



**HAYA WATER
CORPORATE MANAGEMENT SYSTEM**

FOM-FIN-011
Revision: 01

SME REGISTRATION FORM

Name of the Enterprise:

Registered Address: PO BOX: PC: Area: Wilayat :

Nature of activity: Goods Service

Name of the activity: (Enclose Separate list if space provided is insufficient)

Category of Enterprise : Micro Small Medium PASMED Reg. Reference No: Reg.Dated:

Name(s) of the Owner/Principal/Director/Partner(s)	Position/Title	Nationality	Shares in %	Contact Number	Email

1. Contact Person Name/Title:

Telephone: Fax: Mobile: Email:

2. Contact Person Name/Title:

Telephone: Fax: Mobile: Email:

Enterprise owned by Haya Water Staff? Yes No (or) Any family member or relative working in Haya Water Yes No (If yes, pl furnish)

Name: Staff No: Designation:

Department: Relationship:

Pl ensure you tick [v] against documents submitted

- Valid copy of Commercial Registration Certificate issued by Oman Ministry of Commerce and Industry
- Valid copy of Commercial Registration Information from Oman Ministry of Commerce and Industry having commercial registration, Ownership/Partnership information/Authorized Managers, Signatories with ID Numbers, Nationality, and Percentage shares etc.;
- Valid copy of Registration Certificate issued by Oman Chamber of Commerce and Industry;
- Staff headcount details; (Evidences from Ministry of Manpower showing the employees of the applicant as per the laws and prevailing practice in Oman; (Resident card photocopies also to be produced)
- Annual sales turnover for last three years; (from audited balance report)
- SME Registration Particulars issued by The Public Authority for Small and Medium Enterprises (PASMED)
- Bank details stamped by Bank.

Data used to determine the category of enterprise: Calculated according to the SME definition as set by Oman Ministry of Commerce and Industry

Reference period (*)

CR. NO	Validity Period		Staff Headcount (AWU)			Total Annual turnover (**)/ Balance sheet total (**)	Capital Invested / Expected Turnover
	From	To	Omani (s)	Expatriate(s)	Omanisation Ratio (%)		
						Enterprise Established more than a year	If less than one year of operation

(*) All data must be relating to the last approved accounting period and calculated on an annual basis. In the case of newly-established enterprises whose accounts have not yet been approved, the data to apply shall be derived from a reliable estimate made in the course of the financial year.
(**) OMR

Important: Compared to the previous accounting period there is a change regarding the data, which could result in a change of category of the applicant enterprise (micro, small, medium-sized or Large enterprise) No Yes (in this case fill in and attach a declaration regarding the previous accounting period).

Declaration: I/we give undertaking that

- Information furnished in this form is true and correct to the best of my knowledge and belief.
- Our registration may get cancelled for in corrective information.
- As defined by PASMED, Our enterprise does not have holdings with any other enterprise and is not owned by any other enterprise or public body or jointly by several linked enterprises or public bodies, apart from some exceptions and does not draw up consolidated accounts and is not included in the accounts of any enterprise, this draws up consolidated accounts and is thus not a linked enterprise or partner enterprise.
- All materials, components and assemblies including packing materials supplied by us will be free from asbestos and ceramic fiber.

Name of the signatory, being authorized to represent the enterprise:

Position/Title:

Signatory:

Date: