



BUSINESS DEVELOPMENT SERVICES FUND

SERVICE PROVIDER REGISTRATION FORM

Please complete clearly in black ink or type and send to : BDS Fund, No. 6, Mankata Close, Airport Residential Area P O Box KIA 30284, Airport-Accra, Ghana

1.1.1	For Office Use Only	1.1.2	Date received:	1.1.3	Application n°:
1.1.4	Approved: BDS Fund	1.1.5	Date:	1.1.6	Sign:
1.1.7	Confirmation:	1.1.8	Date:	1.1.9	Method:

I. NOTE : Completion of this form is obligatory if you are to provide services to a BDS Fund grant beneficiary.
 However, registration with the BDS Fund does not guarantee you business through the Project.
 We may from time to time pass on your details to enterprises or professional associations applying for a grant.
 However, registration with the BDS Fund implies no obligation for us to do so.
 All projects supported through the BDS Fund are subject to standard requirements on reporting and monitoring. These are set out in the Manual of Operating Procedures, relevant excerpts of which are available on the internet, or on application from your nearest BDS Fund office.

II. GENERAL INFORMATION

1. Name of company or individual consultant

2. Business Address

Telephone

Fax

Email

3. If company,
 Name of contact person
 Position of contact person

4. Name individual consultants who may work on BDS Fund projects (attach summary CVs for each)

5. Give examples of recent clients and assignments, including total budgets (over past 3 years)

6. References: (note: references will be taken up)

7. Expertise: (at least one substantial project must have been undertaken by one of the individuals named under item 4)

Field	Specific Ghana experience	Specific other experience
Productivity improvement		
Quality management		
Product development		
Market development		
Strategic development		
Others (please specify)		

8. Indicative fee rates: (enter fee rate or range)

Fee rate per day (US\$)	Senior consultant	Intermediate	Junior consultant

III. ATTACHMENTS:

- Company profile and record of assignments carried out

- Curricula vitae of key consultants

IV. DECLARATION:

I/we wish to be registered as a consultant with the BDS Fund. I/we hereby give approval for the BDS Fund management to approach the referees named in section 6. Subject to successful registration I/we also agree to allow the BDS management, at their discretion, to forward details to prospective clients.

Signed:

Position: Date: