

	<p align="center">Vendor Registration Form</p> <p align="center">Indorama Eleme Fertilizer and Chemicals Limited</p>	<p>Doc. No.: IEFCL-COMM-1.002</p>
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Corporate Information					
Name of Contractor / Vendor:					
Registered address:	Address:				
	City:		State:		PIN:
	Country:			Phone:	
	Email:				
Company website:					
Manufacturing site / factory address: (If other than registered add.)	Address:				
	City:		State:		PIN:
	Country:			Phone:	
	Email:				
Contact Person:	Name:			Phone:	
	Email:				

Bank Details			
Beneficiary name:			
Bank Name:			
Branch and Address:			
Country:		Currency*:	
Account Number:		SWIFT/BIC Code:	
IBAN No.		Sort Code:	
Remittance Contact:	Name:	Phone:	
	Email:		

* Transaction Currency: USD / EUR / GBP / JPY / NGN. Please select only from listed transaction currency.

Taxation Details	
Company Registration No.	
VAT / TIN (Tax Identification No.)	

Note: All fields are mandatory. Please indicate “NOT APPLICABLE” for fields that does not apply to you

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Additional Information	
Type of Organization: Sole-Proprietor/Partnership/Limited Co./Any other (specify)	
Category: Manufacturer/Indenter/Dealer/Trader/Any other (Specify)	
Regulatory authority certification: (For Domestic Vendor) DPR/SON/NSITF etc.	
Community / Non-Community: (For Domestic Vendor) (If yes, write community name)	

Global / Other Sanctions	
Any type of global and other sanctions currently imposed on the company and their stake holders (If yes, please specify)	

Recommended By	
Indorama Employee Name and Department	

Documents to be enclosed	
Foreign Vendor	National Vendor
<input type="checkbox"/> Vendor Registration Form (signed and stamped) <input type="checkbox"/> Bank Mandate Form <input type="checkbox"/> Certificate of Incorporation <input type="checkbox"/> Company Profile (Optional)	<input type="checkbox"/> Vendor Registration Form (signed and stamped) <input type="checkbox"/> Bank Mandate Form <input type="checkbox"/> Cancelled Cheque <input type="checkbox"/> Certificate of Incorporation <input type="checkbox"/> Tax Clearance <input type="checkbox"/> FIRS Certificate <input type="checkbox"/> Tax Registration Certificate with TIN <input type="checkbox"/> Current DPR Certificate (optional for supply) <input type="checkbox"/> NSITF-National Social Insurance Trust Fund (optional for supply) <input type="checkbox"/> Company Profile (optional)

Note: All fields are mandatory. Please indicate “NOT APPLICABLE” for fields that does not apply to you

Important Declaration by Contractor / Vendor

1. Contractor/ Vendor (including sub-vendor / sub-contractor from whom the vendor / contractor procures goods and/or services) hereby undertakes to comply with the requirements set out in Performance Standard 2 (PS2) of IFC Performance Standards on environmental and social sustainability, guided by international conventions / International Labour Organization (ILO) and the United Nations (UN).
2. The contractor / vendor is committed to operate all activities within the spirit and abide by all laws and regulations of the country affecting its businesses and safety of employees. They must exercise the highest level of integrity, ethics and objectivity in their actions and relationships which may affect the contractor/vendor and its business and interest of its customer.
3. The contractor / vendor is committed to abide all the Labour Laws applicable in Nigeria, including Laws relating to worker employment, health, safety, welfare, immigration, emigration, and shall allow their legal rights.
4. The contractor / vendor shall be guided by the International Human Rights Principles as enshrined in the Universal Declaration of Human Rights, the International Labour Organization's Declaration on fundamental Principles of Rights at work, as amended.
5. The contractor / vendor shall not discriminate against any employee, third party contractor, stakeholder, supplier, customer based on race, color, religion (creed), gender expression, age, disability, military status, sexual orientation, and national origin in any of its activities or operations
6. The contractor / vendor shall ensure no sexual harassment at workplace or in connection with the operations.
7. The contractor / vendor shall set out policies and programs for protection of vulnerable groups and empowerment of women at workplace and in connection with the operations.
8. The contractor / vendor shall ensure compliance to redundancy (retrenchment) in compliance to the respective National Laws of Nigeria.
9. The contractor / vendor shall ensure well defined policies and procedures on grievance management for employees, third party contractor, stakeholder, supplier, and customer. Grievance management framework should provide platform for sending anonymous grievances and resolution mechanism.
10. The contractor / vendor shall comply to No Child Labour policy and maintain appropriate documents with details of employees including age for verification by authorized personnel or relevant statutory body as stipulated in relevant National Laws of Nigeria.
11. The contractor / vendor shall comply to No Forced Labour policy and should not deploy any forced Labour during work execution. They shall neither retain workers personal documents nor restrict their freedom of movement. They shall keep the records of wage payments and debt of workers which shall be open for inspection and verification by authorized personnel or relevant statutory body as stipulated in the relevant National Labour Laws of Nigeria.

