

NORTHPORT – VENDOR MANAGEMENT SECTION

Check-List

Part I : Receipt of Registration Form

No.	Description of Documents	Submitted (_/)	Remarks
Name of Company:			
1	Vendor Registration Application – duly signed		
2	Certificate of Incorporation of Company/ Register of Business (duly certified)		
3	Sec 32 / Memorandum & Articles of Association		
4	Sec 68 / Latest Annual Return (duly certified)		
5	Sec 78 / Latest Form 24 (duly certified)		
6	Sec 58 / Latest Form 49 (duly certified)		
7	Sec 105 / Form 32 A (If any)		
8	Organization Chart – Key Management Personnel		
9	Approved Licenses/Certificates :-		
	i) MOF		
	ii) MOF (Bumi)		
	iii) Bahagian Pembangunan Kontraktor & Usahawan (BPKU – Bumiputera)		
	iv) CIDB		
	v) CIDB SPKK		
	vi) Suruhanjaya Tenaga		
	vii) GST Registration		
	viii) Others		
10	Other Accreditation (i.e. ISO Certifications, etc)		
11	Latest 2-Years Audited Accounts (duly certified)/ Profit & Loss Account/Fin. Statement		
12	List of Projects undertaken and/or currently in progress (Attach Letter Award / PO)		
13	HSE Checklist & Vendor Code of Conduct		
14	Other related documents (Brochures/ Letter of Appointment as Local Agent)		

Check & Receive by:

Date received:.....