

SMALL BUSINESS AND SMALL BUSINESS SUPPLIER COMBINED REGISTRATION FORM



MINISTRY
OF
TOURISM, INDUSTRY
AND COMMERCE



Promoting Entrepreneurship

SMALL
BUSINESS
BUREAU

SMALL
BUSINESS
PROCUREMENT
PROGRAMME

PLEASE VERIFY YOUR STATUS AS A SMALL BUSINESS BELOW PRIOR TO REGISTRATION

To qualify for registration as an Approved Small Business and be eligible for participation in the Small Business Procurement Programme, businesses must satisfy the requirements of a small business as set out in the Small Business Act of 2004 (Section 2.(1).a-f):

Section 2.(1).a-f of the Small Business Act of 2004 states: "small business" means any person or persons, including a body corporate or unincorporate, carrying on business in Guyana for gain or profit and satisfying the criteria listed hereunder, but does not include any business having as its principal object the furtherance of a charitable or political purpose -

- (a) is incorporated or registered under the Companies Act 1991 or the Business Names (Registration) Act; or
- (b) is a partnership under the Partnership Act; or
- (c) is owned by a person or persons trading not under the Companies Act nor in partnership;
- (d) is a registered cooperative society under the Co-operative Societies Act;
- (e) is owned and controlled by those persons who hold the majority shareholding or controlling interests in the business, and is not a subsidiary or affiliate of another company; and
- (f) satisfies all three(3) of the following conditions

- (i) employs not more than twenty- five persons;
- (ii) has gross annual revenues of not more than sixty million dollars;
- (iii) has total business assets of not more than twenty million dollars:

TO QUALIFY FOR REGISTRATION, YOUR BUSINESS MUST: BE REGISTERED UNDER THE COMPANIES ACT 1991, BUSINESS NAMES (REGISTRATION) ACT, PARTNERSHIP ACT, OR CO-OPERATIVE SOCIETIES ACT; NOT BE A SUBSIDIARY OR AFFILIATE OF ANOTHER COMPANY; AND MEET AT LEAST TWO OF THE CONDITIONS STATED IN SUB-SECTION F.

Please apply for registration only if qualified. First time registration is free.

To apply for registration in the Small Business Procurement Programme, businesses must **COMPLETE AND SIGN BOTH PART 1 AND PART 2** of the Small Business and Small Business Supplier Combined Registration Form.

Section 11 (1) of the Small Business Act of 2004 states: "The Government shall use its best endeavours to ensure that at least twenty percent of the procurement of goods and services required annually by the Government is obtained from small businesses and for this purpose, the Council shall prepare annually a Small Business Procurement Programme".

From January 2019, with the implementation of the Small Business Procurement Programme (SBPP), all small business suppliers wishing to participate in the SBPP and bid on set-aside contracts for small business must be registered with the Small Business Bureau (SBB) as an Approved Small Business, and include their SBPP registration number in their bid/quotation submissions for all Government of the Cooperative Republic of Guyana (GCRG) procurement. These forms are available at SBB Office, Regional Help Desks, SBB Business Incubators, or by e-mail request to sbppguyana@gmail.com.

Completed forms with supporting documentation should be e-mailed to sbppguyana@gmail.com, submitted to SBB Office, Regional Help Desks, or SBB Business Incubators in-person, or mailed to The CEO, Small Business Bureau, Ministry of Business, Lot 1, La Penitence, Georgetown. GUYANA.

An e-mail acknowledging receipt of the form and its details, with an application number, will be sent by SBB to the primary contact person identified on the form (Part 1 – A.4) for verification of accuracy of the supplied data. Once SBB completes internal verification of the supplied data with its sister GCRG agencies, an e-mail of the supplier registration certificate with the supplier registration number will be sent to the primary contact person identified on the form, or can be collected from SBB. For more information please e-mail sbppguyana@gmail.com or call +592 226-8120, +592 226-8123, or +592 226-8133.

The preference is to complete the form electronically using the free Adobe Reader. When using Adobe Reader required fields are highlighted in red, and help is available if the mouse pointer is placed over the field.

Small businesses must renew registration with SBB annually. Renewal forms are available at SBB Office, Regional Help Desks, SBB Business Incubators, or by e-mail request to sbppguyana@gmail.com.

INSTRUCTIONS FOR COMPLETING THE FORM

SBB MUST BE IMMEDIATELY INFORMED OF ANY CHANGES TO THE SUPPLIED DATA IN WRITING

All required data items have an * following the data item label, e.g. A.1 Business Name* indicates that all businesses must complete it. All other items should be filled in if possible.

