



Trust Bank eTender System



List of Supporting Documents.

S/N	File Type	In case of a Proprietorship Concern	In case of a Partnership Firm	In case of a Company	Remarks
1	Application for enlistment mentioning company/firm authorized persons information and signature verification by Proprietor/ Chairman/ Managing Director.	Required	Required		<p>1. Each file (PDF/JPEG) may contain multiple pages but each page not more than 300 kb & clearly visible.</p> <p><u>For Picture (SL#13):</u></p> <p>2. Scan copy of Passport Size Photograph of Proprietor/All Partners/All Directors.</p> <p><u>For Picture (SL#14):</u></p> <p>3. Photograph of office premises: a. Photograph of office (inside) from front to rear b. Photograph of office (inside) from rear to rear c. Photograph of office building with sign board.</p> <p>4. No .doc/.xls/zip/rar/compressed/ other type of file will be accepted by TBL.</p>
2	Detailed Company Profile				
3	Organization Chart and list of personnel employed				
4	Valid Trade License				
5	E-TIN with Tax Clearance Certificate				
6	VAT Registration Certificate				
7	Bank Solvency Certificate				
8	Work Order/ Experience Certificate				
9	Work Order/ Experience Certificate of TBL				
10	List of Clients (Including ongoing project)				
11	Scan Copy of VOID Cheque of Company Bank Account				
12	Scan Copy of Deposit Slip for Enlistment Application Fees				
13	Latest Picture of Prop/All Partners/All Directors (Passport Size photograph each)				
14	Photograph of own Office premises/establishments				
15	Deed of Partnership (If the Deed of Partnership does not mention the name of the authorized signatory, a resolution of the Partners authorising a Partner to sign on behalf of the firm)	Not Required	Required	Not Required	
16	Memorandum and Articles of Association/Trust Deed/Constitution/Charter, as applicable		Not Required	Required	
17	Certificate of Incorporation/Registration				