



UMP HOLDINGS GROUP
 Kompleks UMP Holdings, Persiaran Bandar
 Gambang, Off Lebuhraya Tun Razak,
 26300 Gambang, Pahang, Malaysia.
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 Tel: (+609) 549 2789

VENDOR REGISTRATION APPLICATION FORM

1. Type of Registration (Please tick "✓" the appropriate box)

New Registration Update Information

2. INSTRUCTION :

- 2.1 Please read the instructions carefully before filing up this form.
- 2.2 Form should be clearly type/handwritten and send to UMP Holdings Group by hand or post together with the supporting documents, vendor code of conduct and product catalogues/ brochures for attention of Group Procurement.
- 2.3 Incomplete Application Form will be rejected.
- 2.4 Registration does no guarantee vendors are automatically included in the quotation exercise.

NOTE : YOUR VENDOR REGISTRATION FORM WILL ONLY BE ATTENDED IF COMPLETE WITH SUPPORTING DOCUMENTS
 * Fields marked with an asterisk are mandatory.

3. BUSINESS / COMPANY DETAILS

3.1	Business / Company Name *			
3.2	Business / Company Registration Nos. *		3.13	SST Registration No.
3.3	Holding or Parent Company (If applicable)			
3.4	Registered Address *			
3.5	Correspondence Address (If differs from above)			
3.6	Office Telephone Number *		3.14	Contact Person(s) H/P No.*
3.7	Office Facsimile Number			
3.8	Email Address *			
3.9	Company Type * (Please tick (✓) where appropriate)	<input type="checkbox"/> Berhad <input type="checkbox"/> Sdn. Bhd.	<input type="checkbox"/> Enterprise <input type="checkbox"/> Partnership	<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Others (to specify) :
3.10	Date of Incorporation / Registration *			
3.11	Nature of business (Please list the nature of business that your company specialised in)	1		
		2		
		3		
		4		
		5		
3.12	Certificate/License/Award (Please attach the photocopy of the ISO Certification, othe relevant Certificate / Licences / Award.)	Certificate/License/Award	Date of Cert. Receive	Expiry Date

4. SHAREHOLDER AND BOARD OF DIRECTORS DETAILS

4.1	Malaysian	:		%	
4.2	Foreign	:		%	
4.3	Status (Please Circle)	:	Bumiputra / Non Bumiputra / Foreign		(please attached Bumiputra status cert. from MOF/PKK (if any))
4.4	Details of Sole Proprietor / Partner /				
		Name	NRIC No.	Amount (RM)	Percentage

Shareholder *
(Please attach relevant forms where applicable)

4.5 **Details of Board of Directors ***
(Member of Board (Sdn Bhd or Berhad))

Name	NRIC No.	Citizenship
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. COMPANY'S FINANCIAL INFORMATION

5.1 Capital / Equity *
 Accumulate Capital (RM) : _____ (For Partnership and Sole Enterprise)
 Authorized Capital (RM) : _____ (For Sdn Bhd or Berhad)
 Paid-Up Capital (RM) : _____ (For Sdn Bhd or Berhad)

5.2 Banker's Name / Address : _____

5.3 Financial Facilities

Name of Bank	Address	Type of Facility	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

6. COMPANY'S REGISTRATION

Registered as supplier/vendor/manufacturer with ministries, government departments or private sectors. * (Please tick the appropriate box & please attach the photocopy of registration.)	Registration with	Class of Reg.	Date of Reg.	Limit/Expiry
<input type="checkbox"/>	Kementerian Kewangar	_____	_____	_____
<input type="checkbox"/>	Pusat Khidmat Kontrak	_____	_____	_____
<input type="checkbox"/>	CIDB	_____	_____	_____
<input type="checkbox"/>	Others (Please specify)	_____	_____	_____

7. CREDIT/PAYMENT TERM

Please specify credit/payment term offered to UMP Holdings Group if your company successful registered as Approved Vendor List. (Please tick the appropriate box)

