**INSTRUCTIONS TO VENDOR ONBOARDING IN NIGER**

Dear Vendor,

Thank you for your interest in doing business with Savannah Energy.

To register your company in our system, kindly fill in and return the enclosed documents within the following guidelines:

**Registration Request**

Please return the Supplier Registration Request as a word document (No need to sign the last page).

* Company Registration Document (e.g Certificate of incorporation, Names & particulars of Directors /Shareholders – Registre du Commerce et du Crédit Mobilier “RCCM”)
* Anti Bribery and Declaration Form (2 pages) on Vendor’s letter headed paper and send as PDF. Needs to be signed by a Company Director (both pages)
* Banking Details on Vendor’s letterheaded paper signed and send as PDF
* Tax clearance certificate
* Three (3) Years Audited Account
* Tax Identification Number

Best regards,

Savannah Energy

Supply Chain Management