

Instructions to Suppliers & Local Agents for Signing the Contract Documents

- The contract should be signed by two directors of the respective company and their full names & ID numbers should be written with the signatures.
- If the company is a one director company, a copy of Memorandum of Articles should be submitted along with the signed contract document.
- Also, if company secretary or other person has signing powers according to the Memorandum Of Articles he/she should sign the contract with the Director.
- There should be signatures of two witnesses with their names, addresses & ID No's.
- Suppliers company seal should stamp with the signing date.
- When the local agent signs the contract on behalf of the supplier and stamping their company seal, should submit the Power of Attorney or letter of authorization from the supplier and the Power of Attorney should be registered in Sri Lanka and should submit the original document or the certified copy with the contract.
- A tri party contract should be signed with names, ID numbers, and company seals by both supplier and local agent. Local agents cannot sign on behalf of the supplier in tri party agreements.
- All pages of the contract with all attachments should be stamped & initialed by the relevant officers concern.