

VENDOR REGISTRATION GUIDELINE

PREFACE

- Applicants are advised to carefully read and understand the contents of this Guideline.
- A clear understanding is crucial to ensure the completeness of the submitted application and to facilitate its processing by Northport (Malaysia) Bhd.
- The requirements and procedures for application may be subject to periodic updates.
- Applicants are encouraged to contact the Vendor Management Section of Northport (Malaysia) Bhd for the latest information.
- Any changes to this Guideline are made at the discretion of Northport (Malaysia) Bhd.
- Approved vendors are eligible to participate in any procurement exercise undertaken by MMC Ports and may also promote their products or services directly to any department within MMC Ports.

HOW TO APPLY

All new vendor registration applications and documents must be applied and submitted online through the supplier portal. With that, manual vendor registration applications in hardcopy for new and renewal registration are no longer accepted.

- The Ramco Vendor Supplier Portal is accessible via website:
<https://www.northport.com.my> -> *Quick Links* -> *Supplier Registration*
- Vendor may access the portal to obtain the supplier temporary user ID before proceed with registration.
- Only complete applications via online will be processed.
- Once the application is approved, a new ID will be issued to the successful vendor for use in future business transactions within the portal, such as submitting quotations or accepting purchase orders.

GENERAL RULES FOR VENDOR REGISTRATION WITH NORTHPORT (MALAYSIA) BHD

1. The company must be registered with the Companies Commission of Malaysia (CCM) / Suruhanjaya Syarikat Malaysia (SSM). For foreign companies, registration should be with the relevant company registration authority in their home country.

2. The company must have been in operation for at least six (6) months. For companies in operation for less than the specified period, an official appeal letter is required to be submitted to Management. The decision of Management will be final.
3. For sole proprietors, the company must have a working capital of no less than RM10,000. For private or public limited companies, two (2) years of audited financial statements must be submitted together with the application for financial assessment. Only companies that demonstrate a sound and strong financial position will be considered.
4. Each category of product supply should have a designated source of supply. The company is encouraged to secure appointments as exclusive agents directly from the manufacturers.
5. The company should have the technical expertise, including qualified management staff, skilled employees, and appropriate equipment, for each service category applied for.
6. The company must be registered with relevant statutory or professional bodies, or government departments related to the service category applied for.

CATEGORIES	LICENSE / CERTIFICATE
CIVIL / MECHANICAL / ELECTRICAL WORKS	AT LEAST THE CONSTRUCTION INDUSTRY DEVELOPMENT BOARD (CIDB) - GRADE 1 (G1)
ELECTRICAL WORKS	ENERGY COMMISSION / SURUHANJAYA TENAGA (ST)
ADMIN CATEGORY	MINISTRY OF FINANCE (MOF)
FUMIGATION & PEST CONTROL	MALAYSIAN FUMIGATION ACCREDITATION SCHEME (MAFAS)
SCRAP METAL	POLICE LICENSE / LESEN PERDAGANGAN BARANG LUSUH
SCHEDULE DOMESTIC WASTE COLLECTOR	LICENSE FROM DEPARTMENT OF ENVIRONMENT (DOE) & PLACE FOR DISPOSAL OF WASTE AUTHORIZED BY THE LOCAL AUTHORITY COUNCIL

PROCESSING OF APPLICATION

1. Only complete applications will be accepted and processed. Incomplete applications will be returned directly through the system for revision and further action.
2. During the application processing, the officer on duty may contact the applicant if further clarification is needed. Applicants are advised to provide their full cooperation.

3. To avoid complications and conflicts of interest,
 - i) New applications from companies where the company's shareholders or directors have interests in other companies already registered with Northport (Malaysia) Bhd will not be considered if they apply for the same registration category.
 - ii) Any directors or shareholders currently employed with a company already registered with Northport (Malaysia) Bhd must declare their intention through an official letter if they wish to register a new company of their own. Please be informed that their new company is not permitted to register in the same category as the company they are employed with.
4. Northport (Malaysia) Bhd reserves the right to approve, cancel, or suspend any application without notice if false information is provided.
5. A registration fee of RM200.00 (Ringgit Malaysia Two Hundred Only) will be charged to successful applicants, both for new registrations and renewals.
6. Payment should be remitted upon approval for both new registrations and renewals through the specified payment method as follows:
 - i) Online payment.

Bank Details ref: -

Account Number	201246170102
Bank Name	HSBC Bank
Beneficiary Name	Northport (Malaysia) Bhd

Kindly forward your proof of payment to
dccashier@northport.com.my
 - ii) Cash or money order made payable to "Northport (Malaysia) Bhd" at the Documentation Centre Office, One Stop Centre, Northport (Malaysia) Bhd.
7. Please ensure payment is made within fourteen (14) days from the approval date. If the registration fee is not paid within this period, it will be assumed that the applicant is no longer interested in the registration application, and the application will be rejected.

SUSPENSION AND CANCELLATION OF REGISTRATION

1. The registration of the company will be automatically cancelled if any of the following occurs: -
 - i) The company / owner / shareholder / Board of Director is involved in any illegal operations / criminal acts and found guilty in the Malaysian Law/Rulings or any Out-side country.
 - ii) They are not a bankrupt within the past three (3) years.
 - iii) They are not involved in any litigation cases with any company(ies) within the MMC Group.
 - iv) They are not involved in any litigation cases which may impact their financial standing going forward.
 - v) They are not being issued with a 'show cause/ warning/ termination/ suspension/ reprimand' letter by any company(ies) within the MMC Group in relation to their performance as vendor for the past three (3) years.
 - vi) None of the company(ies) within MMC Group has invoked/redeemed their performance security.
 - vii) None of the company(ies) within MMC Group has called their parental guarantee.
 - viii) If the company is withdrawing the tender prior to the tender evaluation process or rejecting the offer of the Letter of Award has been issued.
 - ix) Violating the tender rules by having collaboration with another tenderer in determining price of the tender issued by Northport (Malaysia) Bhd.

GENERAL INQUIRY

1. For any inquiries regarding the application, the applicant is advised to contact the Vendor Management Section at 03-3169 8888, extensions 11932, 11958, or 11930.

2. Approval of registration does not guarantee that the applicant's company will automatically be invited to participate in every quotation, tender, or project. Therefore, the applicant is advised to actively market their products and services to Northport (Malaysia) Bhd.

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