

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:-

Instruction : Please fill up all the field in **CAPITAL LETTER**.

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

Question No.	Process to be completed	Mandatory Documents
Question 2.7	To be uploaded fully into Ariba portal	Certificate for Incorporation – Form 9 / Section 17 (or equivalent for non Malaysian company)
Question 2.8	To be uploaded fully into Ariba portal	Certificate of Change Company Name - Form 13 / Section 28, if applicable (or equivalent for non-Malaysian company)
Question 2.12	To be uploaded fully into Ariba portal	Notification of change in the Register of Directors, Managers and Secretaries/ Directors’ details - Form 49 /Section 58 (or equivalent for non Malaysian company)
Question 3.3	To be uploaded fully into Ariba portal	SST Approval Letter issued by Royal Malaysian Customs (if applicable)
Question 4.4	To be uploaded fully into Ariba portal	Latest year of Audited Financial Report (should not be more than 2 years from your registration submission year)
Question 7.17	To be uploaded fully into Ariba portal	Statement of the bank account (should not be older than 3 months from your submission date)

Optional documents to be uploaded:

1. Copy of your quality or achievement certificates (if any) e.g. ISO, HACCP, GMP, GAP, CIDB, PKK, ST and others (refer to question 6.1)

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.

Thank you.