

Kindly fill in all the relevant portions of this questionnaire, and return it by mail to [vendormgtcom@asopl.com](mailto:vendormgtcom@asopl.com).

## 1 Company Data

### 1.1 Company Names

Enter the Full Company Name  
 Previous Company Name  
 Common Name


### 1.2 Contact Information

Address  
 Address Line 1  
 Address Line 2  
 Town or City  
 County, Region or State  
 Country  
 Telephone (Excluding Country Code)  
 Fax (Excluding County Code)  
 Email  
 Company Website


### 1.3 Business Overview Statement

Statement  
  
 Comments


## 2 Contacts

### 2.1 General Supply Enquires Contact

Title  
 First Name  
 Last Name  
 Job Title  
 Address Line 1  
 Address Line 2  
 Town / County  
 Country  
 Telephone (Excluding Country Code)  
 Email


### 2.2 Database Access & Information Contact

Title  
 First Name  
 Last Name  
 Job Title  
 Address Line 1  
 Address Line 2  
 Town  
 Country  
 Telephone (Excluding Country Code)  
 Email


### 2.3 Top Executive Contact Details

Title  
 First Name  
 Last Name  
 Job Title


### 2.4 Financial Director or Equivalent

Title  
 First Name  
 Last Name  
 Job Title


### 2.5 Sales & Marketing Director or Equivalent

Title  
 First Name  
 Last Name  
 Job Title


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## 2.6 Technical / Operations Director or Equivalent

Title	
First Name	
Last Name	
Job Title	

## 2.7 E-Commerce Focal Point

Title	
First Name	
Last Name	
Job Title	

## 2.8 Contact and Executive's Comments

Comments	
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## 3 Other Information

### 3.1 General Company Information

Company Type	
Country of Registration	
Name of Regulatory Authority	
Company Registration Number	
Registration Year	
VAT Registration Number	
ASO Bank Account Name	
ASO Bank Account Number	
ASO Bank Branch	
Other Banker's Name	
Bank Address	
Auditors' Name	
Auditors' Address	
Comment	

### 3.2 Company Ownership

Do you have a parent company?	
If Yes	
Parent Company Name	
Is the registered Company / Organisation a wholly owned subsidiary?	
If No, list shareholders	
Shareholder 1	
Shareholder 2	
Shareholder 3	
Shareholder 4	
Does a Bank or Financial Institution hold a board position?	
Comments	

### 3.3 Company Size

Number of full time staff involved in this business	
Office Capacity (m <sup>2</sup> )	
Workshop Capacity (m <sup>2</sup> )	
Yard Capacity (m <sup>2</sup> )	

### 3.4 Customs Authorisation (For Vendors who import their products)

Customs Authorisation Number	
Other Customs Information	
Authorising Country	

## 4 Registration Boundary

**So far you have provided information about the business entity you intend to market with this registration. This section requires that you provide details of any additional organisations involved in providing the products / services that you have offered or with whom you have an association**

### 4.1 Boundary of Registration Submission

**(List of Companies providing the products / services offered)**

Participating Company Name	
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Comments

Please enter 0's if you were not trading in this year, or if this information is not applicable to your business.

## 6.3 Awards

Have you been granted any Health & Safety acknowledgement awards in the last THREE years?

### 6.3.1 If Yes:

Details of Award  
Award Title  
Name of awarding body  
Date of award


If you have been given other awards in the course of your trading please state them in a separate sheet of paper

## 7 Environment

### 7.1 Company Approach

Do you have a documented environmental policy?  
Do you provide appropriate environmental training/ awareness for all staff?  
Do you assess the competence of your sub-contractors with respect to environmental matters?  
Do you conduct monitoring/ internal audits of your environmental arrangements to demonstrate the ongoing effectiveness of the system?  
Do you have an annual environmental plan that reflects objectives and targets for improvements to environmental performance?  
Comments


## 8 Skills, Competence and Training

### 8.1 Company Approach

Do you have a documented policy regarding competence assurance?  
Do you define and make available competence requirements for all jobs?  
Do you keep up-to-date staff competence records?  
Do you have a documented policy regarding the provision of training?  
Do you define and identify training needs?  
Do you keep up-to-date staff training records?


### 8.3 Statistical Data

What average percentage of employee's time is invested in training or updating skills?  
Through formal external or internal "classroom" training  
Through "on-the-job" training


## 9 Innovation & Improvement

### 9.1 Company Approach

Do you participate in or administer your own Research & Development  
Do you regularly communicate the approach and results throughout the company?  
If Yes, give up to 6 examples of significant improvements/initiatives which have been recently implemented.  
Do you initiate regular performance surveys with:  
Your suppliers?  
Your clients?  
If Yes, to either of the above, briefly outline the most recent example(s)  
Use a key performance indicator (KPI) approach for performance monitoring and assessment?


## 10 Business Awards

Have you been granted any nationally recognised general achievement awards within the last TWO years? e.g. Business Excellence / Quality / Industry / Government / Entrepreneurial etc.

### 10.1 If Yes, provide the details

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Details of Award  
 Award Title  
 Name of awarding body  
 Date of award


If you have been given other awards in the course of your trading please state them in a separate sheet of paper

## 11 Supply History

Company  
 Project / Asset Name  
 Dates Supplied From  
 Dates Supplied To  
 Indicative Value band of work undertaken during the above period  
 Description of Product/Service provided


Company  
 Project / Asset Name  
 Dates Supplied From  
 Dates Supplied To  
 Indicative Value band of work undertaken during the above period  
 Description of Product/Service provided


Company  
 Project / Asset Name  
 Dates Supplied From  
 Dates Supplied To  
 Indicative Value band of work undertaken during the above period  
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Company  
 Project / Asset Name  
 Dates Supplied From  
 Dates Supplied To  
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 Description of Product/Service provided


Company  
 Project / Asset Name  
 Dates Supplied From  
 Dates Supplied To  
 Indicative Value band of work undertaken during the above period  
 Description of Product/Service provided


Company  
 Project / Asset Name  
 Dates Supplied From  
 Dates Supplied To  
 Indicative Value band of work undertaken during the above period  
 Description of Product/Service provided


## 12 Products and Services

### 12.1 Products and Services Description

Product Description


Capacity Range from  
 Capacity Range to  
 Units  
 Provider Type


Manufacturers Name  
 Geographical Area of Supply  
 Trade or Common Marketing Name


Product Description  
 Capacity Range from  
 Capacity Range to  
 Units


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Provider Type	
Manufacturers Name	
Geographical Area of Supply	
Trade or Common Marketing Name	
Product Description	
Capacity Range from	
Capacity Range to	
Units	
Provider Type	
Manufacturers Name	
Geographical Area of Supply	
Trade or Common Marketing Name	

### 13 Declaration

#### 13.1 Completion Details

Completed By	
Telephone	
Email:	

#### 13.2 This Declaration must be approved by one of the contacts referred to in the Contacts section.

I certify the information that is provided in this registration is accurate and complete to the best of my knowledge and belief. I understand that the provision of inaccurate or misleading information may lead to the registered Company being removed from the ASO Savings & Loans Vendor database. The Company will use its best endeavours to keep the information current

I also confirm that the Company being registered accepts ASO Savings & Loans Plc standard Terms and Conditions for registered vendors as contained in Service Level Agreements for each job the company accepts with ASO Savings & Loans Plc.

Signature	
Full Name	
Position	
Date	