Complete form in blue or black ink only.

Complete all items in BLOCK letters.

ATTACH COPIES OF ALL REQUIRED DOCUMENTS: Business Registration, TIN, NIS, GRA Compliance Letter, NIS Compliance Letter, Operational License(s)/Compliance Standard(s) Certificates, Owner TIN Certificate(s) and ID Card(s)

SMALL BUSINESS AND SMALL BUSINESS SUPPLIER COMBINED REGISTRATION FORM

Ver: 18 -Feb-2019

INSTRUCTIONS FOR COMPLETING THE FORM (CONTINUED)

PART 1:

Section A captures basic business information

A.2 Trading Name - If different from commonly used name, enter the business name as on the Business Registration (Companies/Business Names/ Partnership/Co-operative).

A.3 Business Type* - Tick more than one box if necessary. Specify Other business type in the box provided next to Other check box.

A.4 Primary Contact Information* - How SBB contacts the business. SBB must be immediately informed in writing if changed.

A.4.c E-mail Address* - Primary contact e-mail address. All correspondence between SBB and business will use this address.

A.5 Secondary Contact Information - Alternative contact information if the primary contact is unreachable. SBB must be informed of any changes.

A.7 Trading Address - If different from Physical Address, enter the full Business Trading Address as on the Business Registration.

A.12 Primary Business Sector* - Name the specific business activities, e.g. Manufacture of musical instruments, or Processing and preserving of fruits and vegetables.

A.13 Industry Type(s)* - Select based on the main business activity(ies).

A.14 Business Outline (Describe specific business activities)* - Write a brief outline of exactly what the business does. For example, if it is in the sector "Processing and preserving of fruits and vegetables", describe which part(s) of the processing and/or preserving the business completes: "shelling peanuts" or "picking, peeling and cutting, and cooking fruit into jam".

Section B captures registration and compliance history data

Copies of Business Registration, TIN, and NIS (if local business) certificates must be attached to completed form.

B.4 Business TIN* - Enter business's registered TIN. All businesses must have a Tax Identification Number; local or foreign.

B.5 Business VAT No.* - Enter business's VAT registration number. Enter N/A if no Value Added Tax registration.

B.6 Business NIS No.* - Enter business's NIS registration number. All local businesses must have a National Insurance Scheme registration number.

Section C captures business ownership information

Copies of each owner's ID card and TIN certificate must be attached to completed form. Enter primary owner information first. All owners must be listed. If insufficient space provided, attach list and documentation for remaining owners to completed form.

Section D captures core business activities, standards compliance, operational licensing, and dealership information

Copies of standards compliance and operational licensing documentation must be attached to completed form.

D.1-2 - Enter standards compliance/operational licensing only if the compliance/license is still valid.

D.3-4 - Only applicable if business is a registered dealer.

Section E captures required information to qualify as a small business as per the Small Business Act (2004)

Attach copies of GRA and NIS compliance letters to completed form.

E.3.a Gross Sales/Turnover for Previous Tax Year* - Enter the gross sales/turnover as the value of goods and services sold during the last tax year. The standard tax year in Guyana ends on December 31. If different, use your tax year for calculation.

E.3.b Gross Sales/Turnover Projection for Current Tax Year* - Enter the gross sales/turnover as the value of goods and services the business expects to make within the next tax year. The standard tax year in Guyana begins on January 1. If different, use your tax year for calculation.

E.4 Net Business Assets at End of Previous Tax Year* - Enter the total value of business assets as valued at the end of the previous tax year. The standard tax year in Guyana ends on December 31. If different, use your tax year for calculation.

Section F captures Small Business Bureau survey data

Section G captures business information and provides a legally binding business self-declaration which the business accepts by signing

G.1 Business Organization and Objectives*

G.2 Legally Binding Self-Declaration* to be signed by up to 2 business owners.

PART 2:

Section A captures business' s basic procurement history and expectations for Programme participation

Section B captures basic business contract history information for up to last 2 contracts and/or bids – GCRG and other Enter

as many contracts and/or bids as possible, up to 2. Include any additional bids in B.3 Additional information.

Section C captures information to produce a business capability statement Update

SBB with any changes to information in writing (e-mail or physical letter). C.1-4 - Enter as much detail as you feel relevant. Use full sentences.

Section D provides an authorization to release information to interested parties, a business code of conduct, and a business self-declaration, all of which are legally binding which the business accepts by signing

D.1 Authorization to Release Information to Interested Parties* - Indicate Yes (D.1.a) if you consent to the information release.

