



Supplier Onboarding Kit

As a Global Apple Supplier, we require several pieces of information about your company. We have simplified the process by splitting the information into different sections that are included in this kit. Please confirm with your Apple contact all of the countries in which you will be providing goods and/or services, as certain sections will require more specific information based on each country.

The following sections must be reviewed and completed by all vendors:

- A) Company Information
- B) Contact Information
- C) Bank Information for electronic payment
- D) Authorization
- E) Withholding Tax Information (be sure to indicate if exempt from withholding taxes in and whether you have a Double Taxation Agreement with any countries you will be doing business)

If you will be doing work for Apple Brazil, please review and complete sections:

- F) Brazil Authorization (English/Portuguese)

If you will be doing work for Apple Turkey, please review and complete:

- G) Turkey Permanent Establishment

If your company is located in China or Taiwan, please complete:

- H) Company/Bank Information in Traditional Chinese characters

If your company is located in Japan, please complete:

- I) Company/Bank Information in Japanese characters

If your company is located in Brazil, please complete:

- J) Information in Portuguese

If your company is an overseas vendor providing services in Singapore, please complete:

- K) IR37 Annex

Helpful Links:

US

U.S. Tax Information: <http://apple.com/legal/procurement/docs/USTI.pdf>
Frequently asked questions: <http://apple.com/legal/procurement/docs/USTFAQ.pdf>

Canada

GST/HST Registry: <http://www.cra-arc.gc.ca/esrvc-srvce/tx/bsnss/gsthstrgstry/menu-eng.html>
Regulation 105 waiver: <http://www.cra-arc.gc.ca/E/pbg/tf/r105/README.html>
Regulation 105 guidelines: http://www.cra-arc.gc.ca/tx/nrrsdnts/cmmn/rndr/trty_gdlns-eng.html

Brazil

Frequently asked questions: <http://images.apple.com/legal/procurement/docs/BRFAQ.pdf>

Vendor On-Boarding Form

A) Company Information (*Please also complete the Local Language info if applicable)					
Legal Entity Name					
Company Name (i.e. DBA)					
Street Address					
City			State/Province		
Postal Code			Country		
Phone Number			Fax Number		
Tax ID/GST/HST			M1 Registration (if applicable)		
Tax Domicile (Country)			VAT Number		
B) Contact Information					
Primary & Secondary Contact Info - Primary Contact Name: <i>(Contact will be assigned Administrator role in future Apple system and will be responsible for maintaining company profile and contacts)</i> - Secondary Contact Name: <i>(Contact will be assigned secondary Administrator role in future Apple system and will be responsible for maintaining company profile and contacts)</i>					
Primary Contact Name:				Secondary Contact Name:	
Primary Telephone Number:				Secondary Telephone Number:	
Primary Email Address:				Secondary Email Address:	
Purchase Order Contact Name:				Purchase Order Contact Telephone:	
Purchase Order Email: <i>(Apple will send Purchase Orders to this email)</i>				Remittance Advice Email: <i>(Apple will send Remittance Advice to this email)</i>	
C) Bank Information(*Please also complete the Local Language info if applicable)					
Bank Name					
Bank Address					
City			State/Province		
Postal Code			Country		
National Bank & Branch Code/Routing Code			BIC/Swift Code		
Checking		Savings		Account Currency	Payment Terms
Bank Branch (if available)			Plus Girot Y/N (Sweden only)		
CNP (Brazil only)					

Account Number	
IBAN (if available)	
Account Holder Name/Beneficiary*	
<i>*If the Beneficiary Name is different from the Legal Entity Name, please provide additional documentation evidencing the right to collect funds.</i>	
D) Authorization	
I certify that the information contained in this form is true and correct, and that I, as a representative for the above named company, hereby authorize Apple Accounts Payable ("Apple") to electronically deposit payments to the designated bank account. (This includes my authorization to reverse any entries made in error). This authority remains in full force until Apple receives written notification requesting a change, cancellation or until Apple notifies you that the service is no longer available. By typing your legal name and email address in the signature line below, you are signing this form electronically and thus you are verifying and authenticating the statements in this submission. Authorized Signature: _____ Email: _____ Title: _____	
E) Withholding Tax Information	
Country of your tax domicile*	
Type of Organization	
What are you providing to Apple?	
➤	If "Other," please specify
➤	If "Royalties," which Apple entity is using the licensed product?
➤	If "Services," what type?
➤	Where are the goods and services being provided?
Are you subject to Withholding tax exemption in any countries? If yes, which countries?	
If you are subject to exemption, please specify a reason and attach/provide the document	
Is there a Double Tax Treaty with any of the countries for which you are providing goods and/or services?	
Self-employed vendors, please provide your fiscal code (Italy specific):	
If you are located in Taiwan, will you be issuing a GUI? Do you issue government authorised receipts?	
<i>*Generally, "Tax domicile" represents the country under whose laws the entity was created, organized, or governed. An individual's tax domicile is generally either the country of citizenship or permanent residence.</i>	

