

Vendor Registration Checklist

VS Advocates Legal Solutions India Pvt. Ltd.

Section 1: Basic Vendor Information

1. Registered Business / Firm Name
2. Name of Proprietor / Partner / Authorized Representative
3. Business Type (Proprietorship / Partnership / Pvt. Ltd. / LLP)
4. Official Address of Business
5. Mobile Number & Alternate Contact
6. Email ID for Official Communication
7. GST Number / Business Registration Number
8. PAN Number (mandatory for KYC verification)

Section 2: Nature of Services / Products Provided

Please select or describe the services you offer:

Office Supplies / Stationery

IT & Digital Support (Hardware / Software / Website / Ads)

Printing / Branding / Advertisement Services

Office Maintenance / Utility Services

Legal Research / Consultancy Support

Any Other (Please Specify)

Section 3: Document Checklist

Attach the following documents for verification (scanned copies acceptable):

1. GST Certificate / Shop & Establishment License
2. PAN Card Copy
3. Address Proof of Business
4. Cancelled Cheque / Bank Account Proof
5. Business Registration Certificate / Udyam Registration
6. Sample Invoice Copy
7. Company Profile / Brochure (optional)

Section 4: Payment & Compliance Details

1. Preferred Payment Method (Bank Transfer / UPI / Cheque)
2. Account Holder Name
3. Bank Name & Branch
4. Account Number & IFSC Code
5. Payment Terms (Advance / After Delivery / Credit Period)
6. Vendor must comply with all statutory and tax regulations of India.
7. Vendor shall not engage in any conflict of interest, data sharing, or confidential breach during association.

Section 5: Vendor Declaration

"I/We hereby declare that the information and documents provided above are true and correct to the best of our knowledge.

We agree to follow the policies and confidentiality standards of VS Advocates Legal Solutions India Pvt. Ltd.

We understand that submission of this form does not guarantee automatic empanelment or work allocation."

Authorized Signatory Name: _____

Designation: _____

Signature & Seal: _____

Date: _____

Submission

all documents to: office@vsadvocateslegal.com

Or submit online via: www.vsadvocateslegal.com/vendor

Legal Compliance Note

This vendor registration checklist complies with the Companies Act, 2013 and Bar Council of India guidelines on non-representational business collaboration.

All vendor engagements are subject to verification and firm approval.