

## NORTHPORT – VENDOR MANAGEMENT SECTION

### Check-List

#### Part I : Receipt of Registration Form (Year \_\_\_\_)

No.	Description of Documents	Submitted (✓)	Remarks
Name of Company:			
1	Vendor Updating Application – duly signed		
2	Certificate of Incorporation of Company/ Register of Business (duly certified)		
3	Memorandum & Articles of Association		
4	Latest Annual Return (duly certified)/Section 68		
5	Latest Form 24 (duly certified) Section 78		
6	Latest Form 49 (duly certified) Section 58		
7	Form 32 A (If any)		
8	Organization Chart – Key Management Personnel		
9	Approved Licences/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 (ie. 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	Other related documents (Brochures/ Letter of Appointment as Local Agent)		

Check & Receive by: .....

Date received:.....