|  |
| --- |
| **checklist of registration documents required** |

|  |  |
| --- | --- |
| Supplier Name:  |       |
| **NOTE:** Items marked ( **\*** ) are compulsory

|  |  |  |
| --- | --- | --- |
| **No.** | **Submitted Document** | **Please Select****(X)** |
|  |  | **YES** | **NO** | **N/A** |
| 1(a). | **MALAYSIAN ENTITY:** Forms 9, 24, 44 and 49/ Section 15, 58 (for incorporated entity) or Certificate of Business Registration/ Form D (for non-incorporated entity)  |[ ] [ ] [ ]
| 1(b). | **NON-MALAYSIAN ENTITY**: Relevant Forms and Certificate of Incorporation (for incorporated entity) or certificate of Business registration (for non-incorporated entity)  |[ ] [ ] [ ]
| 2. | Company Profile |[ ] [ ] [ ]
| 3. | PETRONAS License *(if applicable)* |[ ] [ ] [ ]
| 4. | Authorized Letter from Principle *(for Sole Agent/Sole Distributor)* |[ ] [ ] [ ]
| 5. | 03 VEB SC L3-F 18 Supplier Work Category |[ ] [ ] [ ]
| 6. | 04 Bank Details Letter - Template |[ ] [ ] [ ]
| 7. | 05 VEB QH L3-F 157\_Supplier Contractor Quality HSE Pre-Requisite Questionnaire |[ ] [ ] [ ]
| 8. | 06 VEB SC L3-F 16 Supplier Personal Data Protection Notice |[ ] [ ] [ ]
| 9. | 07 VEB SC L3-F 17 Supplier Financial Assessment |[ ] [ ] [ ]
| 10. | Capital structure & Latest Financial Statements and/or management accounts |[ ] [ ] [ ]
| 11. | 08 VEB SC L3-F19 General Terms and Conditions Acceptance Refer: 08A VEB/SC/L3-TC/01: Terms and Conditions Purchase Order |[ ] [ ] [ ]
| 12. | 09 Velesto's Vendor Integrity Pledge v1 |[ ] [ ] [ ]
| 13. | Certificate of Residence (Non-resident must provide the Certificate of Tax Residence / Domicile to be eligible for reduced treaty rates) |[ ] [ ] [ ]

 |

|  |  |
| --- | --- |
| **1.0** | **GENERAL** |
| 1.1 | Company/ Business Name\*: |       |
| 1.2 | Incorporation/ Registration No. \*: |       |
| 1.3 | Date Incorporation/ Registration\*: |       |
| 1.4 | Type of Incorporation/ Business\*: *(e.g.: Pte Ltd/Ltd/Sdn Bhd/Berhad/Sole Proprietor/Partnership):* |       |
| 1.5 | Tax Identification No. \*: |       |
| 1.6 | Do you carry out your business activities in Labuan? \* |[ ]  YES |[ ]  NO |
| 1.7 | \*Please select [x]  |[ ]  MALAYSIAN REGISTERED COMPANY |[ ]  NON-MALAYSIAN REGISTERED COMPANY |
|  | \***FOR MALAYSIAN ENTITY:** |
|  |[ ]  Bumiputera  |[ ]  Non-Bumiputera |
|  |[ ]  SME  |[ ]  NON-SME *(See end of page for definition)* |
|  |[ ]  We are taxed under the Labuan Business Activity Tax Act 1990 |
|  |[ ]  We are taxed under the Malaysian Income Tax Act 1967 |
|  | \***FOR NON-MALAYSIAN ENTITY:** |
|  |[ ]  We are taxed under  |       | (country) jurisdiction. |
|  |  | *Kindly provide a copy of the latest* ***Certificate of Residence*** *and subsequently on a yearly basis.* |
| 1.8 | \*Corresponding Details: |
|  | Address: |       |
|  |       |
|  | Postcode: |       | City: |       |
|  | State: |       | Country: |       |
|  | Phone No. 1: |       | Phone No. 2: |       |
|  | Fax No. 1: |       | Fax No. 2: |       |
|  | Website: |       | Email:  |       |
| 1.9 | \*Have you been fined by the authority regarding corruption related incidents? If YES, please provide details and the follow up action undertaken by your company to mitigate such incident from happening again. |
|  |       |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| 1.10 | Details of Other Significant Operational Bases: |
|  | Address 1 |       |
|  |       |
|  | Postcode: |       | City: |       |
|  | State: |       | Country: |       |
|  | Phone No. 1: |       | Phone No. 2: |       |
|  | Fax No. 1: |       | Fax No. 2: |       |
|  | Website: |       | Email:  |       |
|  | Address 2 *(if applicable)*: |  |
|  |       |
|  | Postcode: |       | City: |       |
|  | State: |       | Country: |       |
|  | Phone No. 1: |       | Phone No. 2: |       |
|  | Fax No. 1: |       | Fax No. 2: |       |
|  | Website: |       | Email:  |       |
|  | *NOTE: Please use separate attachments if necessary.* |
|  |  |
| 1.11 | PETRONAS License No *(if applicable)*: |       |
| 1.12 | PETRONAS License Validity *(if applicable)*: |       |
|  |

