

## Document Checklist for registration

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

NO	REQUIRED DOCUMENTS
1	Covering letter on company letterhead (with full address and communication details)
2	Certificate of Incorporation (Section 17) and/or Certificate of Incorporation on change of name of company from Registrar of Companies (SSM) or Form 9
3	Latest Corporate Information from SSM website.
4	Latest Annual Return of a Company having a Share Capital (Section 68)
5	Audited Accounts for the last 3 Financial Years (for companies who have been incorporated for more than 3 years) OR three (3) months bank statement for newly incorporated companies
6	Company Profile (including organisation chart with names according to Identification document)
7	Product/Services brochure.
8	Registration/licences with other organizations, if any (PETRONAS, Ministry of Finance (MOF), Construction Industry Development Board (CIDB), Pusat Khidmat Kontraktor (PKK), etc)
9	Letter from Principal/Manufacturer on appointment as agent/dealer, etc. for their products/services, if any
10	For bunker vendors in Malaysian waters, a valid permit from MARDEP and related agencies.
11	List of Jobs Undertaken with PETRONAS Group/MISC Group (with description, year of project and value, etc.), if any
12	List of Jobs Undertaken with Other Companies (with description, year of project and value, etc.), if any
13	Health, Safety and Environment (HSE) Policy, if any
14	Safety accreditation and list of safety committee members (if any)
15	For Underwater Surveyors only, it is mandatory to provide certificate from Classification Societies
16	Mandatory ISO 9001/14001 Certification for relevant critical SWEC
17	Confirmation of residency status based on Supplementary Notice on Foreign Exchange Administration issued on 2nd December 2016 by Bank Negara Malaysia. <b>(Mandatory)</b>
18	Vendor Declaration and Integrity Pledge. <b>(Mandatory)</b>
19	Others

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## *Document Checklist for registration*

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

NO	REQUIRED DOCUMENTS
1	Covering letter on company letterhead (with full address and communication details)
2	Certificate of Business Registration issued by the resident Registrar of Business and Companies <b>with Shareholders &amp; Directors details</b> (Latest ACCRA Bizfile for Singaporean companies)
3	Audited Accounts for the last 3 Financial Years OR three (3) months bank statement for newly incorporated companies
4	Company Profile (including organisation chart with names according to Identification document)
5	Product/Services brochure.
6	Registration/license with statutory bodies/government agencies/ classification societies, if any
7	Letter from Principal/Manufacturer on appointment as agent/dealer, etc. for their products/services, if any
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
9	List of jobs undertaken with other companies for the last three (3) years (with description, year of project and value), if any
10	Rating Agencies (e.g.: Moody's, Standard & Poor, etc.) confirmation, if any
11	Health, Safety and Environment (HSE) Policy, if any
12	Safety accreditation and list of safety committee members (if any)
13	For Underwater Surveyors only, it is mandatory to provide certificate from Classification Societies
14	Mandatory ISO 9001/14001 Certification for critical SWEC
15	Vendor Declaration and Integrity Pledge ( <b>Mandatory</b> )
16	Others

## Document Checklist for registration

Type of company: Sole Proprietorship/Enterprise (**Malaysian and foreign**)

NO	REQUIRED DOCUMENTS
1	Covering letter on company letterhead (with full address and communication details)
2	<ul style="list-style-type: none"> <li>• Certificate of Business Registration (Form D) <u>for Malaysian companies (including Maklumat Pemilik dan maklumat perniagaan)</u></li> <li>• Certificate of Business Registration issued by the resident Registrar of Business and Companies <u>for foreign companies</u></li> <li>• Latest ACCRA Bizfile <u>for Singaporean companies</u></li> </ul>
3	Latest Corporate Information from SSM website <u>for Malaysian companies</u> only
4	Three (3) months Bank Statement
5	Three (3) Years Audited/Management Accounts for companies incorporated more than 3 years
6	Company Profile (including organisation chart with names according to I/C)
7	Product brochure, if any
8	Registration/licences with other organizations, if any
9	Letter from Principal/Manufacturer on appointment as agent/dealer, etc. for their products/services, if any
10	List of Jobs Undertaken with PETRONAS Group/MISC Group (with description, year of project and value, etc.), if any
11	List of Jobs Undertaken with Other Companies (with description, year of project and value, etc.), if any
12	Health, Safety and Environment Policy (HSE), if any
13	Mandatory ISO 9001/14001 Certification for critical SWEC
14	Confirmation of residency status based on Supplementary Notice on Foreign Exchange Administration issued on 2nd December 2016 by Bank Negara Malaysia – <b>Mandatory</b> ( <b>For Malaysian companies only.</b> )
15	Vendor Declaration and Integrity Pledge. ( <b>Mandatory</b> )
16	Others

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## *Document Checklist for registration*

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Type of company: **Malaysian** Partnership

NO	REQUIRED DOCUMENTS
1	Covering letter on company letterhead (with full address and communication details)
2	Certificate of Registration by SSM
3	Business Registration Form (Maklumat Pemilik dan Maklumat Perniagaan)
4	Three (3) months Bank Statement or three (3) Financial Years Audited /Management Accounts for companies which have been incorporated for more than 3 years
5	Company Profile (including organisation chart with names according to I/C)
6	Product brochure, if any
7	Registration/licences with other organizations, if any (PETRONAS, Ministry of Finance (MOF), Construction Industry Development Board (CIDB), Pusat Khidmat Kontraktor (PKK), etc)
8	Letter from Principal/Manufacturer on appointment as agent/dealer, etc. for their products/services, if any
9	List of Jobs Undertaken with PETRONAS Group/MISC Group (with description, year of project and value, etc.), if any
10	List of Jobs Undertaken with Other Companies (with description, year of project and value, etc.), if any
11	Health, Safety and Environment Policy (HSE), if any
12	Mandatory ISO 9001/14001 Certification for critical SWEC
13	Confirmation of residency status based on Supplementary Notice on Foreign Exchange Administration issued on 2nd December 2016 by Bank Negara Malaysia. <b>(Mandatory)</b>
14	Vendor Declaration and Integrity Pledge <b>(Mandatory)</b>
15	Others