- 30 days from the date of receipt undisputed invoice & its relevant supporting document. Others. Please specify _____
- 45 days from the date of receipt undisputed invoice & its relevant supporting document. _____
- 60 days from the date of receipt undisputed invoice & its relevant supporting document. _____

8. STAFFING INFORMATION

No.	Category	Total
1	Management	_____
2	Professional (Diploma and above)	_____
3	Skilled Personnel (Competent Personal)	_____
4	Administration	_____
5	Foreign workers	_____
Total		_____

9. FACILITIES

No.	Type	Owned	Rental	Others (Please Specify)
1	Office Premise	_____	_____	_____
2	Factory	_____	_____	_____
3	Workshop	_____	_____	_____
4	Transportation	_____	_____	_____
5	Others (Please Indicate)	_____	_____	_____

10. EXPERIENCE OF WORKS / SERVICES

Please specify past & current job/contract undertaken in the past 3 years

No.	Clients' Name	Title of Contract	Commencement & Expiry Date	Total Contract Sum
1	_____	_____	_____	_____

2				
3				
4				
5				

(Please attach extra sheet if necessary)

11. GEOGRAPHICAL AREA OF SERVICES (Please tick).

<input type="checkbox"/>	Pahang	
<input type="checkbox"/>	Selangor	
<input type="checkbox"/>	East Coast Malaysia (Please indicate)	_____
<input type="checkbox"/>	East Malaysia (Sabah/Sarawak/Labuan)	_____
<input type="checkbox"/>	Others (Please indicate)	_____

12. NAME OF PERSON LEGALLY EMPOWERED TO ACT FOR YOUR COMPANY

No.	Name	Title	Telephone No.
1			
2			
3			

13. VENDOR CODE OF CONDUCT

Please fill up the Vendor Code of Conduct Form as per attached (Compulsory).

PRE - SUBMISSION CHECKLISTS

		Yes	No
A. Mandatory Supporting Documents for Local Company			
a1	Vendor Registration Form	<input type="checkbox"/>	<input type="checkbox"/>
a2	Company Profile	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Organization Chart	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Contact Details	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Service Offered	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> List of past project experience	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Product Information	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Catalogue	<input type="checkbox"/>	<input type="checkbox"/>
a3	Copy Certificate of Registration and business license :-		
	Kementerian Kewangan Malaysia (MOF)	<input type="checkbox"/>	<input type="checkbox"/>
	PKK	<input type="checkbox"/>	<input type="checkbox"/>
	CIDB	<input type="checkbox"/>	<input type="checkbox"/>
	Others	<input type="checkbox"/>	<input type="checkbox"/>
B. Additional Documents for Private Limited and Public Limited Company			
b1	Form 9 / Form 13 - Company Registration	<input type="checkbox"/>	<input type="checkbox"/>
b2	Form 24 - Return of Allotment of Shares	<input type="checkbox"/>	<input type="checkbox"/>
b3	Form 49 - Director's Details	<input type="checkbox"/>	<input type="checkbox"/>
b4	Form 32A - Change of Shareholder of company	<input type="checkbox"/>	<input type="checkbox"/>
b5	Latest 3 years Audited Account	<input type="checkbox"/>	<input type="checkbox"/>
b6	Latest 3 months Bank statements	<input type="checkbox"/>	<input type="checkbox"/>
b7	Latest of Annual Return	<input type="checkbox"/>	<input type="checkbox"/>
C. Additional Documents for Sole Proprietor/Partnership			
c1	Company Registration Certificate from Companies Commission of Malaysia	<input type="checkbox"/>	<input type="checkbox"/>
c2	Form E	<input type="checkbox"/>	<input type="checkbox"/>
c3	Business Information & Current Owner	<input type="checkbox"/>	<input type="checkbox"/>
c4	Company Renewal of Registration Certificate from Companies Commission of Malaysia	<input type="checkbox"/>	<input type="checkbox"/>

