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DATE:

THE COUNTY SECRETARY
COUNTY GOVERNMENT OF MBU
P.O BOX 36,
EMBU.

RE: REQUEST FOR ADDITION IN THE COUNTY SUPPLIERS REGISTER

I humbly submit my request for inclusion in the county suppliers register trading under the name.....of

P.O BOX.....Email.....and

Cell phone No:.....

I intend to do business with the County Government under the Category

No:.....;

Description.....
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Attached are the relevant documents required to facilitate the same.

Kindly consider my request.

Yours,

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Mandatory Requirements

1. A copy of certificate of Registration incorporation/Business Name
2. A copy of valid tax compliance certificate
3. A copy of PIN certificate/ VAT certificate
4. A copy of current year business Permit
5. Proof of registration with relevant body/institution where applicable e.g NCA
6. Proof registration certificate under procurement preference & reservation group where applicable
7. A copy of CR 12 Certificate