



HARTASUMA SDN BHD VENDOR REGISTRATION APPLICATION FORM

1. TYPE OF REGISTRATION *(Please tick "v" at the appropriate box)*

New Registration

Update Information

2. INSTRUCTION

- 2.1 Please read the instructions carefully before filling up this form.
- 2.2 Form should be clearly typed / handwritten and send to HARTASUMA Sdn Bhd via email or post together with the supporting documents and product brochures / catalogues for attention of Procurement Department.
- 2.3 Incomplete Application Form will be rejected.
- 2.4 Application Form will ONLY be attended if completed with supporting documents
- 2.5 Registration does NOT guarantee vendors are automatically included in the quotation / tender exercise.
- 2.6 All information included in the present documents remains CONFIDENTIAL and submitted to HARTASUMA Sdn Bhd for INTERNAL USE ONLY.

3. GENERAL INFORMATION

3.1	Registered Company Name	
3.2	Company Registration No. <i>(Old and New)</i>	
3.3	SST Registration No.	
3.4	Registered Address	
3.5	Correspondence Address <i>(If differ from above)</i>	
3.6	Office Telephone No.	
3.7	Office Fax No.	
3.8	Website	
3.9	Details of Company Representative	Name: Position: Contact No: Email Address:
3.10	Type of Business <i>(Please tick "v" at the appropriate box)</i>	<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 <i>(Please Specify)</i>

4. SHAREHOLDER AND BOARD OF DIRECTORS DETAILS

		<u>Name</u>	<u>NRIC</u>	<u>Amount (RM) / Percentage</u>
4.1	Details of Sole Proprietor / Partner(s) / Shareholder <i>(Please attach relevant forms where applicable)</i>
	
	
	
4.2	Details of Board of Directors	<u>Name / Position</u>	<u>NRIC</u>	<u>Nationality</u>
	
	
	
	

5. FINANCIAL INFORMATION			
5.1	Accumulate Capital (Partnership / Sole Proprietor / Enterprise)	RM	
5.2	Authorized Capital (Sdn Bhd / Bhd)	RM	
5.3	Paid-up Capital (Sdn Bhd / Bhd)	RM	
5.4	Overall Annual Turnover	<u>Current Year (RM)</u>	<u>Previous year (RM)</u> <u>Year (RM)</u>
5.5	Annual Turnover in Rail Industry (If any)	<u>Current Year (RM)</u>	<u>Previous year (RM)</u> <u>Year (RM)</u>
5.6	Financial Facilities	<u>Bank Name / Address</u>	<u>Type of Facility</u> <u>Amount (RM)</u>

6. BANKING INFORMATION (For payment purpose)	
6.1	Beneficiary Name
6.2	Beneficiary Address
6.3	Account No.
6.4	SWIFT Code
6.5	Bank Name
6.6	Bank Address
6.7	Account Currency

7. COMPANY REGISTRATION			
7.1	Registered as supplier / vendor / manufacturer with Ministries, government departments or private sectors (Please tick "v" at the appropriate box & attached the copy of the registration)	<u>Registration with</u>	<u>Class of Registration</u> <u>Date of Registration / Limit / Expiry</u>
		<input type="checkbox"/> Kementerian Kewangan Malaysia (MOF) Date of Registration: Limit / Expiry date:
		<input type="checkbox"/> Pusat Khidmat Kontraktor (PKK) Date of Registration: Limit / Expiry date:
		<input type="checkbox"/> CIDB Date of Registration: Limit / Expiry date:
		<input type="checkbox"/> Others (Please specify) Date of Registration: Limit / Expiry date:

8. STAFFING INFORMATION

No	Category	Total
1	Management	
2	Professional (Diploma & above)	
3	Skilled Personnel (Competent personnel)	
4	Administration	
5	Foreign workers	
Total		

9. FACILITIES

Please specify no. of units

No	Type	Owned	Rental	Others (Please specify)
1	Office premise			
2	Factory			
3	Workshop			
4	Transportation (Please specify)			
5	Others (Please specify)			

10. CREDIT / PAYMENT TERM

Please specify credit / payment term to offer to HARTASUMA Sdn Bhd if your company successful registered as Approved Vendor List (Please tick "v" at the appropriate box)

<input type="checkbox"/>	45 days from the date of receipt undispute invoice & other relevant supporting documents
<input type="checkbox"/>	60 days from the date of receipt undispute invoice & other relevant supporting documents
<input type="checkbox"/>	Others (Please specify)

11. EXPERIENCE OF WORKS / SERVICES

Please specify past and current works / contract undertaken in the past 5 years including with HARTASUMA Sdn Bhd (Please attached extra sheet if necessary)

No	Client's name	Title of Contract	Commencement & Expiry Date	Sum of Contract (RM)
1				
2				
3				

12. GEOGRAPHICAL AREA OF WORK / SERVICES (Please tick "v" at the appropriate box)

No	Region	State	District / Area
1	North	<input type="checkbox"/> Perlis / Kedah / Penang / Perak	
2	Central	<input type="checkbox"/> Kuala Lumpur & Selangor	
3	South	<input type="checkbox"/> Negeri Sembilan / Melaka / Johor	
4	Others (Please specify)		

