**Mandatory Information for Issuance of PO**

**Basic Information:**  NOTE: Field with \* is mandatory.

1. \*Registered Company Name:
2. \*Business Registration no:
3. \*GST Registration no:
4. \*Purchase Order Email:

(All purchase orders will be sent to this email address)

1. \*Remit Email Address:

(All updates and softcopy remittance advices will be sent to this email address)

1. \*Phone Number:
2. \*Street Address:
3. \*State:
4. \*Country/Region:
5. \*Postal Code:
6. Mailing Address:

**Bank Details:**

1. \*Bank Account Holder Name:
2. \*Bank Swift Code:
3. \*Bank Account Number:

**Consensus**

\*I confirm that the information given in this form is true and hereby authorize NSS Vendor Master Team to process the registration/modification.

\*I confirm that the new individual vendor request is not for an existing employee of NTU.

\*For PDPA purpose, I agree and consent NSS Vendor Master Team to collect, use and store any personal data as attached in the supporting document for the purpose of registration/modification of vendor record.

**Supporting Documents:**

1. \*Mandatory Information for Issuance of PO
2. \*Business Registration Certification
3. \*Bank Statement or GIRO/Telegraphic Transfer Authorization Form
	1. Completed GIRO Form - (Part I and II, of which part II is to be endorsed by your Bank)
	2. Bank Statement - detailing account holder name & account number (within 3 months) AND ACRA Business Profile