



## **CRDB Public Limited Company**

### **Application Form - Supplier Registration**

This form is to be completed in its entirety by all suppliers answering any Request for Quotation or Request for Proposal or when so requested to do so by a responsible CRDB Bank Plc. official. Failure to complete the form and/or to provide written answers to any further questions or requests for additional information or requests for clarification may result in the supplier's elimination from further consideration and/or the cancellation of existing orders and/or removal from the CRDB Bank Plc. approved suppliers list.

The answers provided in this questionnaire are legally binding on the supplier and may be used internally by CRDB Bank Plc. at its sole discretion for whatever purpose and may further be used as evidence in any court of law, which has jurisdiction. Further CRDB Bank Plc. reserves the right without further recourse to verify at CRDB Bank Plc's cost any fact provided in answer to any of the questions.

By completing and signing this questionnaire the supplier confirms their acceptance of these conditions.

Where necessary and if insufficient space has been provided on the form for the answers, please provide the answers as supplements on separate sheets.

The completed form is to form part of the Request for Quotation or Request for Proposal and should be included in that document set. Where the request to complete the form is outside this process the completed form is to be returned by post or hand delivered marked for the attention of the Procurement Department CRDB Bank Plc. receives the form within ten working days of receipt by the supplier.

Please initial each page and sign the last page in the space provided

Thank you for your assistance.



## **Part 1                      Organisation Particulars**

1.1      Registered name of organisation: \_\_\_\_\_

1.2      Type of organisation: (state whether private limited company, public limited company, sole proprietor, partnership, close corporation etc. \_\_\_\_\_

1.3      Company registration number: \_\_\_\_\_

1.4      Full physical address of registered office: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1.5      Postal address of registered office: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1.6      Address of principal operation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1.7      Postal address of principal operation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1.8.1   Telephone Number: \_\_\_\_\_

1.8.2   Fax Number: \_\_\_\_\_

1.8.3   Email address \_\_\_\_\_

1.8.4   Tanzania Tax Registration No. (TIN) \_\_\_\_\_



---

## **Part 2      List of Documents to be attached**

### 2.1    Organisation Profile:

2.1.1    Please provide a list of shareholders, directors and officers and senior employees:

2.1.2    Please disclosure if any shareholders, director, officer or senior employee of CRDB Bank Plc has an interest of 5% or more in your organization

2.1.3    Please list all shareholders, directors, officers or senior employee of the organisation who have financial interest in CRDB Bank Plc

2.2    Please provide an organization chart detailing the structure of the organisation showing directors officers, senior managers and their responsibilities.

2.3    For that part of the organisation that will be responsible for fulfilling your service obligations to CRDB Bank Plc, Please provide a reasonably detailed organisation chart.

2.4    Please specify the total number of employees in the organisation

2.5    Please generally describe the organisation's operations.

2.6    Please generally describe the size of your organisation's facilities

2.7    Please generally describe the experience and expertise your organisation possesses that enable you to effectively and efficiently perform the service that you provide to CRDB Bank Plc

2.8    Please specify who is responsible for safety within the organisation and provide details of how safety is administered at the different levels within the organisation

2.9    Please specify who is responsible for environmental issues within the organisation and provide details of how environmental issues is administered at the different levels within the organisation

2.10    Please specify how you will ensure that any sub-contractor used will meet your obligations in terms of Health & safety and Environmental issues.



- 2.11 Will your activities in association with fulfilling your contractual obligations generate waste or have the potential in the event of an accident to cause damage to environment? If yes please attach a copy of waste management plan and the accident management plan
- 2.12 If applicable, please provide details of the organisation workman's compensation policy and provide a certified copy of your organisation good standing with the compensation commissioner
- 2.13 Where the annual value of the business that you expect to undertake with CRDB Bank Plc exceeds TZS 100,000,000. Please provide a copy of the audited financial statements for the last three years
- 2.14 Please generally describe any affiliations with other entities

<b>Part 3</b>	<b>CMT Questionnaire</b>	<b>YES</b>	<b>NO</b>
3.1	Do any of your organisation's shareholders, directors, officers or employees have any family or close business relationships with any government or political official, whether at national, provincial or municipal level, or any official in a parastatal or international organisation?  If yes please provide details as an attachment.		
3.2	Does your organisation or any of its shareholders, directors, officers or employees ever offer gifts or bribes or facilitation payments to any of the above-mentioned officials or individuals to facilitate business transactions or obtain business advantages?  If yes please provide details as an attachment.		
3.3	Does your organisation or any of its shareholders, directors, officers or employees have any affiliation to organised crime or receive or pass on the proceeds of illicit activities through normal business channels although directly involved in such activities?  If yes please provide details as an attachment		



<b>Part 3</b>	<b>CMT Questionnaire</b>	<b>YES</b>	<b>NO</b>
3.4	<p>Has your organisation had its assets, accounts or financial transactions blocked for actual or suspected involvement in terrorist activities or received notice that all or any financial transactions involving the assets of your organisation or any of its shareholders, directors or officers are to be blocked.</p> <p>If yes please provide details as an attachment.</p>		
3.5	<p>Has your organisation or any of its shareholders, directors, officers or employees ever been officially listed by any organisation, body or country as being involved in terrorist activities?</p> <p>If yes please provide details as an attachment.</p>		
3.6	<p>Has your organisation or any of its shareholders, directors, officers or employees ever been the subject of public allegations, under investigation, charged, prosecuted, or convicted, or had your/its/their assets seized, blocked, frozen or ordered forfeit or has a judgement entered against you/it/them in respect of any national, foreign or international law relating to any of the following:</p> <p>3.6.1 Money laundering</p> <p>3.6.2 Financial crime</p> <p>3.6.3 Corruption</p> <p>3.6.4 Bribery</p> <p>3.6.5 Terrorism</p> <p>3.6.6 Any other economic offence</p> <p>If the answer to any of these questions is yes, please provide details as an attachment.</p>		
3.7	<p>Is your organisation, any predecessor to your organisation or any member of your organisation currently a party to any litigation that is in progress?</p> <p>If yes please provide details as an attachment.</p>		
3.8	<p>Has your organisation, any predecessor to your organisation, or any member of your organisation within the last three years been a party to any litigation directly or indirectly related to the conduct of your business?</p> <p>If yes please provide details as an attachment</p>		



<b>Part 3</b>	<b>CMT Questionnaire</b>	<b>YES</b>	<b>NO</b>
3.9	Has your organisation, any predecessor to your organisation or any member of your organisation within the last three years been the subject of any disciplinary action by a court, professional body or regulatory agency?		
3.10	<p>Has your organisation retained, or does it intend to retain, any subcontractors, dealers or sub-dealers, consultants, agents or representatives to assist in providing services to CRDB Bank Plc?</p> <p>If so, will you or have you performed adequate due diligence with respect to them in respect of normal commercial, as well as anti-corruption, anti-money laundering, and anti-terrorism, matters?</p> <p>Please furnish us with details with regard to such subcontractors etc. as an attachment.</p>		
3.11	<p>Does your organisation have an existing internal compliance programme the addresses the prevention of corruption, money laundering and terrorism?</p> <p>If yes, kindly furnish us with details of its nature and effectiveness as an attachment. Please indicate whether the programme includes an education and training program in respect of governance generally and CMT in particular.</p>		

Signed with due authorisation by

[name] \_\_\_\_\_

[designation]\_\_\_\_\_

on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.