

Dear Valued Supplier,

RE: Online Supplier Registration Checklist

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:

Question No.	Process to be completed	Mandatory Documents
Question 1.1	To be uploaded fully into Ariba portal	Terms and Conditions of Supplier Registration <i>(Initial at every page and sign on the signature page with authorized personnel with position of Manager & above)</i>
Question 1.2	To be uploaded fully into Ariba portal	General Terms and Conditions of Purchase Order for Goods and Services <i>(Initial at every page and sign on the signature page with authorized personnel with position of Manager & above)</i>
Question 1.3	To be uploaded fully into Ariba portal	Bidder Agreement <i>(Initial at every page and sign on the signature page with authorized personnel with position of Manager & above)</i>
Question 2.5	To be uploaded fully into Ariba portal	Certificate for Incorporation – Form 9 / Section 17 <i>(or equivalent for non Malaysian company)</i>
Question 2.5	To be uploaded fully into Ariba portal	Certificate of Change Company Name - Form 13 / Section 28, if applicable <i>(or equivalent for non Malaysian company)</i>
Question 2.9	To be uploaded fully into Ariba portal	Notification of change in the Register of Directors, Managers and Secretaries/ Directors' details - Form 49 /Section 58 <i>(or equivalent for non Malaysian company)</i>
Question 2.10	To be uploaded fully into Ariba portal	SST Approval Letter issued by Royal Malaysian Customs <i>(if applicable)</i>
Question 3.2	Key in the Shareholder Equity	Latest year of Statement of Financial Position/ Balance Sheet <i>(should not be more than 2 years from your registration submission year)</i>
Question 3.4	Key in the Annual Turnover and upload Financial Statement (Balance Sheet & Income Statement) into Ariba portal	Latest year of audited Financial Statement <i>(should not be more than 2 years from your registration submission year)</i>

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.