

VENDOR REGISTRATION FORM

INSTRUCTIONS:

1. Please read the instructions carefully before filling up this form.
2. Forms should be clearly typed and submitted to finance@investenergygroup.com
3. Please enclose the necessary documents as stipulated below. **Incomplete application will be rejected.**
4. Please enclose your company's catalogues/brochures to support the supply of goods and/or services.
5. This registration however does not guarantee vendor that they will be invited/awarded for any upcoming purchases undertaken. Vendors are still required to promote their products/services separately.
6. If you have questions or clarifications, please send your feedback and/or queries directly to Finance Department at finance@investenergygroup.com

Note: Mandatory information/document for submission is marked with an asterisk (*) in Document checklist.

SECTION C: FINANCIAL RESOURCES

Authorized Capital	
Paid Up Capital	
Shareholder's Fund	
Shareholding Participation	

CREDIT FACILITIES - FINANCIAL INSTITUTIONS

Financial Institutions	Type of Credit Facilities	Amount

SECTION D: DIRECTORS' / OWNERS' INFORMATION

Name	NRIC / Passport No	Nationality	Position

SECTION E: COMPANY FINANCIAL PERFORMANCE (to provide a certified copy of the last 3 years audited account OR Income Statement and Balance Sheet AND latest 3 months bank statement)

Item	Year _____	Year _____	Year _____
Gross Turn Over			
Profit before Tax			
Profit after Tax			
Total Assets			
Current Assets			
Total Liabilities			
Current Liabilities			
Cash Flow Balance			

SECTION F: COMPANY LITIGATION INFORMATION (use separate sheet to provide the details of litigation)

Current legal litigation cases? Yes. _____ state the no of cases (both to company and directors/owners)
 No

SECTION G: BANK INFORMATION

Bank Name		Name	
Account No		Bank Address	

SECTION H: PAYMENT REMITTANCE NOTIFICATION

Name	
Email Address	
Contact No.	

SECTION I: LIST OF CERTIFICATION / REGISTRATION WITH RELEVANT BODIES (a copy of the certification must be attached)

Document / Certificate	Reference Number (if any)
CIDB	
MOF	
BOMBA	
DOSH	
SURUHANJAYA TENAGA (ST)	
BOARD OF ENGINEERS MALAYSIA (BEM)	
PROFESSIONAL BODIES	
OTHERS (to specify)	

VENDOR LETTER OF DECLARATION ("VLOD")

I/We _____ (Name of Company Director or equivalent, ID Number _____ (insert number) being the authorized representative of _____ (Company Name) bearing Registration Number _____, (hereafter Vendor) hereby:

Declare That:

- a) The vendor and its directors, officers and employees follow all applicable laws, statutes, regulations and codes relating to anti-bribery and corruption matters (the Relevant Laws)
- b) Neither the Vendor nor any of its directors, officers or employees who may be involved in the Business Transaction (s) has been convicted of any offence involving bribery or corruption or fraud; nor, to the best of the Vendor's knowledge, is any such person the subject of any investigation, inquiry or enforcement proceedings by any governmental, administrative or regulatory body regarding any offense or alleged offence under Relevant Laws; and
- c) The Vendor did not, either directly or indirectly, promise, offer or give any bribe or an improper advantage (whether financial or otherwise) to any individual in IESB (hereafter IESB) or any other individual, representing IESB (hereinafter IESB) or any other individual, representing IESB as an inducement, incentive, reward, gift or bonus for being selected for the Business Transaction(s).

Undertake That:

- a) The Vendor will not, either directly or indirectly, promise, offer or give any bribe or an improper advantage (whether financial or otherwise) to any individual in IESB or any other individual representing IESB, as an inducement, incentive, reward, gift or bonus to be selected and/or for any other purpose connected to the Business Transaction(s)
- b) The Vendor will not, either directly or indirectly, promise, offer or give any bribe or an improper advantage (whether financial or otherwise) to any government official or private individual to obtain or retain a business advantage on behalf of IESB during the carrying out of the Business Transaction(s); and
- c) If contraventions or investigations of the type described in section 1(b) above have occurred, the Vendor will forthwith supply full details of them to IESB.

Agree That:

- a) In the event that the Vendor, its directors (or equivalent), officers or employee's breaches any of the above sections, the following actions may be taken by IESB:
 - i) Immediate revocation of the contract award for the Business Transaction(s) without any liability whatsoever on the part of IESB to the Vendor and/or its directors, officers or employees; and

- ii) Immediate termination of the contract for the Business Transaction(s) without any liability whatsoever on the part of IESB to the Vendor and/or its directors, officers or employees,

Without prejudice to any other rights or remedies IESB may have or any other disciplinary action which IESB may take as it deems appropriate;

Should any individual attempt to solicit any bribe or advantage (whether financial or otherwise) from the Vendor or any other individual connected to the Vendor either as an inducement or incentive to be selected or as a reward, gift or bonus for being selected in Business Transaction(s), or where the Vendor has reasonable grounds to suspect any breach or potential breach of the obligations in this letter, the Vendor will report such act immediately in accordance with the whistleblowing channel as provided.

Signed by:

Name and IC/Passport No.:

Designation:

Name of Company:

Company Stamp:

Received & Acknowledged by IESB:

Name:

Designation:

Note: Business Transaction(s) is defined as Tenders, Quotations, Contracts and Purchase Orders.

Abbreviation: IESB – Invest Energy Sdn Bhd and its Group of Companies.

