Annex C2

Clear Form

International Labour Office
Route des Morillons 4
CH-1211 Geneva 22
Switzerland

International Labour Office

COMPANIES and ORGANIZATIONS SUPPLIER FORM
Part II

(to be completed, printed and signed by the Company or Organization
and returned to the ILO organizational unit submitting the request)

Please type or complete on a computer — hand written forms will not be accepted

Name and Title of the Company or Organization Representative:	
Signature:	I confirm that the data submitted to the ILO is correct.
Date:	

Section A: General Information about the Company / Organization

1. Name of Company or Organization: (Legal name)	
2. Street Address:	
City:	
Country:	
Postal Code:	
3. P.O Box and Mailing Address:	
4. Tel:	5. Fax:
6. E-mail:	7. www.address:
8. Contact Name and Title:	
9. Parent Company Name:	

Section B: Banking Information for Payments to the Company / Organization

1. Name of Bank in full:	
2. Bank Branch Name and Street Address, in full: • ***See instructions.***	
3. Bank Branch Number (complete relevant field): ▪ Australia (6-digit BSB code) ▪ Canada (9-digit Transit Code) ▪ **France** (5-digit Bank Branch Number) ▪ Germany (8-digit BLZ) ▪ Italy (5-digit Bank Branch Number) ▪ Japan (3-digit Bank Branch Number) ▪ Portugal (4-digit Codigo de Balcao) ▪ Spain (4-digit Sucursal or Oficina) ▪ South Africa (4-digit Branch Number) ▪ **Switzerland** (3-digit Clearing Code) ▪ UK (6-digit Sort Code) ▪ USA (9-digit ABA/Fedwire number) ▪ Other (Branch Number / Transit Code)	
4. **IN ALL CASES, the SWIFT/BIC Code**:	
5. Bank Account Number, in full:	
6. Bank Account Holder Name, in full: • *This name must match the legal Company or Organization name indicated in Section A. If not, payments will be rejected by the banks, and result in delays and additional bank fees.*	
7. **IBAN** • *An IBAN **MUST** be provided for all Bank Accounts in countries adhering to the IBAN standard. See Instructions.*	
8. Additional information or special instructions:	

N.B. The information should correspond to the intended contract, purchase order, grant, or other document engaging the ILO. To ensure that payments are reliably made, only one set of banking instructions per supplier and supplier site will be kept active.