

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 A: VENDOR INFORMATION

Registered Company/Enterprise Name				
Company/Enterprise Registration No.				
Date of Incorporation/Registration				
SST Registration No. (if available)				
Registered Business Address				
Telephone No.				
Email				
Website				
Contact Matrix 1. Management Rep. (MD/CEO/Director) 2. Business Unit/Dept. Head 3. Finance	Name	Designation	Contact No.	Email
Type of Business	<input type="checkbox"/> Sole Proprietor / Enterprise <input type="checkbox"/> Partnership <input type="checkbox"/> Private Limited / Sdn. Bhd. <input type="checkbox"/> Public Listed / Berhad <input type="checkbox"/> Others (please _____)			
Nature of Business				

SECTION B: PRIMARY PRODUCT AND SERVICES OFFERED (kindly attach company profile/catalogue)

[illegible]

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)	

SECTION J: VENDOR EXPERIENCE/TRACK RECORD INCLUDING ONGOING CONTRACT FOR THE

PAST 36 MONTHS (use separate sheet if necessary)

(kindly attach supporting documents e.g. Letter of Award/Appointment, Contract, etc.). *priority for contract in similar nature as IESB's requirement)

[illegible]

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.

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	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**