



NORTHPORT (MALAYSIA) BHD (146850-A)
VENDOR REGISTRATION CHECKLIST

- 1) Applicant to fill up on (a) column **ONLY**, to mark with ✓ to indicate that the document is attached and to mark with ✗ to indicate the document is not attached. **Please ensure that no item is left blank/unmarked.**
- 2) Column (b) is meant for Northport (Malaysia) Bhd. Marking ✓ to indicate that the document is attached and received and marking ✗ to indicate that the document is not attached and received. 'N/A' to indicate that the document is not relevant to the application.
- 3) Applicant to arrange the documents in sorting order based on this checklist and each document must be labeled and separated by a separator. Please ensure that the application document is not in book type and using the '2 ring' file is encouraged.

NO	DOCUMENT	DETAILS	(a) Applicant Checklist	(b) NORTHPORT Use ONLY
1	Application form, duly signed with the Company stamp being affixed.	<ul style="list-style-type: none"> • As evidence of formal application from the Company. 		
2	Certified copy of the Company's certificate of incorporation and Memorandum and Article of Association (for Sdn Bhd and Bhd).	<ul style="list-style-type: none"> • As evidence that the Company has been incorporated in Malaysia. • Provides information on the Company's activities, rights of the shareholders, Board of Directors and etc. • Certified by an authorized company secretary or the Registrar of Companies. 		
3	Latest Annual Return Form.	<ul style="list-style-type: none"> • Company which has been incorporated in less than 1 year is exempted. • Provides information on the latest shareholding structure and Board of Directors as declared in the application form. • Every page must be certified by an authorized company secretary or the Registrar of Companies. 		
4	Latest Form 24.	<ul style="list-style-type: none"> • Provides information on the latest shareholding structure of the Company as declared in the application form. • Every page must be certified by an authorized company secretary or the Registrar of Companies. • If there is any increase in the paid-up capital, the Form 24 must be certified by the Registrar of Companies. 		
5	Latest Form 49.	<ul style="list-style-type: none"> • Provides information on the latest structure of the Board of Directors Company as declared in the application form. • Every page must be certified by an authorized company secretary or the Registrar of Companies. 		
6	Latest Form 32A (if any).	<ul style="list-style-type: none"> • Provides information on any transfer of shares to a new shareholder. • Duly stamped and certified by an authorized company secretary. 		
7	Power, rights and cheque signing conditions.	<ul style="list-style-type: none"> • To provide information on the method of cheque signing as resolved by the Board of Directors. • Signature specimen must be provided. Certified by the relevant bank(s). Please refer to Item 8(iii) (page 5) of the application form. 		
8	Copy of bank statements for the last three months.	<ul style="list-style-type: none"> • From active business accounts. • To indicate that the Company is in operation. 		
9	Company's Organizational Chart.	<ul style="list-style-type: none"> • To indicate the name and designation of the management. • Please refer to Item 3.4(a) at page 9 of the application form. 		



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10	Documents to certify on the permanent employees of the Company.	<ul style="list-style-type: none"> Copy of the EPF contribution statement issued (Form A) by the Employees Provident Fund (EPF) for the last 3 months and the receipt of payment or if payments were made through a bank, please provide a copy of the bank slips or; Copy of the Letter of Appointment for employees who do not contribute to the EPF. 		
11	Letter of Appointment as a Local Agent.	<ul style="list-style-type: none"> Exclusive appointment letter from the manufacturer/principal, which has been certified by one of the members of the Board of Directors of the Company (Applicant). Provides information on the direct appointment by the manufacturer/principal in each area. The appointment is still valid and addressed directly to the local agent. Those, which are addressed to "Whom It May Concern", will not be accepted. Appointment on project basis and/or from Regional Office is not acceptable. 		
12	Technical Documentation.	<ul style="list-style-type: none"> Details on the products/services for each of the areas. Details on the specifications of the products/equipment. 		
13	Copy of the Licenses/ Permits/Certificates of Registration with statutory bodies/agencies which are related to the areas applied. Please ensure that the documents are still valid (is not expired)..	<ul style="list-style-type: none"> a. Certificate of registration with <i>Pusat Khidmat Kontraktor</i>. b. Certificate of registration with <i>Lembaga Pembangunan Industri Pembinaan Malaysia</i> (CIDB). c. Certificate of registration with Ministry of Finance, Malaysia. d. Certificate of registration as Bumiputra Contractor with Ministry of Finance, Malaysia. e. Certificate of registration with <i>Bahagian Perolehan</i>, Ministry of Finance, Malaysia. f. Certificate of registration with <i>Jurukur Tanah / Bahan</i>. g. Certificate of registration with Department of Environmental. h. Certificate of registration with Architect Association of Malaysia. i. Certificate of registration with <i>Suruhanjaya Tenaga</i>. j. License of Operating issued by the Local Authority. k. PDA License for bunkering. l. Others (please specify) _____ 		
14	List of company's facilities (office/workshop/store/vehicles etc and ownership title.	<ul style="list-style-type: none"> As evidence for the capability of the Company in facilitating the applied scope of work. 		
15	Supporting/recommendation letter from Shipping Agent/Freight Forwarder.	<ul style="list-style-type: none"> For Ancillary Services application, all application must be supported by letter of recommendation form the Shipping Lines Agents of Forwarding Agents. 		

Note :
