



REQUIREMENT OF NORMAL VENDOR REGISTRATION

NO.	DOCUMENTS REQUIRED	NEW REGISTRATION		RENEWAL	
		PUBLIC LIMITED / PRIVATE LIMITED COMPANY	ENTERPRISE	PUBLIC LIMITED / PRIVATE LIMITED COMPANY	ENTERPRISE
1	Company Profile	Y	Y	Y	Y
2	Valid Registration with Companies Commission of Malaysia (SSM)	N	Y	N	Y
3	Form 9 of Company Act 1965: Borang Pemerbadanan Syarikat Sendirian, or Section 17 Company Act 2016: Notice of Registration / Notis Pendaftaran	Y	N	Y	N
4	Form 13 of Company Act 1965: Certificate of Incorporation on Change of Name of Company, or Section 28 of Company Act 2016: Application for Change of Name	Y	N	Y	N
5	Form 24 of Company Act 1965: Return of Allotment of Shares, or Section 78 of Company Act 2016: Return of Allotment of Shares	Y	N	Y	N
6	Form 44 of Company Act 1965: Notice of Situation of Registered Office and Office Hours and Particular of Changes, or Section 46 of Company Act 2016: Notification for Change in The Registered Address	Y	N	Y	N
7	Form 49 of Company Act 1965: Return Giving Particulars in Register of Directors, Managers and Secretaries and Changes of Particulars, or Section 58 of Company Act 2016: Notification of Change in The Register of Directors, Managers and Secretaries	Y	N	Y	N
8	Vendor Code of Business Conduct (VCBC) - Signed by Company Director	Y	Y	Y	Y
9	Latest 3 months Bank Statement	Y	Y	Y	Y
10	Audited Financial Report (For new registration of company formed less than 3 years, report for year one or year two or both is sufficient)	Latest 3 years	N	Latest 1 years	N
11	Registration Fee (For Two years of validity)	RM250		RM100	
12	Any supporting documents, such as permits, licences, recommendations, testimonials, certificates from Ministry of Finance, Ministry of International Trade and Industry (MITI), Pusat Khidmat Kontraktor (PKK), Letter of Appointment as Agent from Original Equipment Manufacturer/ Principal/ Partner	If Any	If Any	If Any	If Any

Note:

Y = Yes / To Provide

N = No / Not Applicable