

**APPLICATION FOR REGISTRATION OF SUPPLIERS FOR GOODS/SERVICES AND  
WORKS/CONTRACTS**

**YEAR 2024**

**(UNDER THE SHOPPING METHOD)**

**URBAN DEVELOPMENT AUTHORITY**

**MINISTRY OF URBAN DEVELOPMENT & HOUSING**

1. Name of the Institute : .....

2. Mailing Address : .....

3. Telephone No : .....

Fax No : .....

E-Mail Address .....

4. Contact Person & Contact No : .....

5. Province/District of your Business Registration

Province : ..... / District .....

6. Are you seeking Registration for the **Items of Civil Engineering Construction Works** ?

'Yes'/'No'.

If "Yes" what is the Registration Number and Specialty/Grade Registered with **Construction**

**Industry Development Authority (CIDA) :**

**CIDA No** : .....

Registered **CIDA** Specialty/Grade : .....

The details of Item fees paid to the Bank of Ceylon (BOC)/Head Office, Provincial/District

7. Offices of Urban Development Authority.

A. Total amount paid as Item fee Rs. : .....

B. Number of Items : .....

**Original of Cash Deposit Slip Attach here**

What are the Item/Items for which registration is sought? Please indicate Item number/s correctly in the table below (see example below before fill Items).

**Example for Filling of the below Table**

A 1	A 2	A 3	B 1 4	E 5	F 6	G 1			
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Number of the Item/s:									

I Hereby Confirm That I have read and understood the Terms and Conditions specified in the General Instruction issued with this application for Registration of Suppliers/Contractors for the year 2024 and I agree with the Terms and Conditions stipulated therein.

.....  
Signature of the Proprietor

Date :- .....

(Please affix the Rubber Frank)

A.D.G. & Head of Procurement  
Urban Development Authority  
Ministry of Urban Development & Housing

**REGISTRATION OF SUPPLIERS / CONTRACTORS - YEAR 2024  
(FOLLOWING DOCUMENTS SHOULD BE ATTACHED WITH THE APPLICATION)**

- ❖ **Copy of the Business Registration Certificate/ Company Registration Certificate**
- ❖ **Contractors who are applying for the Items of Civil Engineering Construction Works, should forward a copy of the certificate which indicate the Specialty/Grade that they have registered last (2023 Year) at the Construction Industry Development Authority (CIDA).**
- ❖ **Original Copy of the Cash Deposit Slip/Receipt**
- ❖ **Copy of the VAT Certificate should be forwarded by registered persons.**

*(Duly completed Application Forms together with all the necessary documents should be sent by registered post or By hand to reach on or before 30.11.2023 at the under mentioned address. The top-left-hand corner of the envelope containing the application should be marked as "REGISTRATION OF SUPPLIERS – 2024".)*

*The Chirman  
Urban Development Authority  
Procurement unit,  
7<sup>th</sup> Floor,  
"Sethsiripaya"  
Battaramulla.*