

**VENDOR REGISTRATION FORM**

(For Corp & Freight Carrier Vendor types)

**Andhra Paper Limited**

**Corporate Office:** 8th Floor, Krishe Sapphire Building, Hi-tech City Main Road, Madhapur, Hyderabad -500 081, Telangana

**Registered Office & Works:** Sriram Nagar, Rajamahendravaram – 533 105, Andhra Pradesh

**Works:** MR Palem, Kadiyam Mandalam, Kadiyam – 533126, Andhra Pradesh

- Instructions:** 1. This form needs to be filled by authorized representative of the firm/organization  
2. It is mandatory to fill all the fields with relevant information

1	Name of the Organization	
2	Corporate Office Address: Telephone: Fax: Website address:	Ordering/Billing Address: Telephone: Fax:
3	Contact Person Details: Name: Mobile No:	Designation: Email Address:
4	Legal Structure <input type="checkbox"/> Public <input type="checkbox"/> Private Limited <input type="checkbox"/> Proprietary <input type="checkbox"/> Other	
5	Nature of Business <input type="checkbox"/> Manufacturing <input type="checkbox"/> Trading <input type="checkbox"/> Services <input type="checkbox"/> Other If vendor is involved in providing On-Site Services - please fill attached Contractor Prequalification form.	
6	Company is owned or controlled by a Parent Company : YES / NO	
7	Has Your Company Operated under other than its current name: YES / NO? If Yes Full Name of Parent Company:	
8	How many years has your company been in business under its current name?	
9	If the company is already registered with Andhra Paper Ltd, Provide details like Purchase Order or Code number.	
10	If any directors/partners/employees related to any employee of Andhra Paper Ltd , If Yes -provide Name & Emp ID	
11	If any Ex-employee is employed by the company, provide details of his/her last posting at Andhra Paper Ltd: If Yes - provide Name & Emp ID -	
12	Manufacturing Capacity & Equipment available:	
13	Major Clientele (Enclose Order copies):	
14	Have you had any contracts terminated for poor performance in the last three years, or any contracts where damages have been claimed by the contracting Authority? If "Yes", please give details.	
15	Please provide contact details for three references for whom you have conducted similar work in the last 3 years: Customer Name & Company Telephone No, Service provided, Value of Contract 1. 2. 3.	
16	List of Products or facilities offered:	

17	Do you have any Sister Concern firm associated with Andhra Paper Ltd (Currently or In the past) <input type="checkbox"/> YES <input type="checkbox"/> NO If yes please provide Name & Vendor Code with us: Name _____ Vendor code _____
18	Annual Turnover for last 3 years (enclose balance sheet):
19	Provide the current total number of full-time employees in your company:
20	PAN number: _____ GSTIN NUMBER: _____
21	If MSME unit, Registration No :

**Beneficiary Bank Details:**

Name of the Bank	
Branch Address & Branch Code	
City	
State & Pin Code	
Account Type	
Account Number	
IFSC Code (11 digits) (Mandatory)	

**\*\* Enclose Cancelled Cheque – MANDATORY \*\***

**List of Documents to be submitted**

1	Photocopy of PAN Card	<input type="checkbox"/>
2	SCOC Acknowledgement (signed with Company Seal)	<input type="checkbox"/>
3	Cancelled Cheque	<input type="checkbox"/>
4	Certificate of Incorporation/ Partnership Deed	<input type="checkbox"/>
5	MSME Registration Certificate	<input type="checkbox"/>
6	GST Registration Certificate	<input type="checkbox"/>
7	Last One year GST return File	<input type="checkbox"/>
8	Pre Screening Questionnaire Form	<input type="checkbox"/>
9	Any other documents -	<input type="checkbox"/>

**Consent:** "By providing the above information, you consent to the collection and use of the information by Andhra Paper Ltd as provided by you. You also provide your consent to Andhra Paper Ltd to use or transfer the information as they deem fit."

**ASSESSMENT REMARKS - (To be filled by Andhra Paper Limited)**

Assessment comments by Commodity Leader/Department Head:

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(Buyer/User)

(Commodity Leader/Department Head)

<b>FOR CVA INDIA USE ONLY</b>	Date:
Name of the CVA: _____	
Remarks: _____	Signature (Approver): _____

**Declaration by Unregistered / Registered Vendor under Composite scheme:**

“I/we are unregistered / registered under Composite scheme of GST; it will be my/our sole responsibility “to provide GST Registration Certificate/intimate in case of opting out from composite scheme” to Andhra Paper Limited in case I/we have any changes to GST registration status in future. Andhra Paper Limited will not be responsible for any tax liability under GST, arising out of transaction with me/us.”

The above information is true and to the best of my knowledge.

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Name of Signatory \_\_\_\_\_

Designation of signatory: \_\_\_\_\_

Andhra Paper Limited - Supplier Code of Conduct

(To be signed by an authorized representative of the Company/firm with Company seal)

**Overview:** Andhra Paper Limited (APL) believes in conducting business with honesty and integrity, treating all people with dignity and respect, supporting our communities and honouring the laws, regulations and treaties of the countries in which we operate. In selecting its suppliers, APL endeavours to choose reputable business partners who conduct their business in a manner that shows commitment to high ethical standards, safe and healthy working environments, protection of human rights and dignity protection of the environment and compliance with the law.