F) Brazil Authorization/Brasil Autorização

I certify that the information above is true and correct, and that I, as a representative for the above named company, hereby authorize Apple Brazil Inc Accounts Payable ("Apple") to electronically deposit payments to the designated bank account. (This includes my authorization to reverse any entries made in error). This authority remains in full force until Apple receives written notification requesting a change, cancellation or until Apple notifies you that the service is no longer available.

Declaro que as informações acima são verdadeiras e corretas, e que eu, como representante da empresa acima citada, autorizo a Apple Computer Brasil Ltda - Contas a Pagar ("Apple") a depositar os pagamentos por via eletrônica (DOC/TED) para a conta bancária indicada. (Isso inclui a minha autorização da Apple reverter qualquer pagamento feitos incorretamente). Essa autorização continua em pleno vigor até que a Apple receba uma notificação por escrito solicitando o cancelamento ou uma mudança, ou até que a Apple informe sua empresa de que o serviço não está mais disponível.

Apple Computer Brasil Ltda. retains the right to withhold up to 25% withholding tax on foreign payments subject to Brazil withholding tax. For question, please contact your tax advisor.

Apple Computer Brasil Ltda reserva o direito de reter os impostos aplicáveis de acordo com o serviço a ser fornecido e a localização da sua empresa. Em caso de dúvidas, por favor entrar em contato com seu consultor fiscal.

By typing your legal name and email address in the signature line below, you are signing this form electronically and thus you are verifying and authenticating the statements in this submission.

Ao digitar seu Nome e endereço de e-mail na linha abaixo da assinatura, você está assinando o formulário eletronicamente e, assim, você está verificando e autenticando esse envio.

Authorized Signature/Assinatura Autorizada:

Email:

Title/Título:

G) Turkey Permanent Establishment

It is important that Apple is compliant with tax law in Turkey. As such, it is necessary for Apple to contact each of our non-Turkish suppliers who will be working on upcoming Apple projects for Turkey to obtain additional facts and details prior to us routing a PO. Please note that if a non Turkish Supplier provides professional services to Apple Turkey and if that Supplier has a Turkish permanent establishment there is a requirement to withhold tax on that Supplier's invoice at the prevailing rate of twenty percent (or, upon successful application under the double tax treaty, as applicable, any lower rate of withholding tax). Please confirm whether or not your company currently has a permanent establishment in Turkey? If yes, please provide the following information:

Vendor Name

Street Name

District's Name

Postal Code/City

Contact Name

Contact Email Address

If your company establishes a taxable presence in Turkey in the future, please be advised that your company should contact Apple and notify us accordingly with a view to ensure proper compliance with local tax law.

Where we do not receive a reply from your company within 5 calendar days, Apple will treat your company as though your company has a permanent establishment in Turkey and will withhold tax at the prevailing rate of twenty percent.

At no time will Apple provide to your company any tax guidance or advice; it is for COSMO to determine whether it has a permanent establishment in Turkey and notify Apple accordingly.

