

**CORPORATE REQUIREMENTS FOR SERVICE PROVIDER CONTRACTS**

1. **All service providers must submit ALL the information below for their vetting, failure of which is automatic disqualification from the procurement and prequalification exercise.**
2. **Submission of all the documents below is however not an automatic acceptance or prequalification as FINCA Uganda service provider.**
3. **Please have one of the company directors sign every page of the documents submitted.**

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| 1. | Certificate of incorporation/Registration |  | To be certified |
| 2. | Memorandum & Articles of Association/Constitution |  | To be certified |
| 3. | VAT&TAX Registration/Exemption Certificate/ Tax Clearance Certificate |  |  |
| 4. | Particulars of Directors & Secretaries (Company Form 7) where applicable |  | To be certified |
| 5. | Brief Organization Profile |  |  |
| 6. | Resolution from directors to apply for service provision |  | Where applicable |
| 7. | Application for Service Provision |  |  |
| 8. | Copies of at least 2 Directors’ IDs |  |  |
| 9. | Copy of last filed Annual Return/ Annual Report |  | To be certified |
| 10. | Affiliated company (ies) |  | To be certified |
| 11. | Declaration of conflict of interest |  |  |
| 12. | Copies of Directors’ Credit Reference Bureau Numbers and consent to written consent to check credit rating and history with the bureau. |  | For local companies |
| 13. | Copy of Insurance Cover (s) |  |  |
| 14. | Copy of filled Due Diligence Questionnaire |  |  |
| 15. | Certification of Anti-corruption Compliance |  |  |
| 16. | Non-disclosure & Confidentiality Undertaking |  |  |
| 17. | Notification of Registered office (Form 9) |  | For local firms |