



COMPANY INFO UPDATE - SUMMARY REPORT

Local

International

Date:		File No:		Ref No:	
Company Name:					
Address:					
Contact Person:					
Telephone:		Fax:		Email:	
CPC Resolution No.:		Category As Per CPC Resolution:			

Local vender/contractor:

- Copy of Article of Memorandum issued by Ministry of Justice
- Copy of Company License issued by Ministry of Commerce & Industry
- Copy of Central Agency for Public Tenders (CAPT) registration card for the current year (as applicable).
- Proof that the firm is registered with K-companies and/or KPC. (As applicable)
- Copy of Kuwait Chamber of Commerce (K.C.C) registration card for the current year.
- The signatory authorization letter for companies in Kuwait to be issued / certified by the Chamber of Commer & Industry and/or other applicable regulatory body.

International vender/contractors having local agents in Kuwait:

- Copy of Article of Memorandum issued by Ministry of Justice
- Copy of Company License issued by Ministry of Commerce & Industry
- Copy of Central Agency for Public Tenders (CAPT) registration card for the current year (as applicable).
- Proof that the firm is registered with K-companies and/or KPC. (As applicable)
- Copy of Kuwait Chamber of Commerce (K.C.C) registration card for the current year.
- The signatory authorization letter for companies in Kuwait to be issued / certified by the Chamber of Commer & Industry and/or other applicable regulatory body.
- Copy of valid agency certificate issued by Ministry of Commerce & Industry
- Copy of agency agreement.
- Valid Attested Signatory Authorization letter(s) showing the specimen signature(s) of the Person, notarized by bidder local Kuwait Embassy outside Kuwait and/or other applicable regulatory body.

International vender/contractors:

- Valid Notarized Signatory (ies) authorization / Notarized power of Attorney, attested / legalized by the Kuwait Embassy or consulate in the county of operation and/or other applicable regulatory body.
- Copy of company registration in the country of origin / legalized by the chamber of commerce and industry ar by the Kuwait Embassy or consulate in the county of operation and/or other applicable regulatory body.
- Letter from the Bank authenticating the account details, the same to be attested by the Kuwait Consulate/Embassy and/or other applicable regulatory body.

Civil Projects Consultancy:

- Kuwait Municipality License.
- Kuwait Society of Engineers Registrations.
- Proof that the firm is registered with K-companies and/or KPC. (As applicable)
- The signatory authorization letter for companies in Kuwait to be issued by Ministry of social affairs or other applicable regulatory body.

Info updated & checked by..

Name: _____

Signature: _____

Date: ____ / ____ / ____