H) Company Information (If Residing in China or Taiwan)
Company Name/请用中文填写 (公司注册名称)
Company Address/请用中文填写 (公司地址)
Bank Information
CNAPS Bank Code/ 请问开户行 (现代化支付系统行号)
Beneficiary's Name*/请用中文填写 (账户持有人姓名)
Bank Name/请用中文填写 (银行名称)
Bank Branch Name/请用中文填写 (分行名称)
Bank City/请用中文填写 (银行城市/国家)
<i>*Please provide scan copy of Business License(营业执照) and Tax Registration Proof(纳税人登记证明), or 3 in 1 Business License (三证合一营业执照) with social credit code (统一社会信用代码) for China residing vendor (Mandatory). If the Beneficiary Name is different from the Legal Entity Name, please provide additional documentation evidencing the right to collect funds(Letter of Authorization by the legal representative with company chop and signature) .</i>
I) Company Information (If Residing in Japan)
Company Name/会社名
Bank Information
Beneficiary's Name*/受益者のお名前 (口座名義は必ず、すべて全角カタカナ大文字でご入力ください)
Bank Name/銀行名
Bank Branch Name/銀行支店名
Bank City/銀行・シティ
<i>*If the Beneficiary Name is different from the Legal Entity Name, please provide additional documentation evidencing the right to collect funds.</i>
J) Information (If Residing in Brazil)
Empresa sujeita ao Simples Nacional? (selecione um)
Emite Nota Fiscal Conjugada?
Para qual filial da Apple irá prestar o serviço?
Em qual Município a empresa está habilitada para prestar os serviços propostos?
Empresa possui cadastro no CPOM (Cadastro de Prestadores de Outros Municípios) do Município para o qual irá faturar a Apple? (selecione um)

K) Information (Overseas Vendors Providing Services in Singapore)**ANNEX TO FORM IR37 (SECTION 45 WITHHOLDING TAX FORM)****PERMANENT ESTABLISHMENT DECLARATION**

This Form is to be completed by the non-resident payee stated in Part 3 of the Form IR37 (Section 45 Withholding Tax Form). This Form may take you 5 minutes to complete.

1. PARTICULARS OF PAYEE

Name	Country of Residence

2. PERMANENT ESTABLISHMENT DECLARATION

I declare that the income stated in Part 8a of Form IR37 (Section 45 Withholding Tax Form) is derived / not derived* by _____ *[name of payee]* from any trade, business, profession or vocation carried on through a fixed place of operation in Singapore.

Name of Declarant_____
Signature and Date_____
Designation

* Delete whichever is not applicable

Routing Codes - Banking Aid

BANK ROUTING CODES BY COUNTRY:

Country	Routing Code	Example
Afghanistan	Afghani Bank/Branch Code	1201
Andorra	Codi Banci/Cofi Oficina	0006 0002
Argentina	Numero de las Cuentas Corrientes	00389
Armenia	Armenian Bank Code	24100
Australia	BSB Number	736226
Austria	BLZ	19521
Azerbaijan	AZIPS Bank Branch Code	805250
Belarus	MFO code	150801208
Belgium	Rekeningnummer	183
Bolivia	Bolivian Codigo de Banco	010040201
Bosnia-Herzegovina	Sifra Banke	567
Botswana	Routing Code: BWRN; Bank/Branch Number	060167
Brazil	Codigo COMPE	600 0019
Brunei	Brunei Bank Branch Codes	04-0001
Bulgaria	Bank Code ý	89898984
Cameroon	CEMAC Bank/Branch Code	1000200030
Canada	Transit number	3003019
Central African Republic	CEMAC Bank/Branch Code	2000200300
Chad	CEMAC Bank/Branch Code	6000600001
CHILE	CLRN Bank/Branch Code (Chile)	001
China	CNAPS Code	001100001509
Columbia	Tipo Código	30001
Costa Rica	Código de Entidad	116
Croatia	Routing Code: Vodeći broj banke.	2360000
Cyprus	Cyprus Bank Identification Code	00300181
Czech Republic	Bank Identity Code	0600
Denmark	Registreringsnummer	5384
Ecuador	Código Compensación	34-001/060
Equatorial Guinea	CEMAC Bank/Branch Code	5000100001
Estonia	Pangakood	42
Finland	Bank Code	512714
France	Code Banque/Guichet	30047 00225
French Guyana	Code Banque/Guichet	30047 00225
French Polynesia	Code Banque/Guichet	30047 00225
French Southern Territories	Code Banque/Guichet	30047 00225
Gabon	CEMAC Bank/Branch Code	4000200005
Georgia	Georgia Bank Code	220101081
Germany	BLZ	512 108 00
Ghana	TT Routing Code: GHRN ; Bank/Branch Code (Ghana)	13-01-01
Gibraltar	Sort Code	40-53-90
Greece	Bank Code	014 0182
Guadeloupe	Code Banque/Guichet	30047 00225
Guatemala	Código Bancario	19
Guernsey	Sort Code	40-53-90
Guyana	Routing Code	70001-001
Hong Kong	Clearing Code	183 / 940
Hungary	Bankfiók-kód	1310 0007
Iceland	Bankanumer	0305
India	Indian Financial System Code	MSCI0082019
India	Sort Field	641022003
Indonesia	Clearing Code	0280024
Ireland	Sort Code	83-91-05
Isle of Man	Sort Code	40-53-90
Israel	Routing Code: Bank/Branch Code	10607
Italy	ABI/CAB	03069 12510
Japan	Zengin Code	0134-100
Jersey	Sort Code	40-53-90
Kazakhstan	Routing Code Bank Identifier Code	190601190
Kenya	Sort code	03000
Korea	KRRN: Korean Bank Code	54
Kyrgyzstan	Kyrgyz BIK	127001
Lesotho	Bank/Branch Number	630232
Liechtenstein	Swiss Interbank Clearing Number (SIC/euroSIC)	1933
Lithuania	Banko kodas	71800
Luxembourg	Bank Code	022

