

## FORMAT OF REQUEST FOR REGISTRATION

No.

Date:

To,  
The Controller of Stores  
Materials Management Department  
Konkan Railway Corporation Ltd.  
Belapur Bhavan, Plot No.6  
Sector – 11, CBD Belapur,  
Navi Mumbai – 400 614

### **Sub: Registration of Firm**

We would like to get registered with KRCL for supply of materials for which necessary application as per Format-A on letter head is submitted along with all necessary documents duly placed in a proper file. The compliance of the check list is also furnished as under duly indicating the folio reference to facilitate early registration and avoid rejection / back reference.

<b>Sr. No. of Check list</b>	<b>Compliance</b>

We shall be glad if you kindly enlist us as an approved vendor and send your valued enquiries.

Thanking you

Yours faithfully,

(Signature of Proprietor/Partner/Managers)