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Important Declaration by Contractor / Vendor

12. The contractor / vendor shall ensure well defined policies and procedures for Occupational Health and Safety (OH&S) management for employees, third party contractor, stakeholder, supplier, and customer. OH&S policy and procedure framework shall be documented, communicated, and implemented. The OH&S Policy, procedures and compliance records shall be maintained and made available for inspection, audit, and verification. The strict adherence to compliance with OH&S procedures shall be demonstrated by contractor / vendor at Indorama operations site.
13. The contractor / vendor shall uphold the highest standards of business ethics in the performance of the purchase orders and/or contract / agreement as and when awarded to them. Honesty, fairness, and integrity shall be paramount principles in the dealings between the parties.
14. The contractor / vendor shall not offer or give or agree to give to any person in the service of Indorama any gift or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of this or any other contract or for showing or forbearing to show favor or disfavor to any person in relation to this or any other contract.
15. The contractor / vendor shall not enter any contract with Indorama in connection with which commission has been paid or agreed to be paid by him or on his behalf and to his knowledge to any person or authority, unless before the contract is made, particulars of any such commission and of the terms and conditions of any agreement for the payment thereof have been disclosed in writing and agreed to in writing by Indorama.
16. The contractor / vendor agrees that neither party shall knowingly involve itself in any business in connection with, or use information arising from, the contract, in any manner which conflicts with the interests of the other party.
17. The contractor / vendor agrees that they will not, directly, or indirectly, receive from, or give or offer to give to any member of the Indorama and its affiliates, or to other contractors or suppliers, or to government officials or any other persons, anything of material value which would be regarded as an improper inducement to any party. Any breach of this obligation shall constitute a material breach of the contract / agreement / purchase order.
18. The Vendor / Contractor agrees and acknowledge that it is not covered under any sanctions from Local / Global Authorities and Countries including its Stakeholders. They will be liable to inform Indorama about any current and / or future sanctions as and when imposed
19. Indorama employees have signed 'code of conduct' with the company that they must not take or receive any benefit in cash or in the form of gift or gratitude from any supplier, customer, agent, service provider, business partner, or affiliate. Should an employee of Indorama be offered cash or other benefits from a third party, the matter must be immediately reported to the Head of Function.
20. The contractor / vendor agrees and acknowledge that Indorama can use this registration form and supporting documents submitted to register the vendor in system records for other group companies and affiliates of Indorama. All declarations given in this registration form will be binding on them for all transactions, agreement / contract and purchase orders with other group companies and affiliates of Indorama.

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Important Declaration by Contractor / Vendor

21. The contractor / vendor agrees and acknowledge that Indorama (including group companies and affiliate companies) will not be held liable for any transactions and / or payments made to them based on the details submitted in this registration form and supporting documents. They shall acknowledge the responsibility of informing Indorama through email to the concerned Procurement Team Members for any change in registration details including bank account details at least 7 Business Days prior to any potential transaction which they or their employees or third-party contractors, customers, suppliers, and stakeholders is informed of.
22. Any breach of the declarations and conditions accepted as above by the contractor / vendor or by anyone employed by them or acting on their behalf (whether with or without the knowledge of the contractor / vendor) or the commission or attempted commission of any offence by the contractor / vendor or by anyone employed by them or acting on their behalf in violation of any Laws and Regulation for the time being in force in Nigeria, forbidding corruption in all its ramifications or unjust enrichment, shall entitle Indorama to terminate the contract / agreement / purchase orders / any on-going transactions.
23. The contractor / vendor shall include and abide all the provisions of this declaration in all sub-contracts under or in relation to the Indorama.

We hereby declare that all the information provided in the vendor registration form and supporting documents submitted are true and correct. We have read and provide our consent to all 23 clauses of important declaration by contractor / vendor.

Contractor / Vendor Signature:**Date:****Place:****Vendor Co. Stamp:**

“End of Form”

Note: All fields are mandatory. Please indicate “NOT APPLICABLE” for fields that does not apply to you