



**OPPORTUNITY INTERNATIONAL SAVINGS AND LOANS
LIMITED**

REGISTRATION OF SUPPLIERS

JUNE/JULY 2023

SUPPLIER REGISTRATION FORM

Please ensure that photocopies of all listed document are attached (where applicable) to the registration form.

IMPORTANT NOTES-Please reads carefully

- To be completed by **all** vendors seeking registration as an approved supplier
- The forms must be completed in **full** and **signed**
- All fields on application form **MUST** be completed by applicant;
- Supplier must comply with all the registration criteria for registration to be finalized failure to do so may result in the application being declined.
- **Hard copies** of application form must be completed and submitted to:

The Head of Logistics and SUPPLY

Head Office

Opportunity International Saving and Loans Limited

Accra Central

Accra

Supplier Details

Company/Supplier Name	
Trading name if (if different)	
Company registration number (if applicable)	
Income tax reference number:	

Supplier/ Company Contract Details

Web address:	
Email address:	
Telephone Number	
Fax number	
Toll-free number (if any):	
Number of full-time employees:	
Physical address	
Postal address	

Director's details

First Name

Surname

Telephone number (fixed line):

Mobile Phone Number

Email Address

Contact Person (General Enquiries)

First Name:

Surname

Position:

Mobile Phone Number:

Email Address:

Contact Person (Finance):

First Name:

Surname:

Position:

Mobile Phone Number:

Email Address:

Contact person (Marketing/ Sales):

First Name:

Surname:

Position:

Mobile Phone Number:

Email Address:

List All Partner, Proprietors and Shareholders (Where Applicable)

- 1.
- 2.
- 3.
- 4.
- 5.

Types of Firm: (please tick the relevant box)

1.	Public company (limited)	
2.	Sole proprietor	
3.	Private company	
4.	Foreign company	
5.	Closed corporation	
6.	Partnership	
7.	Joint Venture	
8.	Government venture	
9.	Other (specify)	

Category of products and service Being supplied (please Tick the Relevant Boxes)

• **Printing, Stationery and Office Supplies**

Pens, markers, A4 paper, deposit, Deal Slip and withdrawal slip, etc.

Cleaning materials, tissues, etc.

Provisions

Furniture and Fittings

Ticketing

• **Supply and Maintenance of IT Equipment**

Hp & Dell desktop computers, laptops, printer, blade service

Supply of computer accessories and consumables: toners, cartridges, etc

Cisco equipment

• **Supply. Servicing and Maintenance of Vehicles**

Vehicle Accessories & parts

Supply of Vehicles

Vehicle Maintenance

Service and Cleaning

Security guard

Alarm systems

Vaults and locks

- CCTV systems
- Biometric access systems
- Fire suppression systems
- Fire extinguisher
- Vehicle tracking devices
- Cleaning and janitorial

- **Supply, Servicing and maintenance of Banking/Other Equipment**

- Money counting machines
- Counterfeit detectors
- Generator (Power)
- Refrigerator
- Power Invertors
- Air Conditioners

- **Supply of Marketing Items**

- Brochures and promotional materials
- Souvenirs (t shirts, polo shirts, pens, mugs, keys holders, rings etc)
- Supply of indoor and outdoor signage (billboards, directional signs, 3D logos, light boxes, etc)
- Supply of media production (radio and TV adverts, jingles, etc.)
- Photography Services
- Billboard flexi, SAV stickers, window branding
- Diaries and Calendar

• **Building Construction and Maintenance Works**

Civil Works

Glazing Installations

Metal Works

Electrical Installations

PAYMENT DETAILS:

Account name:

Account number:

Name of Bank:

Branch:

Document Check List

Document	Please tick
Valid tax clearance certificate/ Vat registration certificate	
Withholding tax exemption certificate	
Company registration certificate	
Business profile of not more than two (2) pages	
Latest bank Statement or bank letter with a bank stamp	

Signed By (Name and Signature)

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Third Party Relationship Questionnaire

PART A

NB: Please attach pages of responses to questions that require lengthy responses eg. Describe, Give details etc.

