year(s)			
SECTION2: BANKING INFORMATION			
1. BANK NAME			
2. BENEFICIARY NAME			
3. ACCOUNT NUMBER			
4. IBAN			
5. SWIFT CODE			
6. BANK ADDRESS			
7. PROCESSING CURRENCY			
SECTION3: SUPPORTING DOCUMENTATION			
(a) Company Profile outlining respondent's history, Size, number of employees, Core field of company activities if any. (b) Company Trade license or Chamber of Commerce License, if any. (c) Valid Tax Registration certificate or VAT Registration details (TRN Number) (If any). (d) ISO Certification (If any). (e) Proof of payment (Registration/Security Deposit)			
SECTION4: CERTIFICATION			
I, the undersigned, hereby accept UEO Vendor Registration terms & condition in which a copy have been provided to me. I confirm that the information provided in this form is correct and, in the event of any changes, details will be provided as soon as possible:			
Name: _____		Title: _____	
Signature/Stamp/Date: _____			