

SUPPLIER REGISTRATION APPLICATION – 2025/2026

A. General Information

1. Name of the company :				
2. Office Address : (All letters inquires will be sent to this address)			3. Web site (if applicable) :	
4. Contact details of the company (for communication regarding bids/Proposals/Quotations/Others)				
	Contact Name	Designation	Contact Number	E-mail address
I				
II				
5. Type of Business (mark one only)				
Corporate / Ltd Partnership Proprietorship Other (please specify)				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Business Registration number (Please attach a copy of registration):				
7. Year Established:			8. Number of full-time Employees:	
9. VAT/SVAT Registration number:		10. CIDA registration number (for contractors only)		
11. Period of credit facilities for suppliers & service provided to the bank _ _ _ _ _ Days (minimum should be 30 days)				

B. Registration categories

Main Category Name & Number		Sub category Number			
I					
ii					
iii					

- As per given categories list in 15 above mention sub category number/s of specific sub category/categories of product or service that could supply. Can select any number of main categories and sub categories.
- Suppliers who wish to register under categories of **REPAIR & MAINTENANCE** (Category No.7) and **NAME BOARD & BANNERS** (Category No.11) should indicate whether can provide their services to Branch locations in **table 01** below.
- Registration fee for all categories is LKR 2000.00
- Bank Name and cheque Number (Please attach the cheque)

Bank Name	Cheque Number

C. Certification

I, the undersigned, warrant that the information provided in this form is correct, and in the event of changes details should be provided as soon as possible.

I agree with the supplier registration conditions stipulated by the Bank and submit our application for registration.

Name and Designation :	
Signature :	
Company Seal & date	

Table 01

No.	Branch	Select (√)	No.	Branch	Select (√)	No.	Branch	Select (√)
1	Akkaraipattu		33	Giriulla		65	Moratuwa	
2	Akuressa		34	Hatharaliyadda		66	Muttur	
3	Aluthgama		35	Hingurana		67	Nanattan	
4	Ambalangoda		36	Horana		68	Narammala	
5	Ambalanthota		37	Jaffna		69	Negombo	
6	Ampara		38	Kaduwela		70	Nochchiyagama	
7	Anamaduwa		39	Kalawanchikudy		71	Nuwaraelliya	
8	Angunukolapelessa		40	Kalmunai		72	Padaviparakkramapura	
9	Anuradhapura		41	Kalutara		73	Panadura	
10	Aralaganwila		42	Kandy		74	Pilimathalawa	
11	Badulla		43	Kantale		75	Piliyandala	
12	Bandarawela		44	Karapitiya		76	Polonnaruwa	
13	Battaramulla		45	Katuwana		77	Pothuvil	
14	Batticaloa		46	Kegalle		78	Rambukkana	
15	Buttala		47	Kekirawa		79	Rathnapura	
16	Chilaw		48	Killinochchi		80	Rikillagaskada	
17	Chunnakkam		49	Kiribathgoda		81	Ruwanwella	
18	Colombo City		50	Kirulapone		82	Samanthurai	
19	Dambulla		51	Kuliyapitiya		83	Siyabalanduwa	
20	Dehiaththakandiya		52	Kurunegala		84	Thalawa	
21	Dehiwala		53	Mahabage		85	Thambuttegama	
22	Dematagoda		54	Maharagama		86	Tissamaharama	
23	Deniyaya		55	Maho		87	Trincomalee	
24	Deraniyagala		56	Malambe		88	Uhana	
25	Ekala		57	Mannar		89	Valachchenai	
26	Elpitiya		58	Thalgaswala		90	Vavuniya	
27	Embilipitiya		59	Matale		91	Warakapola	
28	Galenbindunuwewa		60	Matara		92	Wariyapola	
29	Galewela		61	Matugama		93	Wennappuwa	
30	Galle		62	Mawanella		94	Yakkalamulla	
31	Gampaha		63	Medawachchiya		95	All Branch	
32	Gampola		64	Monaragala				

Conditions

- If spouses or children of employees of the Bank are applicants /Proprietors / Partners / Directors of companies, such applicants / suppliers / contractors are not eligible to apply for registration.
- The Bank reserves the right to accept or reject any application for registration without adducing any reason.
- Suppliers who fail to quote promptly when requested, fail to make deliveries/ provide services as agreed, or who supply substandard goods are liable to be expunged from the registry.
- Quotations will usually be invited from the registered suppliers. However, the Bank reserve right to invite quotations/ purchase from other suppliers when required.
- Supplier who wish **to register for the repairing of vehicles** should have own workshop facilities within Colombo city limits or within 10KM radius to the Bank Head office at Colombo 06.
- Suppliers are strongly advised to limit additional details such as experiences details, product brochures, and leaflets to maximum two (02) pages other than requested documents.
- Under the main category that supplier wishes to register, should select specific sub category/ categories of product or service could supply. The supplier can select any number of main categories and sub-categories.
- All applications should be sent in one sealed envelope Left hand top corner of the envelope containing the application should be marked "**Registration of Suppliers – 2025/2026**".
- Completed application must be delivered **on or before 31st January 2025 (31/01/2025)**/ by registered post or courier or by hand to Head of Administration, Administration Department, SDB Bank, No. 18/1, Edmonton Road, Kirulapone, Colombo 06.

If you have any clarification please call 077-2092191 - Mr.Sarath - Head of Administration.