

VENDOR REGISTRATION FORM

A. INSTRUCTIONS

- The Vendor Registration Form will only be attended to if complete with supporting documents **(Refer I: Checklist; Page 9)**. Incomplete Application Form will be **REJECTED**.
- Please tick the category(ies) for registration:

<input type="checkbox"/>	Civil & Structure Engineering (Building)	<input type="checkbox"/>	Mechanical & Electrical (Building)	<input type="checkbox"/>	Mechanical & Electrical (Port Equipment)
<input type="checkbox"/>	Mechanical & Electrical (Vehicle)	<input type="checkbox"/>	Cleaning / Landscaping Services	<input type="checkbox"/>	Port Equipment Manufacturer / Services
<input type="checkbox"/>	HR Consultant / Training Consultant	<input type="checkbox"/>	Marine Engineering (Repair & Maintenance)	<input type="checkbox"/>	Financial Consultant / Tax Consultant / Auditor
<input type="checkbox"/>	Port Equipment Supplier & Operator	<input type="checkbox"/>	IT system developer / maintenance / license	<input type="checkbox"/>	Electrical & Electronics Supplier
<input type="checkbox"/>	Engineering Consultant	<input type="checkbox"/>	IT Hardware Supplier	<input type="checkbox"/>	IT Consultant
<input type="checkbox"/>	Spare Parts (Vehicle)	<input type="checkbox"/>	Tug Boat / Pilot Boat Supplier	<input type="checkbox"/>	Ship Builder / Manufacturer
<input type="checkbox"/>	Spare Parts (Port Equipment)	<input type="checkbox"/>	Tyres / Batteries Supplier	<input type="checkbox"/>	Fuel / Engine Oil / Lubricant
<input type="checkbox"/>	Security Services	<input type="checkbox"/>	Office Equipment	<input type="checkbox"/>	Stationeries
<input type="checkbox"/>	Safety Equipment	<input type="checkbox"/>	Uniform / Tailor / Clothes	<input type="checkbox"/>	Ship Builder / Manufacturer
<input type="checkbox"/>	Souvenirs	<input type="checkbox"/>	Printing	<input type="checkbox"/>	Freight Forwarding
<input type="checkbox"/>	Transportation Provider	<input type="checkbox"/>	Scrap Metal Trader	<input type="checkbox"/>	Hardware
<input type="checkbox"/>	Insurance	<input type="checkbox"/>	Catering	<input type="checkbox"/>	Labour Supplier
<input type="checkbox"/>	Clinics / Hospital	<input type="checkbox"/>	Pharmacy / Medical Appliances	<input type="checkbox"/>	Schedule Waste Management
<input type="checkbox"/>	CCTV / Security system	<input type="checkbox"/>	Telecommunication	<input type="checkbox"/>	Photocopier machine
<input type="checkbox"/>	Others (Please state): _____				

- Nature of Business

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B. INTRODUCTION

We welcome your interest in becoming part of the Penang Port Supplier Community.

To become a potential vendor, you are required to fill in the details about your esteemed company and sign Penang Port's Ethics.

In case of successful registration, you will receive a system generated Registration Number. This number will be required for reference in all future communication.

Registration is only a preliminary process in doing business with Penang Port and as such, does not fully guaranteed a business transaction with us. Penang Port will establish contact based on the requirements of similar products, and per your company profile.

Standard Clause on Ethics

1. The BUSINESS ASSOCIATE (or Name of party signing the contract) agrees to conduct all of its dealings with Penang Port, its management, employees, and other business associates in an ethical manner.
2. Penang Port, in its Ethics strictly prohibits its employees from demanding/accepting any payment or illegal gratification in the form of bribes or kickbacks either monetary or in-kind in the course of all their dealings with outside parties.
3. Penang Port also requires the BUSINESS ASSOCIATE, to refrain from giving or attempting to pay illegal gratification/bribes/kickbacks to any employee of the company. Any attempts to provide such personal gratification to any Penang Port employee will be viewed in a very serious manner and where there is confirmation of such instances, it may lead to:
 - Cessation of all business dealings with Penang Port.
 - Blacklisted by Penang Port and its associates for any future business.
 - Levy of a financial penalty.
 - Reporting of matter to law enforcement agencies.
 - Appropriate legal action, where necessary.
4. The BUSINESS ASSOCIATE will provide all possible assistance to investigate any possible instances of unethical behaviour or Ethics violations by an employee of Penang Port or an employee of the BUSINESS ASSOCIATE.
5. The BUSINESS ASSOCIATE will disclose forthwith any breach of the Penang Port Ethics that comes to their knowledge.
6. All BUSINESS ASSOCIATES are expected to confirm their compliance towards Ethical dealings by signing the declaration below to the effect that the business associate has complied with the Penang Port Ethics in all their dealings with the Company.

I/We agree to the aforesaid Ethics Policy. I/We declare that the particulars given are correct and I/We fully understand that no consideration will be given to our company if any of the particular is found incorrect. I/We will be liable for de-registration without notice if:

- Any particulars found incorrect subsequent to our registration as your Approved Vendor.
- We are in breach of or in conflict with your company's business principal.
- We are in breach of your 'General Terms & Conditions of Purchase Order' and/or of the specific terms in the individual purchase orders.
- We fail to immediately notify your company of any change in the Shareholding and/or any major changes in our service to you.

