



MIPA SUPPLIER REGISTRATION FORM (2026-2027)

Instructions: Please complete all sections clearly. Incomplete forms or missing attachments may result in rejection.

SECTION 1: COMPANY PROFILE

Registered Company Name: _____

Trading Name (if different): _____

Business Registration Number (BRN): _____

Date of Incorporation: _____

VAT Registration No. / Tax Account No. (TAN): _____

Registered Address: _____

Main Telephone: _____

Company Website: _____

SECTION 2: CONTACT DETAILS

Primary Contact Person: _____

Designation: _____

Direct Phone/Mobile: _____

Email Address: _____



SECTION 3: BUSINESS CATEGORY & CAPABILITIES

Please indicate your primary area(s) of supply

Category A: Office Administration:

• **Sub-categories:**

- General stationery
- Printing Consumables (toners/ink cartridges)
- Printing & Photocopying Services (Roller Banners, posters, banners etc.)
- Office Furniture and Equipment

Category B: IT & Infrastructure

• **Sub-categories:**

- IT Equipment (Laptops, Servers, etc.)
- Software Development & Maintenance
- Maintenance of Office Equipment/IT

Category C: Corporate Events & Hospitality:

• **Sub-categories:**

- Hotel conferencing facilities
- Professional catering services
- Specialised audio-visual and sound systems
- Corporate Gifts/Apparel (Branding, Printing or engraving of corporate gifts)
- Florist
- Photography Services
- Videography Services

Category D: Travel & Logistics:

• **Sub-categories:**

- Air Tickets
- Taxi Services
- Travel agencies
- Air ticketing services
- Tour operators for official travel and excursions

Category E: Professional Services:

• **Sub-categories:**

- Advertising and PR Services
- Press notice publication
- Corporate insurance services

Category F: Facilities & Maintenance

• **Sub-categories:**

- Air Conditioning Maintenance
- Pest Control

Other Services

- Other (Please specify): _____

SECTION 4: COMPLIANCE & QUALITY ASSURANCE

• **Are you registered with the Data Protection Office (Mauritius)?**

Yes No N/A

• **Do you hold any quality/industry certifications (e.g., ISO)?**

Yes (Specify: _____) No

• **Is your business currently involved in any pending litigation?**

Yes No

• **Does your company have eco-friendly/sustainable policies?**

Yes No



SECTION 5: COMMERCIAL & FINANCIAL TERMS

• **Standard Payment Terms required:**

Cash on Delivery 15 Days 30 Days Other: _____

Bank Name: _____

Account Number: _____

SECTION 6: REFERENCES & CONFLICT OF INTEREST

Corporate References: Please provide two major corporate clients you have serviced in the last 2 years.

1. **Company:** _____

Contact Person: _____

Phone: _____

2. **Company:** _____

Contact Person: _____

Phone: _____

Conflict of Interest Declaration:

- Do any of your directors, partners, or major shareholders have a family or business relationship with any current MIPA Board Member or Staff Member?

Yes (Please detail: _____) No



Mauritius Institute of Professional Accountants

(Established under Financial Reporting Act 2004)

SECTION 7: MANDATORY DOCUMENT CHECKLIST

Please attach copies of the following documents with your application:

- Certificate of Incorporation / Business Registration Card
- VAT Registration Certificate (if applicable)
- Company Profile or Product Catalog
- Proof of Bank Account (e.g., header of bank statement)

DECLARATION

I, the undersigned, certify that the information provided in this form is accurate and complete. I understand that registration does not guarantee the award of any contract or order from the Mauritius Institute of Professional Accountants.

Authorised Name: _____

Designation: _____

Signature: _____

Date: _____

Company Seal:

Please return this completed form and all attachments to:

5th Floor,
The CORE, 62, ICT Avenue,
Cybercity 72201,
Ebene,
Mauritius

or by email to: info@mipa.mu

