

► ILO Supplier Record Form

Instructions for the supplier / beneficiary

1. This form is to be used to obtain the information required for an ILO supplier record. A supplier record is necessary for the ILO to process financial transactions, and to ensure that payments are made in an accurate, efficient, and cost-effective manner. No payments can be made by the ILO without this information.
2. The completed, signed and dated "ILO Supplier Record Form Part II" should be returned to the ILO Office which sent you the form.
3. Please note that the name entered in Section C, Field 6 (bank account holder name) needs to match that in Section A, Field 1 (legal name). **In case of any difference in the Legal name and the Bank account holder name, please provide the reason for it in Section C Field 8, and the legal document(s) which clearly link the supplier or beneficiary name with the bank account holder name.**
4. The full legal name must be filled under Section A, Field 1. For individuals, this should correspond to the government-issued identity document/card or passport.
5. To ensure accuracy of data capture, the form must be completed using a computer. **Hand-written forms will not be accepted.**
6. Please note and ensure that:
 - only the details of the final destination bank where payment is to be made are entered; intermediary banks should be omitted;
 - the full postal address of the bank branch is indicated;
 - the bank branch number must be specified;
 - the bank SWIFT / BIC code is specified;
 - where the bank account is located in a country adhering to the IBAN standard, the IBAN is compulsory and must be indicated. Please refer to the [Currency Guide Document](#) (under the Country-Specific Payment Rules section). While this list provides guidelines to help you fill the form, it is recommended that you also verify the correctness of information with your local banking institution:
 - the form is signed and dated;
 - if the ILO supplier record relates to a person (e.g. external collaborator, UN Volunteer, GB Member, Intern, meeting participant etc.), a copy of the national identity document is submitted;
 - for companies and organisations, the copy of the registration certificate is provided;
 - suppliers subject to VAT/GST must provide copy of the tax registration certificate;
 - all suppliers must provide copy of a bank letter or bank account document showing full banking information is accurate and complete.
7. Return the completed form to the ILO office which sent you the form, via email (scanned attachment) or postal mail.
8. The information should correspond to the intended contract, purchase order, grant or other document engaging the ILO. The supplier/beneficiary is responsible for providing all information necessary to meet banking requirements.

9. Suppliers who are legally required to charge and collect from the ILO VAT/GST sales tax must supply their VAT/GST registration number in Part II Section B.
10. The banking data captured on this form will be used until further notice. It is the responsibility of the supplier to submit a new form to the ILO in case there are changes to the banking information or contact details.
11. Please note that the payment will be made in the currency established in the contract, ILO purchase order, letter or other ILO obligating document. In case the currency of the payment differs from the currency of your bank account, currency conversion will be done by your bank at your cost. It is your responsibility to ensure that the payment currency is acceptable to your financial institution.
12. The ILO's policy with respect to bank charges is that by default the bank charges are shared between the ILO and the supplier for all suppliers who provide goods and services to the ILO. That is, the ILO pays its bank charges to send the payment to the supplier, but should the supplier's bank charge a fee for receiving the payment, these charges are the responsibility of the supplier.
13. If the banking information provided to the ILO is not correct and results in payment rejection by the banks, the associated additional banking fees for re-payment attempts will be borne by the supplier/beneficiary.
14. Instructions for local/national bank transfers:

Bank account numbers should comply with requirements in the [Currency Guide Document](#) and if special bank transfer payment instructions are required in certain countries, these should be indicated under Part II section C field 8 (*Additional information or special instructions*) of the supplier form. For example:

- **Argentina: CBU** (Clave Bancaria Uniforme) should be provided under **Part II section C field 5** (*Bank Account number, in full*) of the supplier form. The CBU is composed of 22 digits, separated into two blocks. The first block has a 3-digit bank number, a 4-digit branch number and a check digit. The second block has 13-digit account number plus a check digit.
 - **Kyrgyzstan:** an 8-digit payment code along with the purpose of payment must be provided as well as a 6-digit bank identification code BIK for the beneficiary bank.
 - **Mexico: CLABE** (Clave Bancaria Estandarizada) should be provided under **Part II section C field 5** (*Bank Account number, in full*) of the supplier form. The CLABE is composed of 18 numbers corresponding the following details:
 - Bank Code: 3 digits
 - Branch Code : 3 digits
 - Account Number: 11 digits
 - Control Digit: 1 digit
 - **Russia: VO codes** should be provided under **Part II section C field 8** (*Bank Account number, in full*) of the supplier form. The list of VO codes is available in the annex to the document.
15. Where tax identification codes are required as part of the payment instruction to the supplier, this should be indicated under Part II section C, Field 8 (*Additional information or special instructions*) of the supplier form. For example:
 - **Argentina:** Taxpayer ID numbers CUIT for companies.
 - **Azerbaijan:** 10-digit tax ID (VOEN).
 - **Belarus:** Taxpayer code (UNN, UNP or INN).
 - **Brazil:** Taxpayer ID numbers CNPJ for companies or juridic persons and CPF for individuals or physical persons.
 - **Kazakhstan:** BIN 12-digit or INN 12-digit.
 - **Mexico:** Registro Federal de Contribuyentes RFC.
 - **Pakistan:** NTN/CNIC numbers.
 - **Tajikistan:** 9-digit Tax ID (INN).
 - **Romania:** NIF tax code if final beneficiary is TREZROBU (Ministry of Public Finance).
 - **Russia:** INN code 10-digit for companies, 12-digit for individuals or KPP 9-digit code.

► ILO SUPPLIER RECORD FORM - Part II

(To be completed and signed by the supplier or beneficiary
and returned to the ILO Office which sent you the form)

Please type or complete on a computer. Hand-written forms will not be accepted.

Name of the person or Name and Title of the Company or Organization Representative (if applicable) filling the form:	
Signature:	I confirm that the data submitted to the ILO is correct.
Date:	

Section A: General Information

1. Full legal name of the supplier or beneficiary: (For persons: title (Mr, Mrs, Ms), last name(s), first name(s), as shown on the national identity document)	
2. Street Address:	
City:	
Country:	
Postal Code:	
3. Tel:	4. E-mail:
5. Fax:	6. www.address:
Required for all people (as per paragraph 6 in the instructions):	7. Date of Birth: 8. Nationality:
Required for Companies and Organizations ONLY:	9. Contact Name and Title (<i>Focal Point for contract related matters</i>):

Section B: VAT/GST information

1. TAX Registration Number:	
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Section C: Banking Information for Payments to the supplier (please see instructions)

1. Name of Bank in full:	
2. Bank Branch name in full:	
3. Bank Branch address in full:	
City:	
State / Province:	
Country:	
Postal code:	
4. Bank Branch number / Transit Code: (complete relevant field): Please open this file and look for specificities of the country of your bank branch:  Bank branch transit codes.xlsx	
5. IN ALL CASES, the SWIFT / BIC Code:	
6. Bank Account number, in full:	
7. Bank Account Holder name , in full: <i>This name must match the one indicated in Section A. If not, payments will be rejected by the banks, and result in delays and additional bank fees.</i>	
8. IBAN: <i>An IBAN MUST be provided for all Bank Accounts in countries adhering to the IBAN standard</i>	
9. Additional information or special instructions: (e.g. Tax ID, National ID) refer to the requirements per the Currency Guide Document	