D.2 Legally Binding Code of Conduct*

D.3 Legally Binding Self-Declaration* to be signed by up to 2 business owners.

SMALL BUSINESS AND SMALL BUSINESS SUPPLIER COMBINED REGISTRATION FORM

Ver: 18-Feb-2019, Page 1 of 7

FOR OFFICIAL USE ONLY				
	Small Business Registration	Approved	Declined	Reg. No.:
	Supplier Registration	Approved	Declined	Reg. No.:

IMPORTANT: Fill form in BLOCK letters. Use blue or black ink only.

PART 1: BUSINESS REGISTRATION

A.1 Business Name*

A.2 Trading Name (If Different)

A.3 Business Registration Type*

- Business Names Registration
- Registered Company
- Partnership
- Cooperative
- Other

A.4.a Primary Contact Name*

A.4.b Phone Number*

A.4.c E-Mail Address*

A.5.a Secondary Contact Name

A.5.b Phone Number

A.5.c E-Mail Address

A.6.a Physical Address*

Line 1*:

Line 2*:

Line 3*:

A7a Trading Address (If Different)

Line 1:

Line 2:

Line 3:

A.6.b Administrative Region*

A7b Administrative Region

A.8.a Mailing Address (If Different)

Line 1:

Line 2:

Line 3:

OR

PO Box #:

Post Office Location:

A.9 Business E-Mail Address

A.10 Business Website

A.11 Business Phone Number

A.12 Primary Business Sector*

A.13 Industry Type(s)*

- Works
- Goods
- Consulting Services
- Other Services
- Other

A.14 Business Outline (Describe specific business activities)*

SMALL BUSINESS AND SMALL BUSINESS SUPPLIER COMBINED REGISTRATION FORM

Ver: 18-Feb-2019, Page 2 of 7

B. Attach copies of Business Registration, TIN, and NIS certificates to completed form.

B.1 Registration No.(s) & Date(s) (DD/MM/YYYY)* (Only fill those that apply)

Business Names Reg. No.	<input type="text"/>	Date	<input type="text"/>		
Company Reg. No.	<input type="text"/>	Date	<input type="text"/>		
Partnership Reg. No.	<input type="text"/>	Date	<input type="text"/>		
Cooperative Reg. No.	<input type="text"/>	Date	<input type="text"/>		
Other:	<input type="text"/>	No.	<input type="text"/>	Date	<input type="text"/>

B.2 Business Registration Location*

Guyana
 Other

B.3 3 Date Business Commenced*

If Business has a separately registered TIN and/or NIS No., enter it below. If Business uses owner TIN and/or NIS No., enter the owner TIN and/or NIS No. below. If Business does not file VAT, enter N/A.

B.4 4 TIN*	<input type="text"/>	Registered	Date	<input type="text"/>
B.5 5 VAT	<input type="text"/>	Registered	Date	<input type="text"/>
No.* B. 6 NIS	<input type="text"/>	Registered	Date	<input type="text"/>
No.*				

B.7.a-d Compliance History: Enter the date (YYYY/MM) of the most recently filed return for all that apply.*

B.7.a PAYE*	<input type="text"/>	B.7.b Income Tax*	<input type="text"/>	B.7.c c VAT*	<input type="text"/>	B.7.d d NIS*	<input type="text"/>
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C. At least one owner is required. If insufficient space, attach a list of the remaining owners including full details required below. Attach copies of TIN certificates and ID cards to completed form.

C. 1.a Owner (Full Name) *	<input type="text"/>	C. 1. b Birthdate*	<input type="text"/>		
C. 1. c Marital Status*	<input type="text"/>	C. 1. d Gender*	<input type="text" value="M / F"/>	C. 1. e Differently Abled*	<input type="text" value="Yes / No"/>
C. 1. f Position Title*	<input type="text"/>	C. 1. g TIN No.*	<input type="text"/>	C. 1. h ID No.*	<input type="text"/>
C. 1. i Highest Level of Education Completed*	<input type="radio"/> None <input type="radio"/> Primary <input type="radio"/> Secondary <input type="radio"/> Vocational Training <input type="radio"/> University				

C. 2.a Owner (Full Name)	<input type="text"/>	C. 2. b Birthdate	<input type="text"/>		
C. 2. c Marital Status	<input type="text"/>	C. 2. d Gender	<input type="text" value="M / F"/>	C. 2. e Differently Abled	<input type="text" value="Yes / No"/>
C. 2. f Position Title	<input type="text"/>	C. 2. g TIN No.	<input type="text"/>	C. 2. h ID No.	<input type="text"/>
C. 2. i Highest Level of Education Completed*	<input type="radio"/> None <input type="radio"/> Primary <input type="radio"/> Secondary <input type="radio"/> Vocational Training <input type="radio"/> University				

D. List any certified national or international standards compliances or operational licenses, and any dealerships held by the business. If insufficient space, attach a list of the remaining activities, compliances/licenses, and dealerships. Attach copies of compliance standards and operational licenses documentation to completed form.

D.1 Compliance Standard or Operational License

Name:	<input type="text"/>
No.:	<input type="text"/>
Expiration Date (DD/MM/YYYY):	<input type="text"/>
Details:	<input type="text"/>

SMALL BUSINESS AND SMALL BUSINESS SUPPLIER COMBINED REGISTRATION FORM

D.2 Compliance Standard or

Ver: 18-Feb-2019, Page 3 of 7

Operational License Name:

No.:

Expiration Date

(DD/MM/YYYY):

Details:

SMALL BUSINESS AND SMALL BUSINESS SUPPLIER COMBINED REGISTRATION FORM

Ver: 18-Feb-2019, Page 4 of 7

D.3.a Authorized Dealership ID No.

D.3.b Date Appointed (DD/MM/YYYY)

D.3.c Contact Person (Full Name, Phone, E-Mail)

D.3.d Dealership Type and Products Covered

D.4.a Authorized Dealership ID No.

D.4.b Date Appointed (DD/MM/YYYY)

D.4.c Contact Person (Full Name, Phone, E-Mail)

D.4.d Dealership Type and Products Covered

E. Attach copies of GRA and NIS compliance letters.

E1a .a Number of Full-Time Employees*
 E1b Female*
 E1c Youth (Under 18)*
 E1d Differetly Abled*

E2a .a Number of Part-Time Employees*
 E2b b Female*
 E2c c Youth (Under 18)*
 E2d Differently Abled*

E3a a Gross Sales/Turnover for Previous Tax Year*

GY\$

E3b b Gross Sales/Turnover Projection for Current Tax Year*

GY\$

E. 4 Net Business Assets at End of Previous Tax Year*

GY\$

F. 1 Are you a current Small Business Bureau client? Yes / No

F. 2 Briefly describe your past interactions with the Small Business Bureau.

F. 3 Are you interested in the following service(s) from the Small Business Bureau?

Grant Funding	<input type="text"/> Yes/ No	Amount	<input style="width: 100px;" type="text"/> GY\$	Loan Funding	<input type="text"/> Yes/ No	Amount	<input style="width: 100px;" type="text"/> GY\$
Administrative Support	<input type="text"/> Yes/ No	Training	<input type="text"/> Yes/ No	Type	<input style="width: 400px;" type="text"/> Generic/ Technica l/ Uknown / Other ,specify:		
<input style="width: 850px; height: 20px;" type="text"/>							

F. 4 Indicate the challenges faced by your business.

<input type="checkbox"/> Cash Flow Management	<input type="checkbox"/> Choosing What to Sell	<input type="checkbox"/> Pests and Disease
<input type="checkbox"/> Access to Finance	<input type="checkbox"/> Attracting Clients/Customers	<input type="checkbox"/> Tax/Regulation Compliance
<input type="checkbox"/> Marketing Strategy	<input type="checkbox"/> Business Management Knowledge	<input type="checkbox"/> Other <input style="width: 150px;" type="text"/>
<input type="checkbox"/> Hiring Skilled Labour	<input type="checkbox"/> Business Management Skills	

SMALL BUSINESS AND SMALL BUSINESS SUPPLIER COMBINED REGISTRATION FORM

Ver: 18-Feb-2019, Page 5 of 7

G.1 Business Organization and Objectives* (check yes or no)

	Yes	No
G1a Is the business owned and controlled by those persons who hold the majority shareholding or controlling interests in the business?	<input type="checkbox"/>	<input type="checkbox"/>
G1b Is the business a subsidiary or affiliate of another company?	<input type="checkbox"/>	<input type="checkbox"/>
G1c Does the business have as its principle object the furtherance of a charitable or political purpose?	<input type="checkbox"/>	<input type="checkbox"/>

G.2 Legally Binding Self-Declaration * (to be signed by at least one owner)

