

**Attention/to:** Mr/Mrs

Company name / Fax =

**Exp/from:** Mrs Mouna Chakroun - Commercial Director /**STIR**

Tel: 00 216 72 592 744 /poste : 339 / Mob: 00 216 99 791 982

Email: [chakroun.mouna@stir.com.tn](mailto:chakroun.mouna@stir.com.tn)

**SUBJECT :** REGISTERING IN OUR IMPORT/EXPORT TENDERS LIST

FOLLOWING YOUR EMAIL OF THE . . . , WE ARE PLEASED TO REQUEST THE FOLLOWING DOCUMENTS FOR YOUR REGISTRATION ON OUR SUPPLERS LIST.

- 1) CORPORATE OR BUISNESS NAME ENTITLED TO SUBMIT OFFERS AND CONCLUDE TRANSACTIONS WITH STIR. IF IT IS A SUBSIDIARY YOU HAVE TO SEND US THE GUARANTEE OF THE PARENT COMPANY.
- 2) THE NUMBER OF THE CORPORATE REGISTER AND A COPY OF THE NUMBER OF THE BILL OF THE INCORPORATION OF YOUR COMPANY.
- 3) NAME OF THE PERSON AUTHORIZED TO BIND THE COMPANY
- 4) TURNOVER BY PRODUCT OF THE PRECEDENT 3 YEARS.
- 5) THE AMOUNT OF THE ISSUED CAPITAL.
- 6) THE BALANCE SHEET AND THE ANNUAL REPORT OF THE 3 PRECEDENTS YEARS.
- 7) CERTIFICATE AND BANKER'S REFERENCES
- 8) REFINING CAPACITY OR PROCESSING CONTRACT IF ANY.
- 9) SOURCES OF SUPPLY
- 10) STORAGE CAPACITY IF ANY
- 11) LIST OF THE MEAN OF TRANSPORT (TIME CHARTER...)
- 12) TEL, FAX, E-MAILS OF THE TRADER BY PRODUCT, ADDRESS...
- 13) LIST OF PRODUCT YOU ARE INTERESTED TO BUY OR TO SELL

WE HOPE TO DEVELOP RELATION SHIP BETWEEN OUR COMPANIES.

BEST REGARDS

The Commercial Director

Mouna Chakroun