

Guidelines for Vendor Listing

**Legal and Corporate Compliances
iPerintis Sdn Bhd
Level 17, Menara Perak
No. 24, Jalan Perak
50450 Kuala Lumpur**

PREFACE

Applicants for iPerintis Vendor Listing are advised to read carefully and understand the contents of this Guideline. A clear understanding is important to ensure applications submitted are complete and can be given due consideration. This is also to facilitate processing of the application by the Legal and Corporate Compliance Department. The requirements and procedures of application will be updated from time to time. Therefore, applicants are advised to contact the Department to obtain the latest information. Any changes to this Guideline are at the discretion of the Department.

GENERAL INFORMATION

A) Categories and Form

1. In general, each listing can be categorised as follows:-

NO	APPLICATION TYPE	PURPOSE	FORM
a.	Listing	Involvement or participation in the quotation/tender for upstream, downstream and maritime sectors	} Vendor Listing Form
b.	Others	Add field scope or category for existing registration, inform any changes in the company such as equity ownership, appointment from principal etc.	Via letter

B) Usage of "Standardised Work & Equipment Categories (SWECs)"

1. Applicants must state the type of products/services they wish to apply based on the SWECs. SWECs are divided into (2) parts – products and services. Categories beginning with the letter "P" means supply of "products" while letter "S" means supply of "services".
2. Each category in SWECs is marked "R" for Registration.
3. Categories in SWECs are divided into three (3) levels, example:-
PO1 - Office/Residential/Operational Equipment & Supplies <Primary Category
PO1 - 05 Computer Hardware <Secondary Category
PO1 - 5.1 – Mainframe <Tertiary Category
4. Should the products/services to be applied is not listed in the "SWECs"; applicant can propose a suitable new category based on the existing "primary-category". However, the acceptance of the proposal is at the discretion of the Division.

C) General Rules for Listing. The Company must fulfil the following requirements:

1. Registered with the Companies Commission of Malaysia as a Private Limited Company or Limited Company. Sole Proprietorship or Partnership businesses

are not acceptable with the exception of professional consultancy firms which are required to be registered with the Companies Commission of Malaysia and related professional bodies.

2. Owns a paid-up capital in the form of ordinary shares not less than RM10,000.00 for Private Limited Company or Limited Company.
3. Must be in a sound financial position. For companies that have been incorporated more than eighteen (18) months, shareholders' funds must be at a positive level.
4. Has a source of supply for each category of product supply. Appointment as an exclusive agent must be obtained directly from the manufacturer and coverage includes at least all of Malaysia. Appointment by stockist, distributor and local principals will not be entertained.
5. Has the technical expertise with respect to management staff, skilled employees and equipment for each service category applied. Companies operating as an agent can only apply certain categories as stated in Appendix I – SWECs list.
6. Registered with statutory/professional bodies or government departments related to the category as stated in Appendix I – SWECs list.

D) How to Apply

1. All related forms/documents can be obtained from:-

Legal & Corporate Compliance Department
iPerintis Sdn Bhd
Level 17, Menara Perak
No. 24, Jalan Perak
50450 Kuala Lumpur

Forms/documents can also be made available via post if applicant sends in an official request to the Legal and Corporate Compliance Department enclosing a 12 x 16 self-addressed envelope with RM1.00 postage stamp.
2. For new applications, applicant can **only** apply for not more than **ten (10) "secondary category"** while applications to add fields, not more than **three (3) "secondary category"**. Applications for additional fields exceeding the total stated will not be considered.
3. All necessary documents must be attached together with the application form. To facilitate processing, listing form and related documents must be carefully arranged in the order according to the document listing as stated in Appendix II. Every document must be separated using a labelled paper separator.
4. Complete the document checklist in Appendix II and send it together with the listing form. Applicants are requested not to bind the application form/documents.

E) Submission of Listing Forms

1. Applications must be submitted in an envelope and at the top left hand side of the envelope, applicant must state the following: -

COMPANY NAME & ADDRESS :
CONTACT PERSON :
TELEPHONE NO :
TYPE OF APPLICATION : **NEW VENDOR**
LISTING APPLICATION or
APPLICATION FOR ADDITIONAL
FIELDS or Others"
(State whichever is relevant).

2. All duly completed applications related to **LISTING** must be submitted directly to iPerintis' Legal & Corporate Compliance Office in Kuala Lumpur.

- a. Kindly send the completed application form via post to the following address:-

iPERINTIS SDN BHD
LEGAL & CORPORATE COMPLIANCE DEPARTMENT
LEVEL 17, MENARA PERAK
NO. 24, JALAN PERAK
50450 KUALA LUMPUR
ATTENTION OF : **Head, Legal & Corporate Compliances**
Fax No : **03-2721 3019**
Telephone No. : **03-2721 3000**

- b. Business hours as follows:

Business Hours	Time
Monday - Friday	: 9.00 am - 4.30 pm

Break Time	
Monday - Thursday	: 12.30 pm - 2.30 pm
Friday	: 12.00 pm - 3.00 pm

F) Processing of Applications

1. Only applications that are completed will be accepted and processed.
3. Applications from companies owned by shareholder/company director with vested interests in companies that are registered with iPerintis will not be considered if the fields applied for are similar. This is intended to avoid any conflict of interest.
4. Please contact the relevant officer, if you require further assistance.

5. To avoid any complication, prior appointment must be arranged for applicants who wish to seek a meeting with the officer-in-charge. Courtesy call, ad-hoc meeting and frequent telephone calls will not be entertained.
6. In the processing of applications, officer on duty may contact applicants in the event that further clarification is required. Applicants are advised to give their utmost cooperation. Any request to shorten the process of application will not be entertained.

G) Evaluation Process

1. In general, the evaluation process is divided into two (2) stages. In the first stage, applications will be evaluated based on conformance to the following requirements:-
 - a) Completed application documents
 - b) Positive shareholders' fund
 - c) Minimum paid-up capital
2. Applications which are unsuccessful at this stage will not be given further consideration while successful applications will be evaluated for stage 2. At stage 2, only applications that fulfil all the other general requirements will be consider for listing.

CONCLUSION

1. Applicants are advised to contact the officer responsible for processing the application in case of any doubt. Notwithstanding, applicants can also refer to the iPerintis' Vendor website for information related to registration.
2. Approval of listing does not mean that the applicant's company will automatically be invited to participate in every tender/project Therefore; applicants are advised to continue marketing their products/services to prospective users.