We the undersigned declare that the details provided in this form as supplier owners, are correct to the best of our knowledge, and that, in the event of changes, details will be provided immediately to the Small Business Bureau. In the case that any of the above information is found to be false or untrue or misleading or misrepresenting, we are aware that we may be held liable for it. We hereby authorize sharing of the information furnished on this form with all bodies of the Government of the Cooperative Republic of Guyana. **UNSIGNED FORMS WILL NOT BE PROCESSED BY SBB.**

Applicant (Primary): <input style="width: 90%;" type="text"/>	Position: <input style="width: 90%;" type="text"/>
Signature: <input style="width: 90%;" type="text"/>	Date: <input style="width: 90%;" type="text"/>
Applicant (Secondary): <input style="width: 90%;" type="text"/>	Position: <input style="width: 90%;" type="text"/>
Signature: <input style="width: 90%;" type="text"/>	Date: <input style="width: 90%;" type="text"/>

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Interviewed By: **Date:**

Notes:

Verified By:

Signature: **Date:**

Notes:

Attached Documents:

- | | |
|--|--|
| <input type="checkbox"/> TIN Certificate | <input type="checkbox"/> Business Registration |
| <input type="checkbox"/> GRA Compliance Letter | <input type="checkbox"/> Owner TIN Certificate(s) |
| <input type="checkbox"/> NIS Card | <input type="checkbox"/> Owner ID Card(s) |
| <input type="checkbox"/> NIS Compliance Letter | <input type="checkbox"/> Operational License(s)/Compliance Standard(s) |

Approved Declined

Notes:

CEO - Small Business Bureau

Date (DD/MM/YYYY)

NB: Registration Forms must be stamped and signed by the Approving Officer prior to becoming an official record of the SBB.

SMALL BUSINESS AND SMALL BUSINESS SUPPLIER COMBINED REGISTRATION FORM

Ver: 18-Feb-2019, Page 6 of 7

PART 2: SUPPLIER REGISTRATION

* Part 2 must be completed in full to be considered for registration in the Small Business Procurement Programme.

A.1 Rate your level of familiarity with the procurement process.*

- Not-at-all Familiar Slightly Familiar Moderately Familiar Very Familiar Extremely Familiar

A.2 Indicate your experience as a bidder/contractor in the public and private sectors. (If Applicable)*

- | | | |
|---|---------------------------------------|---|
| <input type="checkbox"/> Prepared Bidding Documents | | <input type="checkbox"/> Experience (Any) in the Private Sector |
| <input type="checkbox"/> Obtained Bid Security | | <input type="checkbox"/> Experience (Any) in the Public Sector |
| <input type="checkbox"/> Submitted Bid(s) | Amount of Times: <input type="text"/> | List Public Agencies Interacted With: |
| <input type="checkbox"/> Won Contract(s) | Amount of Times: <input type="text"/> | <div style="border: 1px solid black; height: 40px;"></div> |
| <input type="checkbox"/> Executed Contract(s) | Amount of Times: <input type="text"/> | |

A.3 Indicate challenges you have faced as a bidder/contractor. (If Applicable) *

- | | |
|---|--|
| <input type="checkbox"/> Finding Contracts that Align with Business | <input type="checkbox"/> Winning Contracts |
| <input type="checkbox"/> Obtaining Bidding Documents Understanding | <input type="checkbox"/> Executing Contracts |
| <input type="checkbox"/> Bidding Documents Understanding Bidding | <input type="checkbox"/> Meeting Technical/Quality Standards Lack |
| <input type="checkbox"/> Process | <input type="checkbox"/> of Technical Knowledge/Skills Lack of |
| <input type="checkbox"/> Filling Out Bidding Documents | <input type="checkbox"/> Access to Financing |
| <input type="checkbox"/> Creating Quotations | <input type="checkbox"/> Lack of Access to Support Services Other |
| <input type="checkbox"/> Obtaining Bid Security | <input type="checkbox"/> |
| <input type="checkbox"/> Obtaining Performance Bonds | <div style="border: 1px solid black; width: 300px; height: 30px;"></div> |

A.4 Which Programme support area(s) do you expect to use/participate in?*

- | | |
|---|---|
| <input type="checkbox"/> Online List of Procurement Opportunities Support for Accessing | <input type="checkbox"/> Awareness Sessions on Contract Execution Fulfillment |
| <input type="checkbox"/> Financing | <input type="checkbox"/> Training (Technical Knowledge/Skills) Standards and |
| <input type="checkbox"/> Business Portfolio Building, Promotion, and Networking Bidding | <input type="checkbox"/> Quality Training |
| <input type="checkbox"/> Process Training | <input type="checkbox"/> None |

A.5 Briefly describe how the Small Business Bureau can best help you participate in public procurement. (What are your biggest challenges? What would be most helpful to overcome them? (E.g., grants, training, online support, in-person support, etc.))

