

KVSB VENDOR REGISTRATION

INSTRUCTION:

1. Please read the instruction carefully before filling up this form.
2. Form should be clearly type/handwritten and send to KOPETRO Berhad
3. Incomplete Application Form will be rejected.
4. Registration does not guarantee vendors are automatically included in the quotation exercise.

NOTE: YOUR VENDOR REGISTRATION FORM WILL ONLY BE ATTENDED IF COMPLETE WITH SUPPORTING DOCUMENTS.

(This form must be completed by the Vendor)

1.0 Company's Particulars

1.1 Company name :
1.2 Business Registration No :
1.3 GST Registration No :
1.4 Service/Product Offered :
1.5 Registered Business Address :

1.6 Business Operating Address :

1.7 Correspondence Address :

1.8 Telephone Nos. :

1.9 Fax Nos. :

1.10 Contact Person(s) & Handphone Nos. :

1.11 Email Address :

1.12 Website :

1.13 Nature of Organization : Sdn Bhd
(Please tick where appropriate) Berhad
 Enterprise
 Partnership
 Sole Proprieter
 Others (to specify) -----

1.14 Date & Place of Incorporation : Date :
Place:

1.15 Date of Commencement of Business Operations :

2.0 Equity Content

Malaysian : _____ %
Foreign : _____ %
Status (Please Circle) : Bumiputra/Non Bumiputra/Foreign

3.0 Company's Financial Information

3.1 Capital Structure : Paid-up Capital : _____
(For Sole Proprietor or Authorised Capital : _____
Partnership, please specify Working Capital : _____
your company's capital paid up)

3.2 Banker's Name/Adress : _____

3.3 Account No _____

4.0 Company's Registration

Registered with : Kementerian Kewangan Malaysia CIDB
(please tick the appropriate box) Pusat Khidmat Kontraktor (PKK) Professional Bodies (please specify below)
 MSC ISO
 Others (Please specify below)

5.0 Nature of Business

5.1 Category of business _____

5.2 Product services _____

6.0 Coverage Area

(Please tick where appropriate)

Klang Valley
 Kertih
 Pengerang

7.0 Credit/Payment Term

Please specify credit/payment term offered to KOPETRO Berhad if your company successful registered as Approved Vendor List. (Please tick the appropriate box)

<input type="checkbox"/>	30 days from the date of receipt undisputed invoice & its relevant supporting document.
<input type="checkbox"/>	45 days from the date of receipt undisputed invoice & its relevant supporting document.
<input type="checkbox"/>	60 days from the date of receipt undisputed invoice & its relevant supporting document.
<input type="checkbox"/>	Others, Please specify _____

8.0 Company's Declaration

We, the undersigned hereby declare to the best of our knowledge and belief that the particulars furnished under this application are true and accurate. We also authorize KOPETRO Berhad and its representatives to undertake further investigation if so desired. We also agree that any incorrect information stipulated in this form may render our registration invalid.

Signature : _____
 Name : _____
 Designation : _____
 Date : _____
 Company Stamp : _____

FOR KOPETRO OFFICE USE ONLY

Evaluation and Comments:

SCM Executive			
HOS, SCM Dept			
HOD, SCM Dept			
Recommendation :	<input type="radio"/> Accept the supplier	<input type="radio"/> Reject the supplier	
Reason for rejection			
SCM HOS	Date	SCM HOD	Date

PRE-SUBMISSION CHECKLISTS (Please tick the appropriate box)

Mandatory Supporting Documents for Local company	YES	NO
1. Vendor Registration Form.	<input type="checkbox"/>	<input type="checkbox"/>
2. Company's Profile (Organization Chart, Services Offered, List of past project experience, Product Information & Catalogue)	<input type="checkbox"/>	<input type="checkbox"/>
3. Certificate of Registration and business license with Kementerian Kewangan Malaysia, CIDB and/or others	<input type="checkbox"/>	<input type="checkbox"/>
4. PKK	<input type="checkbox"/>	<input type="checkbox"/>

Additional Documents for Private and Public Limited Company		
1. Form 9 / Form 13 – Company Registration	<input type="checkbox"/>	<input type="checkbox"/>
2. Form 24 – Return of Allotment of Shares	<input type="checkbox"/>	<input type="checkbox"/>
3. Form 49 – Director's Details	<input type="checkbox"/>	<input type="checkbox"/>
4. Audited Account for the last Financial Year	<input type="checkbox"/>	<input type="checkbox"/>

Additional Documents for Sole Proprietor/Partnership		
1. Company Registration Certificate from Companies Commission Of Malaysia (SSM)	<input type="checkbox"/>	<input type="checkbox"/>
2. Business Information & Current Owner	<input type="checkbox"/>	<input type="checkbox"/>
3. Company Renewal of Registration Certificate from Companies Commission of Malaysia	<input type="checkbox"/>	<input type="checkbox"/>
4. Income Statement & Balance Sheet for the last Financial Year	<input type="checkbox"/>	<input type="checkbox"/>

Preferable Supporting Documents for Non Local Company		
1. Oversea Certificate of Registration	<input type="checkbox"/>	<input type="checkbox"/>
2. Memorandum of Article (M&A)	<input type="checkbox"/>	<input type="checkbox"/>
3. List of Directors	<input type="checkbox"/>	<input type="checkbox"/>
4. Audited Account for the last Financial Year	<input type="checkbox"/>	<input type="checkbox"/>

Others Certification		
1. Certificate of Halal	<input type="checkbox"/>	<input type="checkbox"/>
2. Certificate of ISO	<input type="checkbox"/>	<input type="checkbox"/>

Note: Scanned documents must be duly verified by the Company's authorized Personnel or "Certified True Copy" by the authorized party.