

**FORMAT OF VENDOR MASTER**

**1. General Information**

<b>SN</b>	<b>Details / Particulars</b>	
1.1	Name of Company / Service Provider*	
1.2	Type of work / Nature of service*	
1.3	Date of Incorporation / Establishment*	
1.4	Registered Office address*	
1.5	Head Office address*	
1.6	Mailing Address (if different from Registered Office address)	
1.7	Contact Details	
	Name*	
	Telephone & Mobile Number*	
	Email ID*	

**2. GST Registration details**

2.1	Income Tax (PAN) No*	
2.2	Service Tax Registration No	
2.3	Sales Tax Registration TIN/VAT No	
2.4	Central Sales Tax CST No	
2.5	GST Registration No*	

**3. Other particulars**

3.1	PF Registration No	<i>(For Manpower related contract only)</i>
3.2	ESI Registration No	
3.3	Excise Registration No	

**4. Bank account particulars**

4.1	Name of the Account*	
4.2	Name of the Bank*	
4.3	Name of the bank branch*	
4.4	City/Place*	
4.5	Account Number*	
4.6	Account Type*	
4.7	IFSC code of the Bank Branch*	
4.8	MICR code of the Bank Branch	

\*mandatory

**Declaration** – The above information is true in all respects and we undertake to inform you in case of any change in the above.

Place:

Date :

(Name and Signature of the authorized signatory with seal)