

**Foreign Customer Registration Form**  
**SECO International Trading Company**  
**Form No: SITCO – FRF – 002**



Please fill out this form completely and return it signed back, along with supporting documents and attachments to: [sales@secotrading.com](mailto:sales@secotrading.com)

**Important Notice1:**

For export of Methanol, your esteemed company should be registered either in Outside of Iran. Iranian companies won't be registered for export purposes.

**Important Notice2:**

- ✓ **Attachments are important part of registration process**
- ✓ **Please submit them attached to this form**
- ✓ **The list of attachments required by this form is as below:**

- Company incorporation documents and business licenses.
- Copy of passports of top management and of the Board of Directors members, along with any person has authorized signature.
- Audited financial statements for the last 3 years.
- Comfort LETTER of Bank.
- Letter of Intention (LOI) as specified in section 5.3 of the form.
- Reference letter from your seller.( If any)
- Any other document that strengthen your position in registration process.

**Important Notice3:**

**Kindly physically sign and stamp all pages of this form**

Emails in Gmail, yahoo or other public email website are not acceptable. Only company official emails are acceptable.

**1. Company Incorporation Information**

1.1 Company name Previous Company name.	
1.2 Type of Company	
1.3 Country of Incorporation	

Shareholders	Full name	Share%
1		
2		
3		
4		
5		
6		
7		

1.6 Please attach business licenses and certificates; for example, Memorandum of Associations (MOA) and Articles of Associations (AOA) in English or translated to English.

**2. Company Management Information**

2.1 Please furnish the following information about company’s managers:

Position	Full name	Email Address
CEO or Managing Director		
Chairman of the Board		
Commercial Manager		
Procurement Manager		

2.2 Please attach copy of passports or national ID cards of above managers to this form (If necessary).

2.3 List of Authorized signatures

Please furnish list of Authorized Signature and their signature sample in table below.

(Please note; the original copy also must be physically posted ASAP)

Full name	Position	Email Address	Signature sample

(Please add or remove rows if necessary)

2.4 Are signatures valid singly (S) or jointly (J)? Please specify “S” or “J” in box <input type="checkbox"/>
If Jointly (J) , please specify names of authorized people:

**3- Contact Information**

3.1 Company Address:			
3.2 Postal Code:		3.3 Company Website:	
3.4 Telephone Number:		3.5 Fax Number:	
3.6 Mobile number(s) for receiving tender notices:			

3.7 Does your company have any representative in Iran? (Y/N)

If yes, please furnish your representative name and contact information:

3.8 The original copy of letter of introduction behalf of Mother Company should be attached & sent.

Mother Company name	Full name (your Rep. in Iran)	Phone number	Email Address

**4. Financial Information**

4.1 Last financial year turnover (only in USD, Euro, AED or CNY)	
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4.2. Audited financial statement of the 3 years. Should be attached.

4.3. Please attach Comfort Letter of your bank to this form which shows that your esteemed company is financially capable of transactions required to handle contracts.

Authorized Signature:

Date and place:

Notice: pls do to write full name & original authorized signature & stamp is required.

**5- Declaration:**

I \_\_\_\_\_ on behalf of company \_\_\_\_\_ hereby , declares that the details furnished above are true and correct and it undertakes to inform SITCO (SECO International Trading Co.) of any changes therein, immediately. In case any of the information is found to be false or untrue or misleading or misrepresenting the company is aware that it shall be held liable for it.

After registration, we hereby represent and pledge to SITCO (SECO International Trading Co.) the following and shall ensure and procure with full responsibility that our affiliates, employees, agents, contractors, or any other legal entity or natural person involved in performance of Agreements/ Contracts (“Associated Persons”) shall be bound by the same pledge:

- 1- We undertake that in performing any of our obligations and responsibilities under our Agreements/ Contracts, neither we nor any of the associated persons will commit any criminal offence and/or infringement of mandatory legal requirements applicable to its performance of agreement/contracts and that agrees to undertake all necessary measures to prevent any such offence and/or infringement from incurring.
- 2- We and Associated persons shall not commit any corruption, breach of confidentiality, falsification of documents or data, offering, promising or conferring benefits to any civil servant, official or other person bound to carry out public service duties and / or any employees of a contractual partner, any violation of an applicable law, including collusive agreements regarding the submission or non-submission of bids and any profit sharing and or infringements of mandatory legal requirements under the respective laws which are applicable to such acts and/ or omissions or any form of money laundering or fraud under any relevant jurisdiction.
- 3- We and the associated persons fully commit to and observe the Iranian ban on any form of trade on transaction with the so-called state of Israel as well as Israel legal or natural persons in respect of the products purchased.
- 4- We and Associated persons represent and warrant that none of the aforementioned improper or illegal acts have occurred as of the date of preparation of this form.
- 5- Any breach of the above representations, warranties, pledges, undertaking and commitments shall make us liable under the law and the our act towards SITCO (SECO International Trading Co.) for all costs, damage, penalties, or any form of adverse consequences to which we shall indemnify SITCO (SECO International Trading Co.) and hold it harmless. Without prejudice to our liability under the laws towards the respective authorities.

Authorized Signature:

Date and place:

Notice: pls do to write full name & original authorized signature & stamp is required.