



VENDOR REGISTRATION FORM

INSTRUCTIONS:

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

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

3. Nature of Business : _____
(Vendor to fill in)

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Please fill in the form and the complete form together with all supporting documents shall be submitted:

- i) **BY HAND** to Procurement Department, Penang Port, Level 1, No. 1, Pesara King Edward, 10300 Georgetown, Penang, Malaysia; or
- ii) **VIA EMAIL** to vendormanagement@penangport.com.my.

Please note that incomplete form or form without sufficient supporting documents will not be entertained.



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 :



VENDOR PARTICULARS

NAME OF COMPANY : _____

DATE OF ESTABLISHMENT : _____

BUSINESS/ COMPANY REG. NO. : _____

SST REGISTRATION NO. : _____

TYPE OF BUSINESS : _____

REGISTERED BUSINESS ADDRESS : _____

CORRESPONDENCE ADDRESS : _____

TELEPHONE NUMBER : () _____

HANDPHONE NUMBER : () _____

FACSIMILE NUMBER : () _____

E-MAIL ADDRESS : _____

WEBSITE : _____

WREHOUSE ADDRESS : _____

TELEPHONE NUMBER : () _____

BANK NAME : _____

BANK ACCOUNTS NO. : _____

SWIFT CODE : _____



1. CONTACT DETAILS

Shareholders (Board Members / Partner)

Name	Designation	I/C No	Contact Details

Management Team (MD, CEO, COO and other key Management positions)

Name	Designation	Email Address	Contact Details

2. COMPANY BUSINESS PROFILE

<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	<input type="checkbox"/>	_____



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

Founded in	
Business background	
Type of business/ activities	
Achievements & milestone	
Awards & accolades	

3. **FINANCIAL PERFORMANCE** (Latest 3 years)

RM (mil)	20__	20__	20__
Revenue			
PAT (profit after tax)			
Share Capital			

***Vendor to attach financial reports as supporting document.**



4. 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 (please tick)			
* Bumiputera	<input type="checkbox"/>	Non-Bumiputera	<input type="checkbox"/>

Pusat Khidmat Kontraktor (PKK) CLASS : _____ HEAD : _____ SUB HEAD : _____		
Others (to specify) _____ _____	_____ _____	_____ _____

* 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)