Country	Routing Code	Example
Macedonia (FYR)	Bank Code	380
Malaysia	Bank/Branch Code	0714017
Malta	Sort Code	22013
Martinique	Code Banque/Guichet	30047 00225
Mauritius	Bank code	1101
Mayotte	Code Banque/Guichet	30047 00225
Mexico	Mexico — ABM Bank/Locality Number	030 225
Moldova	Moldova Bank Identifier Code	NBMDMD2X140
Monaco	Code Banque/Guichet	30047 00225
Mongolia	Mongolian Bank Code	907530
Montenegro	Bank Identifying Number	505
Morocco	Guichet Bancaire Code	002 480 041
Namibia	Bank/Branch Number	630232
New Zealand	New Zealand Bk Code	031508
New Caledonia	Code Banque/Guichet	30047 00225
Nicaragua	Nicaragua Check Clearing Code	0100
Nigeria	Nigerian Sort Codes	084230786
Norway	Registernummer	1082
Peru	Codigo Bancario	009017
Poland	Numer Rozliczeniowy Oddziału-banku (NROB)	11001236
Portugal	NIB	0035 0210
Republic of Congo	CEMAC Bank/Branch Code	3001301100
Reunion	Code Banque/Guichet	30047 00225
Russia	Bank Identification Code	044583208
Saint Pierre et Miquelon	Code Banque/Guichet	30047 00225
San Marino	ABI/CAB	03069 12510
Saudi Arabia	SARN	50
Serbia	Bank Identifying Number	305
Singapore	Meps Account Code	8703
Singapore	Clearing Code	7171/010
Slovakia	Bank Identity Code	8120
Slovenia	Bank Branch Code	19340
Spain	Spanish Bank Code	0003 0001
South Africa	Bank/Branch Number	630232
Sri Lanka	Bank Branch Codes	7162-017
Swaziland	Bank/Branch Number	630232
Sweden	Bank Code	300
Sweden	Clearingnummer	5000
Switzerland	Swiss Interbank Clearing Number (SIC/euroSIC)	001933
Taiwan	Taiwanese Bank Code	804-0332 R20-0000
Tanzania	Tanzanian Sort Code	790333-02
Thailand	Bank Code	0010001
Timor-Leste	Timor-Leste Bank Routing Numbers	0101
Trinidad and Tobago	TT Routing Code: TTRN – Bank/Branch Code	01100000
Tunisia	Code Banque/Code Agence	01001
Turkey	Banda Kodu/Sube Kodu	00067 00145
United Kingdom	Sort Code	40-53-90
United States	ABA Routing Number	211179539 211179539 21117953 9 2111-7953-9 51-7953/2111
Ukraine	Routing Code: MFO code	304977
Uruguay	UYRN/Código de Banco Uruguayo	212
Venezuela	Código de Banco	196
Wallis et Futuna	Code Banque/Guichet	30047 00225
Zambia	Zambia Sort Code	000001

OTHER BANKING TERM DEFINITIONS:

SWIFT – BIC Code	Bank Identifier Code (BIC) Society for Worldwide Interbank Financial Telecommunication (SWIFT) Standard format of Bank Identifier Codes
IBAN	International Bank Account Number. Used in multiple regions. Ask your bank if you are unsure whether this applies to you

EXAMPLES OF COMMON CURRENCY CODES:

USA (USD)	AUSTRALIA (AUD)
CANADA (CAD)	NEW ZEALAND (NZD)
UNITED KINGDOM (GBP)	MEXICO (MXN)
EUROPE (EUR)	JAPAN (JPY)