1.0 COMPANY INFORMATION

1.1 General Information

Registered Company Name:		
Registration Number:	Country of Registration:	Date of Incorporation
TIN	Income tax Reference No	
Group of Companies with which company is associated with (If applicable):		
Regulatory Authority (if applicable):		
Principal Business Address: Ghana Post GPS:	Registered Address: Ghana Post GPS:	
Postal address	Telephone number:	
Toll-free number (if any)	Contact Person:	
Website:	Number of full time employees	
Net Assets:		

1.2 Country (ies) of Operations

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2.0 INCORPORATION, OWNERSHIP AND EMPLOYEE INFORMATION

2.1 Are the shares of the Applicant or Applicant's ultimate parent company ("Parent") publicly traded on a major stock exchange?

Yes No

If yes, please identify the stock exchange(s) on which the shares of the Application or Parent are publicly traded.

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2.6 Has the Applicant changed its business name in the last five (5) years?

Yes No

2.7 If 2.6 is truth, stated the previous business name and reason(s) for the change

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PART B - (for Third-Party service providers)

3.0 SERVICES

Please answer the following about the services the Applicant will provide OISL

3.1 State how long the applicant has been in business in its home jurisdiction and how long it has been providing the services similar to the proposed services for OISL?

<5 years 5 -10 years 10-15 years 15-20 years > 20 years

3.2 Please describe in brief the services you expect to provide to oisl. *Attach additional pages if so required*

3.3 Has the Applicant had a prior business relationship with OISL?

Yes No

If yes, please describe the contract(s) and provide the dates of the contract(s). *Attach additional pages if so required*

3.4 Are any key officers related to anyone currently or previously employed by OISL, its subsidiaries and / or its affiliates? (“OISL Contact”)?

Yes No

If Yes, Please provide name of OISL contact, position held and describe the kind of relationship:

3.5 Will the OISL Contact be involved in the project for which the applicant will be providing services?

Yes No

4.0 GOVERNMENT

4.1 Does the applicant have any Officers, Directors, Shareholders, Owners or Key Employees that are current or former "Public Officials" or politician or has ties with current or former Public Officials or politician?

Yes No

4.2 if yes identify who is or was the Public Official or who has connections to current or former Public Official

Government Connections/Relations

Government Connections/Relations				
Person Name	Date of Birth	Government Position Held	Public Official Name (if by relation)	Form of Relationship to Public Official

4.3 Would the applicant's services require authorization, approval or other action with any governmental authority for due execution and performance?

Yes No

5.0 VIOLATIONS

5.1 Within the last five (5) years, has the Applicant, or any of its Directors, Officers, Principal owners or Employees, ever been found by a court or a governmental/ statutory agency to have violated any anti-bribery laws or securities laws?

Yes No

If yes, please provide details:

5.2 Within the last five (5) years, has the Applicant or any of the Principal Officers, Directors or Shareholders ever been investigated or charged with any offense, including bribery, conflicts of interest, corruption, kick-backs, or money-laundering?

Yes No

If yes, please provide details

5.3 Has the applicant ever paid money or given anything of value to a Government Official in order to retain business or obtain an improper advantage in any jurisdiction?

Yes No

If yes, please provide details:

5.4 Has the applicant ever been suspended or debarred from doing business in any capacity as a result of fraud, misrepresentation, corruption, bribery, money laundering or any other activities in any jurisdiction?

Yes No

If yes, please provide details:

5.5 Has the applicant ever made any public disclosures involving fraudulent or corrupt business practice or improper accounting to any government authority?

Yes No

If yes, please provide details:

Supporting Documents required

1. Company Registration Documents/Certificates
2. License to operate (if applicable)
3. Certified copy of identity document (Ghana card) of Board of Directors & Senior Management
4. Current Annual Report for Institution
5. Passport ID of CEO & annotated residential address