

Document Checklist

Type of company: **Malaysian** Private Limited or Public Listed

| NO | REQUIRED DOCUMENTS | COMPULSORY / OPTIONAL |
|----|---|-----------------------|
| 1 | Covering letter on company letterhead (with full address and communication details) | Compulsory |
| 2 | Memorandum and Article of Association with (Form 9) and/or Form 13 if company name changed | Compulsory |
| 3 | Latest Return Giving Particulars in Register of Director, Managers and Secretaries and Changes of Particulars (Form 49) OR latest Company Report from SSM. | Compulsory |
| 4 | Forms of Annual Returns of a Company having a share capital OR latest Company Report from SSM. | Compulsory |
| 5 | Malaysia Customs GST Certificate | Optional |
| 6 | Audited Accounts for the last three (3) Financial Years or three (3) months bank statement for newly formed companies | Compulsory |
| 7 | Company Profile (including organisation chart with names according to Identification document) | Compulsory |
| 8 | Resume of key personnel | Optional |
| 9 | Product brochure | Compulsory |
| 10 | Registration/licences with other organizations, if any (PETRONAS, Ministry of Finance (MOF), Construction Industry Development Board (CIDB), Pusat Khidmat Kontraktor (PKK), etc) | Optional |
| 11 | Letter from Principal/Manufacturer on appointment as agent/dealer, etc. for their products/services, if any | Optional |
| 12 | For bunker vendors in Malaysian waters, a valid permit from MARDEP and related agencies. | Mandatory |
| 13 | List of Jobs Undertaken with PETRONAS Group/MISC Group (with description, year of project and value, etc.), if any | Optional |
| 14 | List of Jobs Undertaken with Other Companies (with description, year of project and value, etc.), if any | Optional |
| 15 | Health, Safety and Environment (HSE) Policy, if any | Optional |
| 16 | Safety accreditation and list of safety committee members (if any) | Optional |
| 17 | For Underwater Surveyors, to provide certificate from Classification Societies | Mandatory |
| 18 | ISO 9001/14001 Certification for critical SWEC | Mandatory |

Document Checklist

Type of company: **Non Malaysian** Private Limited or Public Listed

| NO | REQUIRED DOCUMENTS | COMPULSORY / OPTIONAL |
|----|---|-----------------------|
| 1 | Covering letter on company letterhead (with full address and communication details) | Compulsory |
| 2 | <ul style="list-style-type: none"> • Certificate of Business Registration issued by the resident Registrar of Business and Companies with Shareholders & Directors details • ACCRA Bizfile for Singaporean companies | Compulsory |
| 3 | Audited Accounts for the last three (3) Financial Years or three (3) months bank statement for newly formed companies | Compulsory |
| 4 | Company Profile (including organisational chart with names according to Passport/Identification document) | Compulsory |
| 5 | Product brochure | Compulsory |
| 6 | Registration/license with statutory bodies/government agencies/ classification societies, if any | Optional |
| 7 | Letter from Principal/Manufacturer on appointment as agent/dealer, etc. for their products/services, if any | Optional |
| 8 | List of jobs undertaken with PETRONAS Group/MISC Group for the last three (3) years (with description, year of project and value), if any | Optional |
| 9 | List of jobs undertaken with other companies for the last three (3) years (with description, year of project and value), if any | Optional |
| 10 | Rating Agencies (e.g.: Moody's, Standard & Poor, etc.) confirmation, if any | Optional |
| 11 | Health, Safety and Environment (HSE) Policy, if any | Optional |
| 12 | Safety accreditation and list of safety committee members (if any) | Optional |
| 13 | For Underwater Surveyors, to provide certificate from Classification Societies | Mandatory |
| 14 | ISO 9001/14001 Certification for critical SWEC | Mandatory |

Document Checklist

Type of company: Sole Proprietorship (Malaysian and foreign)

| NO | REQUIRED DOCUMENTS | COMPULSORY / OPTIONAL |
|----|--|-----------------------|
| 1 | Covering letter on company letterhead (with full address and communication details) | Compulsory |
| 2 | <ul style="list-style-type: none"> • Certificate of Registration (Form D) for Malaysian companies • Certificate of Business Registration issued by the resident Registrar of Business and Companies • ACCRA Bizfile for Singaporean companies | Compulsory |
| 3 | <ul style="list-style-type: none"> • Business Registration Form • Maklumat Pemilik dan Maklumat Perniagaan for Malaysian only | Compulsory |
| 4 | Malaysia Customs GST Certificate (Malaysian only) | Optional |
| 5 | Three (3) months Bank Statement (Malaysian only) | Compulsory |
| 6 | Three (3) months Bank Statement or 3 Financial Years Audited Accounts (for foreign companies) | Compulsory |
| 7 | Identity Card (I/C) – Owner of the company (Malaysian only) | Compulsory |
| 8 | Company Profile (including organisation chart with names according to I/C) | Compulsory |
| 9 | Product brochure, if any | Optional |
| 10 | Registration/licences with other organizations, if any | Optional |
| 11 | Letter from Principal/Manufacturer on appointment as agent/dealer, etc. for their products/services, if any | Optional |
| 12 | List of Jobs Undertaken with PETRONAS Group/MISC Group (with description, year of project and value, etc.), if any | Optional |
| 13 | List of Jobs Undertaken with Other Companies (with description, year of project and value, etc.), if any | Optional |
| 14 | Health, Safety and Environment Policy (HSE), if any | Optional |
| 15 | ISO 9001/14001 Certification for critical SWEC | Mandatory |

Document Checklist

Type of company: **Malaysian** Partnership

| NO | REQUIRED DOCUMENTS | COMPULSORY / OPTIONAL |
|----|---|-----------------------|
| 1 | Covering letter on company letterhead (with full address and communication details) | Compulsory |
| 2 | Certificate of Registration (Form D) | Compulsory |
| 3 | Business Registration Form (Maklumat Pemilik dan Maklumat Perniagaan) | Compulsory |
| 4 | Malaysia Customs GST Certificate | Optional |
| 5 | Three (3) months Bank Statement | Compulsory |
| 6 | Three (3) Financial Years Management Account, where applicable | Optional |
| 7 | Identity Card (I/C) – Partners of the company | Compulsory |
| 8 | Company Profile (including organisation chart with names according to I/C) | Compulsory |
| 9 | Product brochure, if any | Optional |
| 10 | Registration/licences with other organizations, if any (PETRONAS, Ministry of Finance (MOF), Construction Industry Development Board (CIDB), Pusat Khidmat Kontraktor (PKK), etc) | Optional |
| 11 | Letter from Principal/Manufacturer on appointment as agent/dealer, etc. for their products/services, if any | Optional |
| 12 | List of Jobs Undertaken with PETRONAS Group/MISC Group (with description, year of project and value, etc.), if any | Optional |
| 13 | List of Jobs Undertaken with Other Companies (with description, year of project and value, etc.), if any | Optional |
| 14 | Health, Safety and Environment Policy (HSE), if any | Optional |
| 15 | ISO 9001/14001 Certification for critical SWEC | Mandatory |