|  |  |
| --- | --- |
| **2.0** | **CONTACT DETAILS** |
| *2.1* | \**Supplier Registration / Administration / Supplier Audit purposes* |
| Title: |       | Name: |       |
| Position: |       | Mobile: |       |
| Email: |       | Tel: |       |
|  |
| *2.2* | \**Sales Department* |
| Title: |       | Name: |       |
| Position: |       | Mobile: |       |
| Email: |       | Tel: |       |
|  |
| *2.2* | \**Finance Department* |
| Title: |       | Name: |       |
| Position: |       | Mobile: |       |
| Email: |       | Tel: |       |
|  |  |  |  |

|  |  |
| --- | --- |
| **3.0** | **BANK DETAILS** |
| *[Fill up the relevant information only]* |
| Bank Name\*: |       |
| Bank Address\*: |       |
| Branch\*: |       |
| Account Name\*: |       |
| Account Number\*: |       |
| Beneficiary Swift Code\*: |       |
| Billing & Payment Currency\*: |       |
| Agent Swift Code: |       |
| IBAN Number: |       |
|  | *[Please provide IBAN No. for payments to Europe and Middle East countries]* |
| Routing Code: |       |
|  | *Applicable only for Canadian payment, CHIPS participant/universal, Fedwire, UK payment, CNAPS for CNY, Australian Bank State Branch and Financial System Code]* |
| Routing Number: |       |
| FEA/ECM Approval No: |       |
|  | *[Applicable only for Malaysian Entity that obtained approval from Bank Negara Malaysia (BNM) to receive payment in foreign currency. Please submit the supporting document.]* |
| Global supply chain:*(see end of page for definition)* |[ ]  YES |[ ]  NO |  |
|  |       |
|  | *[Applicable only for Malaysian Entity that can receive payment in foreign currency as per BNM rules effective 31 March 2021. Please submit the supporting document]* |

|  |  |
| --- | --- |
| **4.0** | **FINANCIAL INFORMATION**\* |
| **YEAR** | **YEAR 20xx** | **YEAR 20xx** | **YEAR 20xx** |
| 1 | Authorized Capital (specify the currency) |       |       |       |
| 2 | Paid-Up Capital |       |       |       |
| 3 | Total Assets |       |       |       |
| 4 | Current Assets |       |       |       |
| 5 | Total Liabilities |       |       |       |
| 6 | Current Liabilities |       |       |       |
| 7 | Shareholder’s Fund/ Net Worth (3 - 5) |       |       |       |
| 8 | Working Capital (4 - 6) |       |       |       |

NOTE: Please provide your latest ~~2 years~~ Audited Financial Statements/Reports

|  |  |
| --- | --- |
| **5.0** | **SUBSIDIARY / AFFILIATED COMPANIES *(IF APPLICABLE)*** |
| **Name** | **Country** | **Nature of Relationship** | **Size of Interest (%) in related Company** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
| *NOTE: Please use separate attachments if necessary.* |

|  |  |
| --- | --- |
| **6.0** | **PRINICIPAL OFFICERS**\* |
| Provide details of principal officers of the company, including Directors/ Partners and Key Managers: |
| **Full Name** | **Permanent Residential Address** | **Place of Origin** | **Position in the Company** | **Shareholding****(%)** | **Email Address** | **Contact Details** |
|       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |

*NOTE: Please use separate attachments if necessary.*

|  |  |
| --- | --- |
| **7.0** | **RELATED PARTIES**\* |
| 7.1 | Describe the nature of interest or relationship of Velesto Directors, Senior Management and employees or their relatives with your company. Otherwise, state NONE. |
| **Name of Employee** | **Relationship/ Position Held** | **Shareholding (%)** |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
| 7.2 | We undertake to declare any changes in status in relationship or interest with Velesto Director, Senior Management and employees or their relatives to Velesto. |

|  |  |
| --- | --- |
| **8.0** | **SOURCING NETWORK**\* |
| Indicate by ticking ([x] ) as appropriate: |
| **PART 1:** |
|[ ]  Materials / Goods Only |[ ]  Services Only |[ ]  BOTH |
| **PART 2:** |
|[ ]  Original Equipment Manufacturer (OEM) / Brand Owner |
|[ ]  Non-Original Equipment Manufacturer (NON-OEM) / Brand Owner |
|[ ]  Sole Agent / Sole Distributor |
|[ ]  Authorized Agent / Distributor |
|[ ]  Professional Services Provider (Legal, Secretarial, Accounting, Auditing & Tax Services, etc.) |
|[ ]  Others: (please state) |  |

|  |  |
| --- | --- |
| **9.0** | **SUPPLIER CLASSIFICATION**\* |
|  | You are required to identify the relevant category in the table below. You may select more than one based on your scope of services. |
| **DELIVERY METHOD** | **CATEGORY A** | **CATEGORY B** | **CATEGORY C** |
| Contractor provides service contributing to Velesto’s operations outside of Velesto’s controlled facility and out of Velesto’s authority and control that is unlikely to result in significant loss to Velesto or Velesto’s client |  [ ] *Example:** *Purchase of non-oilfield components*
* *Courier services*
* *Travel agent*
* *Hotel & lodging*
* *Office supplies and stationery*
* *Printing services*
 | [ ] *Example:** *Storage services for non-critical equipment*
 | [ ] *Example:** *Transport of 3rd party personnel*
* *Welding in 3rd party workshop*
 |
| Contractor provides service contributing to Velesto’s operations outside of Velesto’s controlled facility and out of Velesto’s authority and control but is likely to result in significant loss to Velesto or Velesto’s client | [ ] *Example:** *Purchase of non-critical oilfield equipment*
* *Medical services*
* *Housing maintenance*
* *Laboratories and tests*
 | [ ] *Example:** *Commercial air transport*
* *Freight services*
* *Repair of VEB units*
* *Civil works in construction*
* *Purchase of critical oilfield equipment*
* *IT services*
* *Vehicle repair or maintenance*
* *Maintenance or repair of oilfield equipment in contractor workshop*
* *Supply of oilfield products (chemicals, gasses, etc.)*
* *Data services*
* *Telecommunication services*
* *Supply of tires*
* *HSE training*
* *Non-hazardous waste management*
 | [ ] *Example:** *Transport of VEB personnel*
* *Transport of hazardous material*
* *Hazardous waste management*
* *Chartered air transport*
* *Purchasing of business-critical software*
* *Vehicle rental or lease*
* *Rental of critical oilfield equipment*
* *Storage services for critical field equipment*
* *Shipyard maintenance and drydocking*
 |
| Contractor provides service contributing directly to Velesto’s operations, taking place in a Velesto’s controlled location and/or executed under Velesto’s authority and control and/or under an established contract | [ ] *Example:** *Security services (in low risk areas)*
* *Catering services*
* *Office or office compound cleaning*
* *Building rental or lease*
* *Painting*
 | [ ] *Example:** *Purchase of critical equipment*
* *Building maintenance & landscaping*
* *Inspection or certification*
* *Construction in VEB base*
* *Temporary labour*
 | [ ] *Example:** *Purchase of major asset*
* *Field operating services ion general*
* *Field maintenance services*
* *Well construction services (drilling, workover, rig moves, fluids, testing, logging, cementing, fishing, etc.)*
* *Crane rental*
* *Welding at VEB location*
* *Security in high risk areas*
* *Maintenance or repair of oilfield equipment in base*
 |