This supplier code of conduct ("code") outlines our expectations regarding the workplace standards and business practices of our suppliers, along with their parent entities, subsidiaries, affiliates, subcontractors and others who are within their supply chain ("supplier").

The expectations contained in this code are factors essential to our decision whether to enter into or extend existing business relationships. Each supplier is responsible for ensuring that its employees, representatives and Subcontractors understand and comply with this code.

The expectations outlined in this code do not replace specific requirements in contracts. Rather, this code is intended to supplement the specific requirements in contracts. If a contractual term is stricter than this code, the supplier must meet the stricter contractual requirement. This code does not alter contractual terms or constitute express or implied contractual obligations or a contract of employment.

APL operates in a business environment and honours the law of the territory in which APL operate. However certain laws, such as the prevention of corruption Act, apply to APL's operations. Therefore, this code is focused on principles that uphold consistent compliance obligations throughout our operations. Suppliers are also expected to comply with all laws and treaties of the territories in which they operate; however, within the scope of such compliance, where local or regional laws are less restrictive than the principles of this code, we expect our suppliers to follow this code. Conversely, when local or regional laws are more restrictive than this code we expect our suppliers to follow the local or regional laws.

**Work place, Labour and Human Rights**

**Respect and Dignity:** Suppliers are expected to keep their workplaces free of harassment, harsh treatment, violence, intimidation, corporal punishment, mental or physical coercion, verbal abuse and discrimination.

**Wages and Benefits:** Suppliers must follow all laws governing wages and working hours, including compensation, benefits and overtime.

**Freedom of Association:** Suppliers must respect the right of their employees to join or not to join any lawful association without fear of retaliation.

Employment eligibility and voluntary labour, Supplier shall only employ workers with a legal right to work, illegal child labour and forced labour are forbidden in any circumstance.

Suppliers must refrain from any conduct – and require their contractors to refrain from any conduct – that uses threats, force or any form of coercion, abduction, intimidation, retaliation or abuse of power for the purpose of exploitation, forced labour or slavery of any individual, suppliers must comply with all laws governing human trafficking and slavery.

**Business conduct and Ethics:** Illegal payments, corruption and bribes. Suppliers must not engage in illegal payments or corruption or tolerate the offer of gifts, favours or entertainment where they are intended – or appear intended to obligate the receiver, suppliers must not participate in extortion, fraud, embezzlement, bribery or kickbacks. A supplier must use every effort to legally understand and determine when it is dealing with a government official and when a payment may be legitimate rather than a bribe.

**General contracting ethics and fiscal integrity:** When providing goods and services, suppliers must meet their contractual obligations and follow the law. Any representation to APL must be accurate and truthful. Furthermore, suppliers must keep accurate records that comply with the law.

**Conflicts of Interest:** Suppliers shall disclose to APL any potential conflict of interest, such as when one of their employees (or someone close to the employee) has a relationship with APL employee who can make decisions that will affect the supplier's business- or when an Andhra Paper Limited employee has any kind of interest in the supplier's business.

**Securities and Insider Trading:** If a supplier learns of any material non-public information while working for Andhra Paper Limited they must not share that information with others or use it for market trading.

**Antitrust and competition laws:** Suppliers must avoid agreements or actions that illegally limit trade or competition. They may not offer our employees any confidential

information about Andhra Paper Limited competitor.

**Gift-giving and political Contributions:** Bribes or inappropriate, lavish or repeated gifts to Andhra Paper Limited employees are forbidden, regardless of local custom. Furthermore, suppliers must not offer entertainment or gifts to government officials or make direct or indirect political contributions – on Andhra Paper Limited's behalf.

**Intellectual Property and Data Privacy:** Suppliers must protect all of Andhra Paper Limited's intellectual property rights, trade secrets and proprietary information. They must also protect personally identifiable information that they keep for Andhra Paper Limited from unauthorized access, destruction, changes, use and disclosure.

**Health, Safety and the Environment**

**Workplace Health and Safety:** We expect suppliers to promote secure, safe and healthy work sites. Suppliers should have everything in place that is needed to reduce the risk of accidents, injuries and exposure - especially where hazardous materials are present. They must have well-established safety procedures, preventative maintenance and protective equipment in compliance with the law.

**Responsibility to the Earth:** Suppliers must comply with all environment laws, including those relating to hazardous materials, wastewater, solid waste and air emissions. We encourage our suppliers to reduce the environmental impact of their operations and safeguard the natural resources on which we all depend, especially through responsible efforts to reduce or eliminate waste of all types. Such efforts include source reduction, recycling composting. Reusing materials and conserving water and energy.

Suppliers must comply with this code and the law. Suppliers shall be responsible for any monitoring or documenting of their compliance and their efforts to promote compliance within their supply chains. If Andhra Paper Limited reserves the right to investigate any instances of a supplier's non-compliance of which it becomes aware. Non - Compliance may be grounds for Andhra Paper Limited to void or terminate contractual obligations with a supplier.

**Contact Information:** Any questions regarding this supplier code of conduct should be directed to Andhra Paper Limited's Ethics office at [ethics@andhrpaper.com](mailto:ethics@andhrpaper.com).

ACKNOWLEDGEMENT

We here by acknowledge the receipt of the Supplier Code of Conduct ("code") of Andhra Paper Limited ("APL") and agree to abide by The code as an integral and obligatory covenant in the agreement between us and Andhra Paper Limited.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Signatory: \_\_\_\_\_

Designation of Signatory: \_\_\_\_\_