

VENDOR REGISTRATION GUIDELINE

1. **Registration for Vendors can be done via PR1MA Corporate website: <http://www.pr1ma.my>**

2. **General Rules**

2.1. The following entities are allowed to register as a PR1MA vendor:

2.1.1 Sole Proprietorships

2.1.2 Partnerships

2.1.3 Enterprises

2.1.4 Companies (Private & Public Limited) that are registered with the Companies Commission of Malaysia (SSM)

2.1.5 Professional Firms / Bodies i.e. Quantity Surveyors, Architects, & Engineers.

2.1.6 Foreign Registered Companies

2.2. The minimum paid-up capital for Private Limited and Limited companies must be at least RM10,000.00.

2.3. Companies must obtain valid licenses for each category of work applied and provide copies as attachments during submission.

3. Supporting Documents to Be Included During Application

- 3.1 Vendors are required to attach **softcopies** of supporting document attachments of the online registration form.
- 3.2 Supporting Documents required for submission (where applicable):
 - 3.1.1 Company Profile (Organization Chart, Services Offered, Product Information & Catalogue)
 - 3.1.2 Organization Chart (Complete with Name & Designation)
 - 3.1.3 Personal Particulars (Credentials & Experience) of employees holding main positions in the Company
 - 3.1.4 Valid appointment letter from the Principal Manufacturer for each items supplied and related technical information (catalog, specification, supply experience and etc) for agents /suppliers which market manufacturer's goods (if applicable)
 - 3.1.5 Certification with Government Bodies, Private Sectors & Public Sectors:
 - 3.1.5.1 Contractors Registration Declaration from the Ministry of Finance Malaysia (MOF)
 - 3.1.5.2 Construction Industry Development Board Malaysia (CIDB)
 - 3.1.5.3 Contractor Services Centre (PKK)
 - 3.1.5.4 Manufacturing License from Local Authorities
 - 3.1.5.5 License to Trade Scrapped goods from the Royal Malaysian Police (RMP)
 - 3.1.5.6 Board of Engineers Malaysia
 - 3.1.5.7 Printing Machine License
 - 3.1.6 Documents and certificates of registry with Bumiputera status from:
 - 3.2.6.1 Ministry of Finance Malaysia (MOF)
 - 3.2.6.2 Contractor Services Centre (PKK)
 - 3.1.7 Latest Bank Account Statement

- 3.3 Other Required Documents to Be Submitted for **Private Limited** and **Public Listed** Companies
- 3.3.1 Form 9 – Company’s Incorporation Certificate from the Companies Commission of Malaysia(SSM) *
 - 3.3.2 Form 13 - Certificate Of Incorporation On Change Of Name Of Company from the Companies Commission of Malaysia (SSM) *
 - 3.3.3 Form 24 – Return of Allotment of Shares *
 - 3.3.4 Form 32A – Transfer of Shares (if any) *
 - 3.3.5 Form 49 – Latest Particulars of Directors, Managers & Secretaries *
 - 3.3.6 Form of Annual Return of Company having a Share Capital for two (2) consecutive years *
 - 3.3.7 Audited Account for the last Financial Year
 - 3.3.8 Latest Audited Company Annual Reports
- 3.4. Other Required Documents for **Enterprise, Sole Proprietorship Partnership**
- 3.4.1 Form D – Company Registration Certificate from the Companies Commission of Malaysia (SSM) *
 - 3.4.2 Business Information & Current Owner or from the Companies Commission of Malaysia (SSM) *
 - 3.4.3 Company Renewal of Registration Certificate (Form E) from the Companies Commission of Malaysia (SSM) *
 - 3.4.4 Certificate of Registration under the Business Names Ordinance for Sarawak or
 - 3.4.5 Form B under Commercial License Ordinance 1948 for Sabah
 - 3.4.6 Income Statement & Balance Sheet for the last Financial Year

Note:

** Scanned documents must be duly verified by the Company’s authorized personnel or ‘certified true copy’ by the authorized party.*