Date:

To:

(Place Subscriber's Name and Address / Company Stamp)

Dear Sir,

RE: Consent Authorisation

Pursuant to the Credit Reporting Agencies (CRA) Act 2010 and Central Bank of Malaysia Act 2009, I/we the undersigned do hereby give my/our consent to you and CTOS Data Systems Sdn Bhd ("CTOS"), a registered credit reporting agency under the CRA Act to process my/our company personal data.

By this consent, I/we understand and agree that:

- i) You may conduct credit/trade check, CCRIS and DCHEQS checks on me/us and where applicable on our directors, shareholders, guarantors, etc. with CTOS at any time for as long as I/we have a trade relationship with you or where any dues remain unpaid and outstanding with you, for any one or more of the following purposes:
 - √ Opening of account
 - √ Debt recovery
 - √ Credit/Account review
 - √ Legal documentation consequent to a contract or facility granted by you.
 - √ Credit/Account monitoring
 - √ Credit/Account evaluation
- ii) You may disclose any information on my/our conduct of my/our account(s) with you, to any business entity/ies for bona fide trade checking at any time. I/We am/are also aware and understand that such information will be provided to CTOS, who may in turn share such information to subscribers of their service.
- iii) Where you require any processing of my/our application to be processed by any processing centre located outside Malaysia (including your Head Office), I/we hereby give consent to CTOS to disclose my/our credit, CCRIS & DCHEQS reports to such locations outside Malaysia.
- iv) Apart from the above, I/we the undersigned do give my/our consent to you and the CTOS, to process my/our personal data as per the PDPA Act.

Signed By

Name:
IC Number:
Designation:
Mobile number:
Company Stamp:
(if any)

Signed By

Name:
IC Number:
Designation:
Mobile number:
Company Stamp:
(if any)

DOCUMENTS CHECKLIST

Reminder:

- Please attach all relevant documents/certificates applicable to the category(ies) of product(s)/ service(s) being applied by your company.
- Please indicate in the "Remark Column" if the Document is not applicable to your company.

NO.	DOCUMENT / CERTIFICATE	REMARK	FOR OFFICE USE ONLY
1	Vendor Letter of Declaration (VLOD)*		
2	CTOS Consent Form*		
3	Statutory Documents listed in Appendix 1*		
4	Company Products & Services*		
5	Certified Copy of Audited Accounts for The Last 3 Years*		
6	Relevant Certificates (e.g. Ministry of Finance (MOF) Certificate, ISO Certificate, CIDB Certificate etc.)		
7	Minimum 2 referral letter of successful implementation.		
8	Confirmation of formal policies and procedures for Environmental, Health and Safety.		

***Compulsory**

VENDOR REGISTRATION

Check List of Supporting Documents

SENDIRIAN BERHAD / BERHAD

Mandatory:

1. Company Profile & Organizational Chart
2. Latest 3 Months Bank Statement
3. Form 9 / Form 13 or Section 17 / Section 28
4. Form 24 or Section 78 (minimum paid-up capital RM10,000)
5. Form 49 or Section 58
6. Form 32A or Section 105 (if any)
7. Section 68 Annual Return (latest two years)
8. SST Approval Letter (If applicable)

Optional:

1. Certification of Government Bodies, Public & Private Sectors

FOREIGN COMPANY INCORPORATED IN MALAYSIA

Mandatory:

1. Company Profile & Organizational Chart
2. Latest 3 Months Bank Statement
3. Form 79 / Form 80 / Form 83 or Document under Section 562 C.A. 2016 and, if company's name changed, Document under Section 28 C.A. 2016
4. Form 44 / Form 79 / Form 81 or Document under Section 567 C.A. 2016 if applicable
5. Form 85 / Form 85A or Document under Section 563 & 567 C.A. 2016 if applicable
6. Form 80A or Document under Section 576 C.A. 2016 – Annual Return – for the latest two consecutive years

Optional:

1. Certification of Government Bodies, Public & Private Sectors
2. SST Approval Letter for provision of service taxable in Malaysia if registered with Royal Malaysia Customs Department

FOREIGN COMPANY INCORPORATED OUTSIDE MALAYSIA

Mandatory:

1. Company Profile & Organizational Chart
2. Latest 3 Months Bank Statement
3. Incorporation Certificate / Business Registration Document

Optional

1. SST Approval Letter for provision of service taxable in Malaysia if registered with Royal Malaysia Customs Department

LEGAL FIRM

Mandatory:

1. Company Profile & Organizational Chart
2. Latest 3 Months Bank Statement
3. Bar Council Certificate
4. SST Approval Letter (If applicable)

Optional:

1. Certification of Government Bodies, Public & Private Sectors

Note:

1. All SSM documents must be certified true copies by company secretary.
2. Other business documents must be certified true copies by company director
3. IESB shall request additional supporting documents if necessary

**PERKONGSIAN LIABILITI TERHAD (PLT) / LIMITED
LIABILTY PARTNERSHIP (LLP)**

Mandatory:

1. Company Profile & Organizational Chart
2. Latest 3 Months Bank Statement
3. LLP Certificate, Business Info & Compliance Officer Table
4. SST Approval Letter (If applicable)

Optional:

1. Certification of Government Bodies. Public & Private Sectors

ENTERPRISE / SOLE-PROP. / PARTNERSHIP

Mandatory:

1. Company Profile & Organizational Chart
2. Latest 3 Months Bank Statement
3. Form D / Form E of SSM
4. Business Information & Current Registered Owner of SSM
5. SST Approval Letter (If applicable)

Optional:

1. Certification of Government Bodies. Public & Private Sectors