I/We further declare that:

No	Description	Please Tick (v)
1	None of the Directors of the Company are related to any senior Position in Penang Port.	
2	Director and shareholders are not bankrupt for the past three years.	
3	None of the Directors / shareholders have any record in the Corruption Offenders Database of MACC	
4	None of the company (ies) within MMC Group has called parental guarantee.	
5	We are not involved in any litigation cases with any company (ies) within MMC Group.	
6	None of the company (ies) within MMC Group has invoked/redeemed performance bond.	
7	We are not involved in any litigation cases which may impact financial standing going forward.	
8	We are not being issued with a 'show cause / warning / termination / suspension / reprimand' letter by any company (ies) within the MMC Group in relation to performance as of the vendor for the past 3 years.	

Signature and company stamp : _____

Name : _____

Designation : _____

Contact Number : _____

Date : _____

C. VENDOR PARTICULARS

NAME OF COMPANY	:	
DATE OF ESTABLISHMENT	:	
BUSINESS/ COMPANY REG. NO.	:	
SST REGISTRATION NO.	:	
TYPE OF BUSINESS	:	
REGISTERED BUSINESS ADDRESS	:	
CORRESPONDENCE ADDRESS	:	
TELEPHONE NUMBER	:	
HANDPHONE NUMBER	:	
FACSIMILE NUMBER	:	
E-MAIL ADDRESS	:	
WEBSITE	:	
WAREHOUSE ADDRESS	:	
TELEPHONE NUMBER	:	
BANK NAME	:	
BANK ACCOUNTS NO.	:	
SWIFT CODE	:	

D. ORGANISATION

1. Latest particulars of Proprietor/Partners/Directors/Shareholders as declared in the SSM. (Please attach a copy of the Form 24 and Form 49)

Name	Present Position	Race	% of Holding

2. List of Key Personnel in Company other than Proprietor/Partners/Directors/Shareholders

Name	I/C No	Designation	Previous Experience (State of Nature)

3. Principal Officer with whom Penang Port will make contact

Name	Designation	Email Address	Contact Details

E. COMPANY BUSINESS PROFILE

<input type="checkbox"/>	Public Company	<input type="checkbox"/>	Partnership	<input type="checkbox"/>	Others (Please specify) _____
<input type="checkbox"/>	Private Company	<input type="checkbox"/>	Sole Proprietor	<input type="checkbox"/>	

Vendors are required to submit a CERTIFIED TRUE COPY of the Memorandum and Articles of Association together with the **SSM** and **Company Profile**.

Founded in	
Business background	
Type of business/ activities	
Achievements & milestone	
Awards & accolades	

F. FINANCIAL PERFORMANCE (Latest in 3 years)

RM (mil)	20__	20__	20__
Revenue			
PAT (profit after tax)			
Share Capital			

****Vendor to attach financial reports as supporting document.***

G. OCCUPATIONAL SAFETY, HEALTH & ENVIRONMENT (HSE)

Instruction : Please tick (/) your answer in the box.

1. Do your company have Safety Policy and Safety Procedures?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

*If yes, please provide the attachment (Safety policy signed and approved by the company's CEO and latest Organization Chart)

2. Do you have HSE Officer or Competent Personnel in your company?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

*If yes, please provide the attachment (Attendance certificate, Pass Exam Result Certificate, Certification of Safety and Health Officer)

**Required documents for Safety and Health Officer*

- *Certificate of Safety and Health Officer by Department of Occupational Safety and Health*
- *Appointment letter from the company*
- *Working experience (years of experience if available)*

** Required documents for Site Safety Supervisor*

- *Certificate of Site Safety Supervisor by Department of Occupational Safety and Health*
- *Appointment letter from the company*
- *Working experience (years of experience if available)*

3. Are your company certified on HSE related certification? (e.g., ISO 45001). If yes, please attach certificates

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

*If yes, please attach certificates

H. VENDOR INFORMATION

Registration with Statutory Authorities/ Bodies
 (Please attach certified TRUE copy of the registration)

Pusat Khidmat Kontraktor (PKK) CLASS : _____ HEAD : _____ SUB HEAD : _____		
Others (to specify) _____ _____	_____ _____	_____ _____

Statutory Authorities/ Bodies	Registration No.	Expire Date
Kementerian Kewangan Malaysia (MOF) CODES : _____ _____ _____ _____		

Status (please tick)			
* Bumiputera	<input type="checkbox"/>	Non-Bumiputera	<input type="checkbox"/>

** Please attach certified TRUE copy of the registration from Ministry of Finance.*

Products

(Please describe briefly about your products/services that your company renders to Penang Port)

I. CHECKLIST

	Corporate Information from Suruhanjaya Syarikat Malaysia (SSM e-info)
	Form 9 / Section 17 (Notice of Registration)
	Form 24 / Section 78 (Return of Allotment of Shares)
	Form 49 / Section 58 (Particulars of the Directors, Secretary)
	Memorandum and Articles of Association
	Latest Bank Statement / Bank Details (past 3 months)
	Audited Financial Statement (past 3 years)
	Registration with Ministry of Finance (if any)
	"Sijil Akuan Pendaftaran Syarikat Bumiputera" from Ministry of Finance (if any)
	CIDB Registration
	Custom's SST Registration Confirmation Form
	Company Profile
	HSE related certification (if Any)