SMALL BUSINESS AND SMALL BUSINESS SUPPLIER COMBINED REGISTRATION FORM

Ver: 18-Feb-2019, Page 7 of 7

B List the details of the last 2 contracts held or bid on. (If Applicable)*

B.1.a Interest	B.1.b Contract	B.1.c Procuring Entity	<input type="text"/>
<input type="radio"/> Bid On	Title: <input type="text"/>	B.1.d Signed (DD/MM/YYYY)	<input type="text"/>
<input type="radio"/> Held	Description: <input type="text"/>	B.1.e Value GY\$	<input type="text"/>
B.1.f Status	<input type="radio"/> Completed	<input type="radio"/> On-Going	<input type="radio"/> Late
	<input type="radio"/> In Dispute	<input type="radio"/> Other	<input type="text"/>

B.2.a Interest	B.2.b Contract	B.2.c Procuring Entity	<input type="text"/>
<input type="radio"/> Bid On	Title: <input type="text"/>	B.2.d Signed (DD/MM/YYYY)	<input type="text"/>
<input type="radio"/> Held	Description: <input type="text"/>	B.2.e Value GY\$	<input type="text"/>
B.2.f Status	<input type="radio"/> Completed	<input type="radio"/> On-Going	<input type="radio"/> Late
	<input type="radio"/> In Dispute	<input type="radio"/> Other	<input type="text"/>

B.3 Provide any additional contract information that may be useful below.

C Capability Statement: Briefly outline management, technical, and business strengths. This information will be used to create a business profile for distribution to Government entities and to be made available online. The statement should be approximately one half-page long. If insufficient space, attach remainder to completed form. (This statement can be updated by request to SBB.)

C.1 Specific Capabilities and Skills

C.2 Past Performance History

C.3 Awards and Commendations

C.4 Resumes (Work and Achievement History) of Key Management Personnel

SMALL BUSINESS AND SMALL BUSINESS SUPPLIER COMBINED REGISTRATION FORM

Ver: 18-Feb-2019, Page 8 of 7

D1 1 Authorization to Release Information to Interested Parties*

As part of the Programme, the Small Business Bureau will compile participant profile information, which will be made available in an online registry. Profile information is shared ONLY for those applicants that have been accepted into the Programme.

The profile information that will be shared includes:

- Part 1: A.1 – A.14 (Business Information)
- Part 1: B.1 , Business Registration type and number ONLY, exclusive of registration date
- Part 2: C.1 – C.4 (Capability Statement)
- Any portfolio information shared with the SBB explicitly for inclusion in the Register of (Small Business) Suppliers.

D. 1.a Yes, we authorize the Small Business Bureau to release the aforementioned information.

D2 2 Legally Binding Code of

Conduct* The following applies to all

suppliers:

- The supplier may not engage in corrupt practices.
- The supplier adheres to the tenets of Guyana's Green Economy and Guyana's environmental policy.
- The supplier recognizes the existing labour laws of Guyana.
- The supplier does not discriminate as defined by the Constitution and laws of Guyana.
- The supplier must disclose any conflict of interest where the procuring entity or Small Business Bureau staff may have any interest of any kind in the supplier's business or has economic ties with the supplier.

D3 Legally Binding Self-Declaration* (to be signed by at least one owner)

We the undersigned declare that the details provided in this form as supplier owners, are correct to the best of our knowledge, and that, in the event of changes, details will be provided immediately to the Small Business Bureau. In the case that any of the above information is found to be false or untrue or misleading or misrepresenting, we are aware that we may be held liable for it. We hereby authorize sharing of the information furnished on this form with all bodies of the Government of the Cooperative Republic of Guyana. We further agree to comply with **D.1 Authorization to Release Information to Interested Parties** and **D.2 Code of Conduct** listed above. **UNSIGNED FORMS WILL NOT BE PROCESSED BY SBB.**

Applicant (Primary):

Position:

Signature:

Date:

Applicant (Secondary):

Position:

Signature:

Date:

FOR OFFICIAL USE ONLY:

Verified By:

Signature:

Date:

Notes:

Approved Declined

Notes:

CEO - Small Business Bureau

Date (DD/MM/YYYY)

NB: Registration Forms must be stamped and signed by the Approving Officer prior to becoming an official record of the SBB.