



THE RITZ-CARLTON YACHT COLLECTION

Greetings. We welcome you to The Ritz-Carlton Yacht Collection and look forward to doing business with you. In order to process your invoices for payment in a timely manner, we need for you to complete this Vendor Registration Form, Tax Form if applicable (W-9 for US Vendors and W-8 for Vendors outside of the US) and provide matching bank details on either a (1) signed company letterhead or (2) bank letter.

(1) Bank details on company letterhead must include: Company logo, Bank name, Account beneficiary name (any company name listed in the bank letter should also be listed in the Vendor Form) Bank account or Iban, swift code, sort code (if applicable) and routing number (if applicable). Intermediary bank information (if applicable). Signer must sign and put title in the letter.

(2) Official Bank Letter must include: Bank logo, account beneficiary name (any company name listed in the bank letter should also be listed in the Vendor Form) Bank account or Iban, swift, sort code (if applicable) and routing number (if applicable). Intermediary bank information (if applicable).

Please send all documents as PDF attachments back to the person you are doing business with and copy vendor.forms@ritz-carltonyachtcollection.com. We ask that on the subject line you include the company legal name and the word registration forms. For example ABC Travel Registration Forms.

To process your invoice for payment, email your invoice to the person you are doing business with and AccountsPayable@ritz-carltonyachtcollection.com. The invoice must be emailed to both locations in order to be processed. Please send us an email with your vendor number or Company legal name matching your vendor registration submission, followed by the invoice number and finally the PO number in the subject line of your email. An example is below:

SUBJECT: VEND00000 or Company Legal Name / Invoice 1234 / RCYC00000

Vendor Registration Form

Please make sure all fields with * are completely filled out.

Address and Contact Information

Today's Date*

Legal Name of Company*

DBA Name

Other Company Names or Related Companies

US Tax Identification Number*

Tax ID/VAT/GST Number (Non-US Vendors)*

Registered Country*

Payment Currency (USD/EURO/GBP)*

Phone Number (Include country code) *

Payment Terms (ex-Net 30) Discount Terms

Type of Business (Individual, Contractor, Partnership, Limited Liability Company, Corporation, etc.)

Address*

Address 2

City*

State*

Country*

Zip or Postal Code*



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Business Contact Information

Primary Contact Name*

Contact Email Address*

Contact Phone Number*

Billing/Payment/Remittance Information

Remittance Mailing Address (If different than above) *

Remittance Mailing Address 2

City *

State*

Country*

Zip or Postal Code*

Primary Contact Name*

Contact Email Address*

Contact Phone Number*

Banking Information

Beneficiary Account Name (If different than above)

Bank Name*

Bank Address*

Bank Account Number or IBAN*

Routing Code (USD) / Sort Code (GBP)

Swift Code*

Bank Account Currency (USD, EUR, GBP)

Intermediary Bank Name (if applicable)

Intermediary Bank Address (Complete with City and Country)

Intermediary Bank Swift Code

RCYC Treasury Notes (Internal use Only)



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Supporting Documentation *

- Tax Forms (If applicable)
- Banking instructions on a *signed* company letterhead or
- Official Bank letter with banking information.

Supplier Approval

Authorized representative of the company certifies that the information provided on this form is correct.

Print Name*

Title*

Signature*

Items below to be filled by RCYC (Internal use only)

Requesting Business Department Attests Verification Form MUST be signed by Requesting Business Department (Manager or above) which will serve as confirmation that a call to the vendor was performed to obtain validation of the bank details listed above.

Print Name*

Department and Title*

Signature*

Primary Legal Entity to be used (please include entity name and number)*

For vendors registered on company 401 Please Indicate if Code is New Build, Operational Expenses or Owner Supply*

Worldcheck Verification (Internal use only)

Form MUST be signed by person conducting the WorldCheck to ensure companies are doing business are OFAC compliant. Worldcheck results that are “in good standing” will be saved in the ERP system and responsible department will be notified. “Not in good standing” results will be shared with the responsible department and will not be setup to do business.

Print Name*

Signature*



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Treasury Attests Verification (Internal use only)

Form MUST be signed by Treasury which will serve as confirmation that, prior to activating the vendor in ERP and banking systems, the department reviewed vendor information input into both systems by the Accounts Payable department, ensuring that it matches exactly what is on the Vendor Authorization Form sent directly by the business.

Print Name*

Signature*

RCYC Preferred Bank to be used*

Treasury Notes*

Accounts Payable Attests Verification (Internal use only)

Form MUST be signed by Accounts Payable which will serve as confirmation that the vendor's tax ID was checked with a third-party source to ensure authenticity of the vendor, and the form was reviewed against third party supporting documents to ensure the accuracy of banking information and lastly, that the Accounts Payable input vendor information into ERP system for vendor setup.

Print Name*

Signature*

Other Information

Please include any other information.

- * Denotes mandatory fields.