|  |  |
| --- | --- |
| **10.0** | **WORK EXPERIENCES**\* |
| 10.1 | Number of years of working experience:  |  | **YEARS** |
| 10.2 | List the **top 5 relevant jobs** by value undertaken world-wide, starting with the **most recent jobs executed in Malaysia**.*~~Note: Please attach the relevant documents (e.g. contract/ purchase order) of the jobs awarded as evidence.~~* |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Customer Name & Address** | **Project Description & Scope** | **Contract Value** | **Project Location** | **Start & End Date** |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |

*NOTE: Please use separate attachments if necessary.*

|  |  |
| --- | --- |
| **11.0** | **SUPPLIER WORK CATEGORY**\* |
| **Select from VEB/SC/L3-F/18 Supplier Work Category** |
| Other Details (if any): |       |
|  |

|  |  |
| --- | --- |
| **12.0** | **DECLARATION**\* |
| For and on behalf of our company, I/ We \* hereby submit our application for registration as VELESTO ENERGY BERHAD AND ITS SUBSIDIARIES’ approved vendors.I/ We\* hereby certify that the information supplied above is true and correct, and that I/ We\* will notify VELESTO ENERGY BERHAD AND ITS SUBSIDIARIES of any material changes to the above information. It is understood that acceptance of this application by VELESTO ENERGY BERHAD AND ITS SUBSIDIARIES offers no guarantee either expressed or implied that this company would be qualified to be listed as an approved vendor or invited to tender for work to be contracted.I/ We undertake to treat the information supplied by VELESTO ENERGY BERHAD AND ITS SUBSIDIARIES as part of the registration process as confidential and will not divulge, disclose or communicate to any third party without prior written consent by VELESTO ENERGY BERHAD AND ITS SUBSIDIARIES other than in accordance with a properly authorised request as allowed under Malaysian Law at the time being in force. |
|  |
| Name: |       |  | Click or tap here to enter text. |
| Position: |       |  | Signature |
| Date:  |       |  |  |
| NOTE:1. To be signed by a Director/ Partner or Company’s Secretary\* (*\* Delete whichever is applicable.)*
2. To affix Company Rubber Stamp
 |

|  |  |
| --- | --- |
| **12.0** | **ATTACHMENTS** |
| VEB/SC/L3-F/16: | Notice of Supplier Personal Data Protection (PDPA) |
| VEB/SC/L3-F/17: | Supplier Financial Assessment |
| VEB/SC/L3-F/18: | Supplier Work Category |
| VEB/SC/L3-F/19: | General Terms and Conditions for PO Acceptance Form |
| VEB/SC/L3-TC/01: | Terms and Conditions Purchase Order |
| VEB/QH/L3-F/157: | Supplier Contractor Quality & HSE Pre-Requisite Questionnaire |
|  | Velesto Integrity Pledge (V.I.P) Acknowledgement Form |

**DEFINITION OF SMALL, MEDIUM ENTERPRISE**

|  |  |  |
| --- | --- | --- |
| **CATEGORY** | **SMALL ENTERPRISE** | **MEDIUM ENTERPRISE** |
|  **Manufacturing** | Sales turnover from RM300,000 to less than RM15 milORemployees from 5 to less than 75 | Sales turnover from RM15 mil to not exceeding RM50 mil ORemployees from 75 to not exceeding 200 |
|  **Services and Other Sectors** | Sales turnover from RM300,000 to less than RM3 milORemployees from 5 to less than 30 | Sales turnover from RM3 mil to not exceeding RM20 milORemployees from 30 to not exceeding 75 |

**DEFINITION OF GLOBAL SUPPLY CHAIN**

Global supply chain is defined as a business activity where resident importers purchase goods or services from overseas to support production and distribution of goods or services by resident exporters for their export activities. This includes domestic trade transactions between the resident importer and the resident exporter undertaken through resident intermediaries.