

Dear Valued Supplier,

## RE: Online Supplier Registration Checklist

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Genting Malaysia Berhad's objective is to improve efficiency and online supply chain integration with all suppliers through implementing an e-Procurement system. As such, all interested suppliers are welcome to register online via <http://www.gentingmalaysia.com/procurement>. Before you proceed to register online as our suppliers, please read and ensure readiness of the following necessary documents:-

Below are **Mandatory documents** to be uploaded:

1. **3 sets of Acknowledged Terms and Conditions** of Group Centralised Procurement (refer to questions 1.1 till 1.3)
  - i. Terms and Conditions of Supplier Registration
  - ii. General Terms and Conditions of Purchase Order for Goods and Services
  - iii. Bidder Agreement
2. **Certificate for Incorporation** / Previously known as Form 9 (refer to question 2.5)
3. **Notification of change in the Register of Directors, Managers and Secretaries** / Previously known as Form 49 (refer to question 2.9)
4. **Return for allotment of shares** / Previously known as Form 24 (refer to question 3.2)
5. **GST Approval Letter issued by the Royal Malaysian Customs if you are GST registrant** (refer to question 2.20)
6. **3 years of latest Audited Financial Statement** (refer to Financial Position /Balance Sheet & Financial Performance/ Income Statement and shall attach to questions 3.5 till 3.7)

**Optional documents** to be uploaded:

1. Your Company profile (refer to question 2.3)
2. Copy of your quality or achievement certificates (if any) e.g. ISO, HACCP, GMP, GAP, CIDB, PKK, ST and others (refer to questions 6.1 & 6.2)
3. Information on your current top 3 customers including the contact persons and contact number for reference check purposes (refer to question 5.2)

Please note that all documents must be in softcopy and ready to be uploaded to our Online Supplier Registration System as supporting documents on the information provided by you.

Should you failed to attach any of the **Mandatory Documents**, we shall reserve the right to reject your registration with email notification.

Thank you.