

ANNEXURE-6A**Check list for Foreign vendors/stockist/Distributors**

Sl.No.	Details Required	Proof Required	Yes/ No
1	Details of Business Establishment	A certified copy of the charter, statutes, or Memorandum and Articles of the company or other instrument constituting or defining the constitution of the company; and if the instrument is not in the English language, a certified translation thereof	[]
2	Full address of Registered office of the company/ firm & proof thereof	Notary certified affidavit for Proof of Company address	[]
3	OEM/ Distributor/ Stockist category and OEM authorizations	If Stockist / Distributor - Authorized Distributor Certificate / Copy of Agreement with Principal/ OEM.	[]
4	Sales Tax Registration as per law of the country of registration	Copy of Sales Tax Registration	[]
5	Income Tax Registration as per law of the country of registration	Copy of Income Tax Registration	[]
6	Certification from reputed Accreditation agencies	Certificate of accreditation	[]
7	Major customers list	Past Purchase Orders or any other suitable document	[]
8	Product Details	Product catalogs/ Brochures	[]
9	Annual Sales	Audited Balance Sheet of FY Last 03 years	[]
10	Any other important detail		[]
11	Details & Mandatory document uploaded on HAL e-proc portal for 'e-Registration'		Yes/ No
	Remarks	Kindly provide all current documents as above, tick mark and send back along with form.	

Note - In case of distributors of foreign OEMs located in foreign country, HAL reserves the right to take up the matter of verifying your credentials (with Indian Embassy abroad or any other agency as deemed suitable).