



VENDOR REGISTRATION FORM

INSTRUCTIONS:

- Vendor registration form will only be attended if complete with supporting documents. Incomplete Application Form will be **REJECTED**.
- Please tick the category(s) for registration:

<input type="checkbox"/>	MECHANICAL	<input type="checkbox"/>	COMMUNICATIONS	<input type="checkbox"/>	HYDRAULIC EQUIPMENTS
<input type="checkbox"/>	ELECTRICAL	<input type="checkbox"/>	MARINE	<input type="checkbox"/>	FUEL / BUNKERING
<input type="checkbox"/>	CIVIL ENGINEERING	<input type="checkbox"/>	HARDWARE	<input type="checkbox"/>	SAFETY EQUIPMENT
<input type="checkbox"/>	ELECTRONICS	<input type="checkbox"/>	CHEMICALS	<input type="checkbox"/>	FIRE FIGHTING EQUIP
<input type="checkbox"/>	IT/COMPUTERS	<input type="checkbox"/>	TYRES	<input type="checkbox"/>	UNIFORMS / EQUIPMENT
<input type="checkbox"/>	STATIONERY	<input type="checkbox"/>	SPAREPARTS	<input type="checkbox"/>	CLEANING SERVICES
<input type="checkbox"/>	OFFICE EQUIPMENT	<input type="checkbox"/>	BATERIES	<input type="checkbox"/>	DREDGING
<input type="checkbox"/>	PRINTING	<input type="checkbox"/>	WIRE ROPES	<input type="checkbox"/>	TRANSPORT
<input type="checkbox"/>	WELDING	<input type="checkbox"/>	ENGINES / EQUIPMENTS	<input type="checkbox"/>	CARGO HANDLING
<input type="checkbox"/>	PAINTING	<input type="checkbox"/>	GENERATOR	<input type="checkbox"/>	MEDICAL
<input type="checkbox"/>	CONSULTANTS	<input type="checkbox"/>	TRADING	<input type="checkbox"/>	EQUIPMENT
<input type="checkbox"/>	OTHERS				

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INTRODUCTION

We welcome you for showing interest in becoming part of Penang Port Supplier Community.

In order to become potential vendor you need to fill the details about your esteemed company and sign Penang Port's Ethics and Code of Conduct Policy.

In case of successful registration, you will receive a system generate Registration Number. This number will be required for reference in all future communication.

Registration is only process for your showing interest in doing business with us and does not guarantee for business from Penang Port. Based on the requirement of similar products, as per profile we will get in touch with you.

Standard Clause on Ethics and Code of Conduct

1. The **BUSINESS ASSOCIATE** (or Name of party signing contract) agrees to conduct all its dealings with Penang Port, its management, employees and other business associates, in a very ethical manner.
2. Penang Port, in its Code of Conduct strictly prohibits its employees from demanding/accepting or payment of illegal gratification in the form of bribes or kickbacks either in cash or in kind in the course of all their dealings with outside parties.
3. Penang Port also requires the **BUSINESS ASSOCIATE**, to refrain from giving or attempting to pay illegal gratification/bribes/kickbacks to any employee of the company. Any attempts to provide such personal gratification to any Penang Port employee will be viewed in a very serious manner and where there is confirmation of such instances, it may lead to:
 - Cessation of all business dealings with Penang Port.
 - Blacklisting with Penang Port and its associates for any future business.
 - Levy of a financial penalty.
 - Reporting of matter to law enforcement agencies.
 - Appropriate legal action, where necessary.
4. The **BUSINESS ASSOCIATE** will provide all possible assistance to investigate any possible instances of unethical behavior or Code of Conduct violations by an employee of Penang Port or an employee of the **BUSINESS ASSOCIATE**.
5. The **BUSINESS ASSOCIATE** will disclose forthwith any breach of the Penang Port Code of Conduct that comes to its knowledge.
6. All **BUSINESS ASSOCIATES** are expected to confirm their compliance to Ethical dealings by signing below to the effect that the business associate has complied to the Penang Port Code of Conduct in all their dealings with the Company.

I agree to the aforesaid Ethics and Conduct of Conduct Policy.

I further declare that none of the Directors of the Company are related to any senior Position in Penang Port.

Date : Signature :

Place : Name :

Designation :

Contact Number :

1. COMPANY PARTICULARS

NAME OF COMPANY : _____

DATE OF ESTABLISHMENT : _____

BUSINESS/COMPANY REG. NO. : _____

GST REGISTRATION NO. : _____

TYPE OF BUSINESS : _____

REGISTERED BUSINESS ADDRESS : _____

CORRESPONDENCE ADDRESS : _____

TELEPHONE NUMBER : () _____

HANDPHONE NUMBER : () _____

FACSIMILE NUMBER : () _____

E-MAIL ADDRESS : () _____

WEBSITE : () _____

WAREHOUSE ADDRESS : _____

TELEPHONE NUMBER : () _____

BANK NAME : _____

BANK ACCOUNTS NO : _____

2. CONTACT DETAILS

Management Team (Board Members / MD / CEO / Proprietor / Partner)

Name	Designation	Department	I/C No	Contact details

Contact Person

Name	1.	2.
Designation		
Direct Line		
Mobile Phone		
E-mail Address		

3. NATURE OF BUSINESS

<input type="checkbox"/>	Public Company	<input type="checkbox"/>	Partnership	<input type="checkbox"/>	Others (Please specify)
<input type="checkbox"/>	Private Company	<input type="checkbox"/>	Sole Proprietor	_____	

Companies are required to submit a certified **TRUE COPY** of the **Memorandum and Articles of Association** together with the SSM and Company Profile

3. VENDOR INFORMATION

Registration with Statutory Authorities/Bodies
 (please attach certified TRUE copy of the registration)

Statutory Authorities/Bodies	Registration No.	Expire Date
Kementerian Kewangan Malaysia (MOF) CODES : _____ _____ _____ _____ _____		

Status <i>(please tick)</i>		
* Bumiputera	<input type="checkbox"/>	Non-Bumiputera <input type="checkbox"/>
Pusat Khidmat Kontraktor (PKK) CLASS : _____ HEAD : _____ SUB HEAD : _____		
Others <i>(to specify)</i> _____ _____ _____	_____ _____ _____	_____ _____ _____

* Please attach certified **TRUE** copy of the registration from Ministry of Finance

Products

(Please describe briefly about your products/services that your company render to Penang Port)
