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| **SECTION 1 BASIC INFORMATION**  Vendor Type:  Supplier: Private Sector Co  Supplier: NGO  Supplier: Inter-Gov Org  Supplier: Other | | | | |
| Women Owned Business:[[1]](#footnote-2) No  Yes  Percentage of Business Owned by Women \_\_\_\_\_\_\_\_% | | | | |
| Company Name: | | Parent Company Name (if applicable) | Web Site URL: (if applicable) | |
| Street Address (No P.O. boxes) | | | | |
| City State/Province/County Postal Code | | | Country | |
| **Contact Person (MAIN ADDRESS)** | **Telephone** | | **Fax** | **E-mail Address** |
| Name:  Title: |  | |  |  |

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| **SECTION 2A BENEFICIARY BANKING INFORMATION** | | | | | | |
| Select your preferred method of payment:  Electronic Transfer (please complete information below)  Cheque (not available in the US) | | | | | | |
| Bank Name: | | Branch Name: | | | | |
| Street Address: | | | | | | |
| City State/Province Postal Code Country | | | | | | |
| Account Name (name as it appears on bank account; must be the same as the institution/company name): | | | Bank Account Currency  US$  Other (PLEASE INDICATE) \_\_\_\_\_\_\_\_ | | | |
| Bank Account No. (enter with no punctuation, dots or dashes): | | | Account Type:  Checking  Savings | | | |
| **For US banks only: (9 digit routing)**  ACH : | | **For non-US banks: SWIFT code (8 or 11 characters)** | | | | |
| IBAN code (European Banks): **Single Euro Payments Area-(Bank must be SEPA Member)** | | Sort Code (UK Banks - 6 digits) | | | | |
| Transit Code (Canadian Banks - 5 digit ) | | Branch ID (Canadian Banks – 9 digits): | | | | |
| **SECTION 2B INTERMEDIARY / CORRESPONDENT BANK (if applicable)** | | | | | | |
| Name of Bank : | | | | Address of Bank: | | |
| Bank Account No.:  (of beneficiary bank with intermediary bank) | | | | SWIFT Code (8 or 11 characters): | | **FED WIRE NO. (US banks only)** |
|  | | | | | | |
| **I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, certify that I am an authorized signatory of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (institution), and confirm that the information above is correct.**  **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |
| **SECTION 3 UN INFORMATION (For UN Women Internal Use only)** | | | | | | |
| **Requesting Person:** | **Date:** | | | | **Atlas Vendor No :** | |
| First Name / Last Name/Extension | | | | |  | |
| **I hereby certify that I have performed the actions required in accordance with the Vendor Creation Guidelines and the Internal Vendor Checklist**  **Buyer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Buyer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Regional Office/HQ: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |

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| **Document Required** | |  |
| **1.** | **Vendor Profile Form** |  |
| **2.** | **Supplier Business Registration Certificate** |  |
| **3.** | **Evidence of Banking Information - please submit one of the following:** |  |
| 3.1 | Copy of bank book or bank statement showing bank name; account number and account holder name which must be identical with vendor name and must be signed to certified true copy |  |
| 3.2 | Certified invoice with banking information as submitted on the vendor form |  |
| 3.3 | Certified letter on banking information issued by own business entity together with a copy of company affidavit (*if name is different from signed contract)* |  |
| 3.4 | In absence of supporting document on banking detail in 3.1-3.2, information provided by an authorized person with signature certifying that the information is authentic together with a copy of company affidavit is acceptable |  |
| Note: | Confirm with your bank and check the box if the bank is a member of the “**Single Euro Payments Area-SEPA** which is mandatory for all European bank account holder/company requesting International Payment Transfer via Electronic Funds Transfer |  |
| **4** | **Copy of VAT/TAX registration certificate (where applicable)** |  |
| **5** | **Evidence of women ownership,** e.g. share ledger, official registration certificate, or similar document that contains information about the ownership (only applicable if “Yes” box is checked in Section 1) |  |

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| **Pre-requisites for Eligibility** |
| **1.** By filling and submitting a signed vendor registration form, the Vendor (entity/firm) declares the following:  a. Vendor is not in the list of entities/firms or associated with a company or individual, under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists, available at: <https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list>;  b. Vendor is not currently removed or suspended by the United Nations, or other UN agencies (including the World Bank);  c. Vendor is not under formal investigation, nor has been sanctioned within the preceding three (3) years by any national authority of a United Nations Member State for engaging or having engaged in proscribed practices, including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice.  d. Vendor has not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;  e. Vendor does not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with the Vendor in his/her capacity as UN staff member within the last three years of service with the UN, (in accordance with UN post-employment restrictions published in ST/SGB/2006/15, available at: <http://www.un.org/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&Lang=E>;  f. Vendor undertakes not to engage in proscribed practices (including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice), with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN;  g. Vendor abides by the UN Supplier Code of Conduct which sets forth the expectations of all suppliers with whom the UN Women and, in general, all UN agencies do business.  **2.** In the case that a Vendor’s situation changes with regard to any of the above listed statements and provided information, the Vendor shall immediately inform UN Women details of the changes and UN Women will advise on required procedures to re-validate vendor status.  **Non-compliance with these requirements will automatically render the Vendor ineligible.**  *Enquiries can be submitted via email to:* [*procurement.info@unwomen.org*](mailto:procurement.info@unwomen.org) |
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1. A legally registered business in any sector at least 51% unconditionally owned, managed and controlled by one or more women. [↑](#footnote-ref-2)