



Angostura Limited & Trinidad Distillers Limited
SUPPLIER/CONTRACTOR INFORMATION FORM

INSTRUCTION SHEET

Please read the following instructions carefully before filling out and/or submitting this form

Instructions

1. This form is formatted to be printed on 8½ x 14, "legal" size paper. Alterations to its formatting are not allowed and all altered forms will be rejected.
2. Please ensure Form is fully completed. **Section G – Due Diligence** is to be filled out by **Contractors ONLY**.
3. The Supplier/Contractor business address must be a physical address, PO Boxes are **not** acceptable.
4. If the name on your bank account is different from your company/legal name, please indicate reason on an additional sheet of paper, preferably the company letterhead.
5. If applicable, Intermediary Bank information can be obtained from respective bank.
6. Both USD and TTD banking information must be completed if payments are to be made in both currencies.
7. If applicable, please ensure the company stamp is affixed in space provided below.
8. A signed hard copy of this Form must be submitted. Scanned and PDF versions are only accepted provided that the original document is subsequently sent.
9. Forms must only be completed by an **individual with appropriate authority** from the Supplier/Contractor.
10. Forms must be accompanied by legible copies of the required documents listed in the Document Checklist in SECTION F. Incomplete forms will be rejected.
11. Forms must be approved by the appropriate Angostura/Trinidad Distillers personnel prior to submission to the Purchasing Department.



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SECTION A: CONTRACT INFORMATION (To be completed by AL/TDL Personnel)

SUPPLIER DESIGNATION			COMPANY CODE		SAP VENDOR ACCOUNT NUMBER
NEW	EXISTING	NAME CHANGE	AL	TDL	(if existing)
SUPPLIER/CONTRACTOR BUSINESS NAME					
INDUSTRY TYPE		TYPE OF BUSINESS			
SUPPLIER/CONTRACTOR CATEGORY (select one only)			ONE TIME	SOLE TRADER	COMPANY
					CONTRACTOR

CONTRACT NUMBER (if applicable)	EFFECTIVE DATE	DURATION	TERMINATION DATE
PAYMENT TERMS	PAYMENT CURRENCY	ESTIMATED CONTRACT VALUE	

SECTION B: SUPPLIER/CONTRACTOR CONTACT INFORMATION (To be completed by all applicants)

PRIMARY CONTACT PERSON	CONTACT JOB TITLE / DESIGNATION
BUSINESS ADDRESS	TELEPHONE / MOBILE
	() - / () -
	FAX
	() -
	EMAIL
MAILING ADDRESS (if different from Business Address)	

SECTION C: SUPPLIER/CONTRACTOR BANKING & TAX INFORMATION

REGISTRATION & TAX DETAILS (Not applicable for ONE TIME suppliers):

COMPANY/BUSINESS REGISTRATION #	PAYE REGISTRATION #
	(Trinidad & Tobago residents only)
VAT REGISTRATION NUMBER	
	BIR REGISTRATION #
TAX ID NUMBER	(Trinidad & Tobago residents only)
(Mandatory for all non-resident suppliers & contractors)	

BANKING & PAYMENT INSTRUCTIONS

CURRENCY (select one only)	TTD <input type="checkbox"/>	USD <input type="checkbox"/>	GBP <input type="checkbox"/>	CAN <input type="checkbox"/>	EUR <input type="checkbox"/>	OTHER _____
ACCOUNT HOLDER NAME						
BENEFICIARY BANK NAME						
BENEFICIARY BANK ADDRESS						
BENEFICIARY BANK ACCOUNT #	BENEFICIARY SWIFT CODE	BENEFICIARY ABA / SORT CODE				
INTERMEDIARY BANK NAME						
INTERMEDIARY BANK ADDRESS						
BENEFICIARY BANK ACCOUNT #	BENEFICIARY SWIFT CODE	BENEFICIARY ABA / SORT CODE				



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SECTION D: DOCUMENT CHECKLIST

The following lists indicate the required documents that must be submitted with this application by the various categories of suppliers/contractors.

Sole Trader		Company		Contractor	
Cert of Registration (Applicable for suppliers with a "trading as" status)		Cert of Registration or Incorporation (Mandatory)		Cert of Registration or Incorporation (Mandatory)	
VAT Registration (if applicable)		VAT Registration (if applicable)		VAT Registration (if applicable)	
Tax ID Certificate (Mandatory for Foreign/International Suppliers)		Tax ID Certificate (Mandatory for Foreign/International Suppliers)		Tax ID Certificate (Mandatory for Foreign/International Suppliers)	
BIR Registration (T&T suppliers only)		BIR Registration (T&T suppliers only)		BIR Registration (T&T suppliers only)	
PAYE Registration (T&T suppliers only)				Due Diligence Checklist - See SECTION "G"	
				Due Diligence documents	

SECTION E: SUPPLIER/CONTRACTOR DECLARATION (Mandatory of ALL Suppliers & Contractors)

I, the undersigned, hereby declare that to the best of my knowledge and belief that the details provided in this application and its accompanying documents are accurate and true. I also authorize Angostura Limited, Trinidad Distillers and/or their representatives to undertake further investigation, if so desired, into the validity and accuracy of the information contained herein. I understand that any incorrect or false statements made on this form may render our application invalid and rejected.

Authorized Supplier Representative Name and Title (PLEASE PRINT)

Authorized Signature & Date (dd/mm/yyyy)

Company Stamp (if applicable)

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SECTION F: Angostura AUTHORISATION (To be completed by Angostura Personnel Only)

Requested By Name, Signature & Date

Business Unit or Function

Executive Manager Name

Executive Manager Signature & Date

Procurement Manager Approval & Date

Senior Manager, Supply Chain Approval & Date

DATA ENTRY

SAP Entry by: Name | Signature | Date

Verified by: Name | Signature | Date

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