13. NAME OF PERSON LEGALLY EMPOWERED TO ACT ON BEHALF OF THE COMPANY

No	Name	Position	Telephone No
1			
2			
3			

14. VENDOR DECLARATION FORMS

Please fill up the "Vendor Letter Declaration Form" and "Conflict of Interest Declaration Form" as per attached (COMPULSORY)

15. SUBMISSION CHECKLIST

Please tick "v" at the appropriate box

YES

NO

A. Mandatory supporting documents

A1.	<input type="checkbox"/> Vendor Registration Form	<input type="checkbox"/> Vendor Letter of Declaration (VLOD) Form		
	<input type="checkbox"/> Conflict of Interest (COI) Declaration Form			
Company Profile				
A2.	<input type="checkbox"/> Organization chart	<input type="checkbox"/> List of past works / project experiences		
	<input type="checkbox"/> Contact details	<input type="checkbox"/> Product information		
	<input type="checkbox"/> Catalogue	<input type="checkbox"/> Service / Work offered		
Certificate of Registration / Business Licence (for local company)				
A3.	Kementerian Kewangan Malaysia (MOF)		<input type="checkbox"/>	<input type="checkbox"/>
	PKK		<input type="checkbox"/>	<input type="checkbox"/>
	CIDB		<input type="checkbox"/>	<input type="checkbox"/>
	Others (Please specify)		<input type="checkbox"/>	<input type="checkbox"/>

B. Additional documents for Private Limited and Public Limited company

B1	Form 9 / Form 13 - Company Registration	<input type="checkbox"/>	<input type="checkbox"/>
B2	Form 24 - Return of Allotment of Share	<input type="checkbox"/>	<input type="checkbox"/>
B3	Form 49 - Directors' Details	<input type="checkbox"/>	<input type="checkbox"/>
B4	Form 32A - Change of Shareholder of company	<input type="checkbox"/>	<input type="checkbox"/>
B5	Form 44 - Notice of Situation of Registered Office and of Office Hours and Particular of Changes	<input type="checkbox"/>	<input type="checkbox"/>
B6	Latest 3 years Audited Financial Statement	<input type="checkbox"/>	<input type="checkbox"/>

C. Additional documents for Sole Proprietor / Partnership

C1	Company Registration Certificate (SSM)	<input type="checkbox"/>	<input type="checkbox"/>
C2	Form E	<input type="checkbox"/>	<input type="checkbox"/>
C3	Business Information & Current Owner	<input type="checkbox"/>	<input type="checkbox"/>
C4	Company Renewal of Registration Certificate (SSM)	<input type="checkbox"/>	<input type="checkbox"/>
C5	Latest Income Statement & Balance Sheet	<input type="checkbox"/>	<input type="checkbox"/>

D. Supporting documents for Non Legal Company (if applicable)

D1	Oversea Certificate of Registration	<input type="checkbox"/>	<input type="checkbox"/>
D2	Memorandum of Article (M&A)	<input type="checkbox"/>	<input type="checkbox"/>
D3	List of Director(s)	<input type="checkbox"/>	<input type="checkbox"/>
D4	Latest 3 years Audited Financial Statement	<input type="checkbox"/>	<input type="checkbox"/>

E. Other Documents

E1	ISO 9001	<input type="checkbox"/>	<input type="checkbox"/>
E2	Other ISO Certificates (Please specify)	<input type="checkbox"/>	<input type="checkbox"/>
E3	IRIS Certificates	<input type="checkbox"/>	<input type="checkbox"/>
E4	IRIS assesment result (Score)	<input type="checkbox"/>	<input type="checkbox"/>
E5	Welding Certificate EN15085-2 CL2	<input type="checkbox"/>	<input type="checkbox"/>
E6	Certificate DIN EN ISO 14001	<input type="checkbox"/>	<input type="checkbox"/>
D2	Certificate OHSAS 18001	<input type="checkbox"/>	<input type="checkbox"/>
D2	Bonding Certificate DIN 6701	<input type="checkbox"/>	<input type="checkbox"/>
D2	Business Continuity Plan	<input type="checkbox"/>	<input type="checkbox"/>

Note: Scanned documents MUST be duly verified by the Company's authorised personnel or "Certified True Copy" by the authorised party.

DECLARATION:

I, hereby confirmed that all informatuon provided in this form together with the attached documents are accurate.

I, hereby allowed any representative from HARTASUMA Sdn Bhd to visit the premises / compnay to check any related documents.

I, hereby declare and confirm that I am the authorised personnel of the company to make this declaration.

I, hereby understand that failure to comply any of the matter above may result of rejection / disqualifiication of application as HSB Registered Vendors

Prepared by	Verified by	Company Stamp
Name :	Name :	
Position :	Position :	
Date	Date	

FOR OFFICE USE ONLY		
Business Category		
Comments		
Result of evaluation	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> KIV	
Evaluated by		Name: Position: Date:
Approved by		Name: Position: Date: