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| **General information (PLEASE USE CAPITAL LETTERS)** | |
| Vendor type\* : | **Select from list** |
| Company / Organization name\* : |  |
| House Number : |  |
| Street name\* : *(or PO box)* |  |
| Street name 2 : |  |
| Street name 3 : |  |
| Postal Code\* : (“*0000*“ *If postal code inapplicable in your country)* |  |
| City\* : |  |
| Country of residence\* : |  |
| Telephone : *(without country prefix)* |  |
| Mobile phone : *(without country prefix)* |  |
| Fax : *(without country prefix)* |  |
| Contact Email\* : |  |
| Email for payment advice : *(if different from contact email)* |  |
| **Various** | |
| Language of correspondence\* : | **Select contract language** |
| Tax Code 1 / Tax Code 2 : | **/** |
| Payment currency\* : |  |
| **Bank Information** | |
| Bank country\* : |  |
| Bank name\* : |  |
| Bank agency name\* : |  |
| Agency address\* : |  |
| Bank City and Postal code\* : |  |
| SWIFT code\* : |  |
| Bank account Number\* : |  |
| Bank number : |  |
| Branch code: |  |
| IBAN : *(if applicable in your country)* |  |
| Control Key : *(if applicable in your country)* |  |
| Account holder name\* : |  |
| Account currency\* : |  |
| Additional banking information :  *(ACH for Bank in USA, Correspondent and Intermediary Bank)* |  |

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| **Please attached mandatory supporting documents :** |
| Copy of the identification document (e.g: ID card or Company Certification)  Copy of a bank document  **I confirm that the information given in this form is true, complete and accurate.** |

\*Mandatory Information

\*Use the Latin Alphabet\*

VENDOR INFORMATION

**Company name**: The legal name of the company/organization. Acronyms can be included in the name.

**Family name/ Given name**: Name and first name must be complete and the same as the Identification document.

**Address**: The complete physical and postal address or PO box depending on the practice in the country.

 PO box is not accepted for vendors in the USA

**Tax code 1/ Tax code 2**: Only to be provided if required.

**Telephone Numbers**  : To be provided without the country prefix.

BANK INFORMATION

**Bank Name**: The official name of the banking institution and the acronym (e.g. HSBC – Hong Kong & Shanghai Banking Corporation).

**Bank Agency Name**: The name of the bank branch.

**Bank Country**: Country in which the vendor’s bank is located.

**Bank Agency Address and city**: Complete address of the bank.

**SWIFT**: SWIFT/BIC code is mandatory irrespective of the bank location.

**IBAN**: For IBAN mandatory countries only.

**Bank number and branch code**: Mandatory for the following countries:

\*Australia

\*New Zealand

\*Canada

\*South Africa.

**ACH, automatic clearing house**: Mandatory for payments to USA only.

**Account holder name**: Complete name of the account holder must be provided as it appears on the bank document.

**Account currency**: The bank account currency.

**Payment currency**: The currency in which the payment is made.

**Additional banking information**: e.g.: \*ACH for the USA

\*Correspondent and Intermediary bank

ATTACHED DOCUMENTS

|  |
| --- |
| **An official bank document is mandatory:** |

* **For Company/ organization a registration document** 
  + Official registration document

**Or**

* + Signed letter of justification of non-registration. *In case of small companies with no official registration in their respective countries.*

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| **An** **Identification Document** **is mandatory:** |

Bank document should indicate the following information:

* + Bank name
  + Account holder name
  + Account number

*e.g.: cancelled crossed cheque, a RIB, a bank statement…*

\*These documents should be either in French or in English. If the document is in a different language, the original document should be with its translation should be provided.\*