## NORTHPORT – VENDOR MANAGEMENT SECTION

### Check-List

**Part I : Receipt of VMS Updating Application (Year _____)**

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

Check & Receive by: ........................................ Date received:........................................

NMB/VMS/UPD2019