VENDOR REGISTRATION FORM

INSTRUCTION:

1. Please read the instructions carefully before filling up this form.

2. Forms should be clearly typed/written and submitted to Procurement Department.

3. Please enclose the necessary documents as stipulated below**. Incomplete application will be rejected.**

4. Please enclosed your company's catalogues/brochures to support the supply of goods and/or services provided by your company.

5. This registration however does not guarantee vendor that they will be invited/awarded for any upcoming purchases undertaken SIC. 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 Procurement Department at procurement@sepangcircuit.com.

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

VENDOR REGISTRATION FORM

SECTION A: VENDOR INFORMATION			
Registered Company Name:			
Company Registration No / SSM No:			
Date of Incorporation *(dd/mm/yyyy)*			
GST Registration No. (if available)			
Registered Company Address / Primary Address			
Country		City, State, Province	
Postal Code:		Primary Contact Name:	
Website:		Telephone No:	
Email:		Contact Fax:	
Number of Employee	_____ please attach company organization chart		
Mailing Address (Please Complete If Different from Above Address)			
Mailing Address			
City, State, Province:		Postal Code	
Country		Fax No	
Website		Telephone No	
Type of Business:	☐ Sole Proprietor / Enterprise ☐ Partnership ☐ Private Limited / Sdn. Bhd. ☐ Public Listed / Berhad ☐ Others (please _____		

VENDOR REGISTRATION FORM

Nature of Business:(please select where applicable)

Motorsport
- ☐ Circuit Owner/Organiser/Promoter Rights Owner
- ☐ Racing Teams
- ☐ Clubs

Government
- ☐ GLCs
- ☐ Ministry
- ☐ Agency

Finance
- ☐ Banking
- ☐ Insurance
- ☐ Investment House

Automotive
- ☐ Manufacturer
- ☐ Dealer/Distributor

Tourism
- ☐ Hotel
- ☐ MICE
- ☐ Travel Agent
- ☐ Entertainment

Education
- ☐ Higher Learning
- ☐ School

Media
- ☐ Media
- ☐ Advertising
- ☐ Broadcasting

Oil & Gas
- ☐ Upstream (Exploration & Production)
- ☐ Midstream
- ☐ Downstream (Refining & Marketing)

Retail & Consumer Products
- ☐ Fashion & Apparel
- ☐ F&B
- ☐ Pharma Retailing
- ☐ Merchandise

Telecommunication
- ☐ Service Provider
- ☐ IT

Logistic & Transportation
- ☐ Shipping
- ☐ Freight Forwarding
- ☐ Public Transport

Construction
- ☐ Manufacturer
- ☐ Developer
- ☐ Real Estate Agent
- ☐ Professional Service Provider
- ☐ Contractor & Supplier

- ☐ Others (Please specify)

_____

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

No	Product / Services	Description

VENDOR REGISTRATION FORM

SECTION C: FINANCIAL RESOURCES	
Authorized Capital	
Paid Up Capital	
Equity status	☐ Bumiputera ☐ Non-Bumiputera ☐ Foreign
Please state the % of the equity	☐ % Bumiputera ☐ % Non-Bumiputera ☐ % Foreign

CREDIT FACILITIES RECEIVED FROM FINANCIAL INSTITUTIONS (please attached a certified copy of the credit facility)

Financial Institutions	Type of Credit Facilities	Currency / 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			

VENDOR REGISTRATION FORM

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		Payee Name	
Bank Account No		Bank Address	
Currency		Telephone No.	
Bank Code		Fax No	
Swift Code		IBAN	

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	

VENDOR REGISTRATION FORM

SECTION J: VENDOR EXPERIENCES 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 SIC's requirement

Description	Organization	Project Status (completed / ongoing)	Contract Amount	Contract Period

VENDOR REGISTRATION FORM

SECTION K: CURRENT/ONGOING CONTRACT (use separate sheet if necessary)
(kindly attach supporting documents e.g. Letter of Award/Appointment, Contract, etc.). *priority for contract in similar nature as SIC's requirement

Description	Organization	Project Completion Status	Contract Amount	Contract Period /Target completion

VENDOR REGISTRATION FORM

SECTION L: REFERENCES (please select from Section J or K)

1. Client Name/Company:

- Name of PIC, e-mail, contact number:
- Contract Title:
- Description of work scope:
- Contract value:
- Contract Duration:
- Date of contract award:

2. Client Name/Company:

- Name of PIC, e-mail, contact number:
- Contract Title:
- Description of work scope:
- Contract value:
- Contract Duration:
- Date of contract award:

3. Client Name/Company:

- Name of PIC, e-mail, contact number:
- Contract Title:
- Description of work scope:
- Contract value:
- Contract Duration:
- Date of contract award:

VENDOR REGISTRATION FORM

DECLARATION

We confirm and declare that all the information provided by me/us is complete, true and accurate.

We confirm that we have read and understood the terms of the VLOD, that our director or equivalent has duly signed this document and that this has been submitted together with this application

If part of any of the information, documentation or certification submitted during this application is found to be false, you have the right to reject this application or deregister our company and thereafter we will not be allowed to participate in any of your projects, current or proposed. We also give consent for SIC to conduct background check in regards to the company.

<table>
<tr><td>Signature</td><td></td><td>Date</td><td></td></tr>
<tr><td>Name</td><td></td><td rowspan="2">Company Stamp</td><td rowspan="2"></td></tr>
<tr><td>Designation</td><td></td></tr>
</table>

VENDOR REGISTRATION FORM

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	TYPE OF VENDOR		REMARK	FOR OFFICE USE ONLY
		PRIVATE LIMITED / PUBLIC LISTED	SOLE PROPRIETER / ENTERPRISE / PARTNERSHIP		
1	Vendor Letter of Declaration (VLOD)*	✓	✓		
2	Certified Copy of Registration of Company Certificates* / Form 9*	✓	✓		
3	Certified Copy of Articles of Association*	✓			
4 (i)	Certified Copy of Form 24* & Form 49*	✓			
4 (ii)	Certified copy Business Information* & Current Owner - SSM Borang D*		✓		
5	Company Profile, Products & Services*	✓	✓		
6	Company Organization Chart*	✓	✓		
7	Certified Copy Of Audited Accounts For The Last 3 Years*	✓			
8	Certified Copy Income Tax Registration* (Income Statement and Balance Sheet)		✓		
9	Certified Copy Of Bank Statement For The Last 3 Months*	✓	✓		
10	Relevant Certificates (e.g. Ministry of Finance (MOF) Certificate, ISO Certificate, CIDB Certificate etc.)	✓	✓		

*** Compulsory**

VENDOR REGISTRATION FORM

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 bride or an improper advantage (whether financial or otherwise) to any individual in SIC (hereafter SIC) or any other individual, representing SIC (hereinafter SIC) or any other individual, representing SIC 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 bride or an improper advantage (whether financial or otherwise) to any individual in SIC or any other individual representing SIC, 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 SIC 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 SIC.

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 SIC:

   i) Immediate revocation of the contract award for the Business Transaction(s) without any liability whatsoever on the part of SIC 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 SIC to the Vendor and/or its directors, officers or employees,

Without prejudice to any other rights or remedies SIC may have or any other disciplinary action which SIC 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 Sepang International Circuit:

Name:

Designation:

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

Abbreviation: SIC – Sepang International Circuit Sdn Bhd