

Supplier Profile & Registration

This Registration Form enables the Danish Refugee Council (DRC) to collect essential information about your company. DRC can only issue Purchase Orders and process payments to suppliers who complete this registration, ensuring all necessary details are securely retained. The information will be stored in our ERP system and handled according to European Union data protection laws, including the General Data Protection Regulation (GDPR). Access will be restricted to authorized personnel only.

In line with DRC donor regulations, we will use the details provided under “Company Name,” “Majority Owner,” “CEO,” “Addresses,” “Company Contact Details,” “Banking Information,” and/or “Additional Financial Identification” for due diligence checks, including verifying financial information and ensuring the vendor is not listed on any sanction lists. DRC will also request copies of IDs and company registration documents to verify the data under “Company Legal Name,” “Organization/VAT ID,” and to identify the two key persons. This data will be retained until 9 years after the last contract between DRC and you as a supplier.

To ensure accuracy, DRC may request updated documents during the engagement. For more on how we handle your data, refer to our full data protection policy: [Data Protection | DRC Danish Refugee Council](#)

You can fill out the form by clicking on the textbox you wish to edit and typing directly into it.

Section 1 - Supplier information:

Mandatory information to be provided by all potential suppliers.

- | | | |
|--|----------------------------------|----------------------------------|
| 1. Company Legal name: | Click or tap here to enter text. | |
| 2. Organization ID number / VAT ID Number: | Click or tap here to enter text. | |
| Additional Identification number: | Click or tap here to enter text. | |
| 3. Majority Owner: A majority owner is an individual or entity that holds more than 50% of a company's shares, giving them controlling interest and the ability to influence major business decisions. | | |
| 3b. is majority owner an individual? | ☐ | |
| Full name(as mentioned in ID): | Click or tap here to enter text. | |
| Birthday (DD/MMM/YYYY): | E.g. 28 Jan 1901 | |
| Place of Birth: | Click or tap here to enter text. | |
| Residence City and Country | Click or tap here to enter text. | Click or tap here to enter text. |
| 3c. is Majority owner a financial structure or a parent company? | ☐ | |
| Legal name: | Click or tap here to enter text. | |
| Registration number: | Click or tap here to enter text. | |
| Country of registration: | Click or tap here to enter text. | |
| 4. CEO: Please provide the details of the CEO or an equivalent Senior Management Representative. | | |
| Identical to Majority Owner | ☐ Yes | ☐ No |
| Full name(as mentioned in ID): | Click or tap here to enter text. | |
| Professional Title: | Click or tap here to enter text. | |
| Birthday (DD/MMM/YYYY): | E.g. 28 Jan 1901 | |
| Place of Birth: | Click or tap here to enter text. | |
| Residence City and Country: | Click or tap here to enter text. | Click or tap here to enter text. |

5. Type of business:

- ☐ Limited Liability Company (LLC)
- ☐ Community Based Organisation
- ☐ Public Institution

- ☐ Corporation
- ☐ Government Entity

- ☐ Sole Proprietorship (**with** VAT registration)
- ☐ Sole Proprietorship (**without** VAT registration)

- ☐ International NGO (INGO)
- ☐ Local NGO

Corporate Headquarters Address (main registered company office, NOT a local branch or subsidiary)

6. Street address: Click or tap here to enter text.

Street address continued: Click or tap here to enter text.

7. Zip code / postal code: Click or tap here to enter text.

8. PO Box: Click or tap here to enter text.

9. City: Click or tap here to enter text.

10. Country: Click or tap here to enter text.

Company contact details:

11. Phone: Click or tap here to enter text.

12. E-mail: Click or tap here to enter text.

13. URL/Web site: Click or tap here to enter text.

Contact person:

14. Name: Click or tap here to enter text.

15. Title: Click or tap here to enter text.

16. Phone: Click or tap here to enter text.

17. E-mail: Click or tap here to enter text.

Banking Information:

This information is necessary to enable DRC to pay through bank transfer. It will solely be used to instruct our bank to issue payment of any legitimate invoices from your company.

If no banking information is available, please advise on other possible payment methods.

18. Bank name: Click or tap here to enter text.

19. Bank address: Click or tap here to enter text.

20. Account number: Click or tap here to enter text.

21. Account currency: Click or tap here to enter text.

22. Account name: Click or tap here to enter text.

23. Swift code: Click or tap here to enter text.

24. IBAN number: Click or tap here to enter text.

25. DUNS number*: Click or tap here to enter text. (If available)

[*The Dun & Bradstreet DUNS Number is a unique nine-digit identifier for businesses](#)

Other factors:

26. If you answer “Yes” to any of the following 7 questions, then please explain on a separate note.

a. Has the Company ever been declared bankrupt, is currently in liquidation, under court administration, or involved in any arrangement with creditors, suspension of business activities, or related proceedings? Yes: ☐
No: ☐

b. Has the Company ever been convicted of an offense related to its professional conduct by a final, binding judgment? Yes: ☐
No: ☐

c. Has the Company ever been subject to a binding judgment, legal settlement, or other legal decision for any wrongdoing? Yes: ☐
No: ☐

d. Has the Company ever failed to meet its obligations to pay social security contributions or taxes in its home country or abroad? Yes: ☐
No: ☐

e. Has the Company ever been subject to a binding judgment for fraud, corruption, involvement in a criminal organization, or any other illegal activity? Yes: ☐
No: ☐

f. Has the Company ever been subject to a binding judgment, legal settlement, or other legal decision for breach of contract due to failing to meet its obligations? Yes: ☐
No: ☐

g. Has the Company ever been involved in any disputes with a government agency, the United Nations, or international aid organizations? Yes: ☐
No: ☐

Section 2: Statement of truth.

Mandatory Signature, to be provided by all potential suppliers.

As the signer of this document and the representative of the company, I warrant that the information provided in this form is correct, and in the event of changes, details will be provided as soon as possible. I further confirm that my company will adhere to the DRC Supplier Code of Conduct.

I understand that both the company and the key individuals listed will be subject to regular due diligence checks throughout the duration of our supplier engagement. These checks include, but are not limited to, screening against PEP (Politically Exposed Persons) databases, sanctions and exclusion lists.

Additionally, I acknowledge that DRC will archive this document and any other documents used in the due diligence process in compliance with GDPR, the European data protection regulation.

As part of this process, I confirm that the following documents will be submitted with this Supplier Profile & Registering form:

- A signed copy of the DRC Supplier Code of Conduct.
- A copy of the company's registration with the relevant authorities (e.g., Proof of Incorporation).
- A copy of an ID, preferably an internationally graded ID like a passport, for each individual listed.

38. Company name:

39. Date and signature:

40. Print name:

41. Title/Position:

42. Place/Location:

43. E-mail:

44. Phone number:

Company stamp:

Please complete, sign and initial each page. The form is returned to the DRC Procurement Manager.