



# VENDORS REGISTRATION

### A. Organization Particular

Reference No. :

Type of Work/Supplies :

(Please refer to Appendix A)

Name of Company

Registered Address:

Postcode:

Mailing Address:

Postcode:

Business Contact:

Telefax No.

Person to Contact:

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Mobile No.:

E-mail Address

Website Address

CIDB No. & Grade

Grade

ROC / ROB / ROS  
MOR No.

PKK No. & Class

Class

Type of Company:

(please tick where

applicable)

i) Sole Proprietor

ii) Partnership

iii) Private Limited

iv) Public Listed

v) Others (Pls specify)

.....

1) Date of incorporation:

2) No. of year in Operation:

### B. Capital Structure

Principal Shareholder:

Equity (%):

i)

ii)

iii)

iv)

Director (s) /Partner (s) :

- |      |     |
|------|-----|
| i)   | iv) |
| ii)  | v)  |
| iii) | vi) |

**C. Financial Information**

Annual Turnover / : Current year ..... RM : \_\_\_\_\_

Income Previous year..... RM : \_\_\_\_\_

Bankers : \_\_\_\_\_ GST Registration No. : \_\_\_\_\_

Bank Account No : \_\_\_\_\_ Credit Line Facilities : RM \_\_\_\_\_

Paid Up Capital : RM \_\_\_\_\_ Type of Credit Facilities: \_\_\_\_\_

**D. Business Activities to Apply**

Principal Activities/ Service Provided:	
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**E. Familiarisation with WHB's nature of business** Yes  No

**F. Company's Current / Previous Experience / Job Undertaken including with Worldwide Holdings Berhad and / its subsidiaries.**

No.	Job/Contract Details	Year	Value (RM)	Remarks

**G. Declaration**

We / I hereby declare that the following information given is correct.

Name: \_\_\_\_\_ (Company's Authorized Stamp)

Designation: \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX A****Categories Of Work\*****A. Advertising & Promotion**

1. Creative Services
2. Media Booking
3. Advertising / Branding Agency

**B. Audio Visual Equipment Supplies & Service**

1. Supply & Services
2. Rental
3. Photography & Audio Visual

**C1. Banner & Billboard Printing Service**

1. Design
2. Printing
3. Indoor
4. Outdoor

**C2. Printing/Publications**

1. Public Relation
2. Publication Agency
3. Magazines / Journals
4. Flyers / Brochures

**D. Consultancy**

1. Architecture
2. Mechanical & Electrical
3. Valuation / Market Research
4. Chemical
5. Quantity Surveying
6. Event Management
7. Innovation / Layout Design
8. Renovation & Interior Design
9. Geotechnical Engineering
10. Engineer
11. Financial
12. Soil Engineering and Foundation
13. Marketing / Real Estate
14. Special Equipment & Machine
15. Training or Human Development
16. Land Surveying
17. Medical Administrator / TPA / Clinics

**E. Contractor**

1. Civil & Structure Services
2. Landscape & Gardening
3. Mechanical & Electrical Services
4. Steelwork & roofing
5. Plumbing & sewerage
6. Cladding
7. Building
8. Earthwork
9. Security System
10. Kitchen Cabinets
11. Foundation works
12. Built-in Wardrobes

**F. Environmental**

1. HDPE/Liner
2. General Workers/Plant Hire/Misc.
3. Machineries
4. Equipment & Maintenance
5. Petrol / Oil
6. Cabin
7. Generator
8. Chemical

**G. Goods**

1. Bottled Water
2. Calendar
3. Uniform
4. Furniture and fittings
5. Solar Energy system

**APPENDIX A****Categories Of Work\*****H. Food & Beverages**

1. Retail
2. Catering

**K. Stationery**

1. Office Stationery
2. Computer Media (Electronic)
3. Printed Paper
4. Envelopes
5. Newspaper

**I. IT Equipment & Maintenance**

1. Supply & Service
2. PC, Notebook & Related
3. Networking Products
4. Software Products
5. Internet Service Providers

**L. Transportation**

1. Transportation & Rental Services
2. Air Ticketing / Tour Services

**J. Maintenance and Services**

1. Flower Supplier & Potted Plants
2. Pest & Anti-insect Control
3. Cleaning Services
4. Insurance
5. Office Equipment
6. Security/Guard
7. Lift & Evaluator
8. Air-condition
9. Fire Fighting
10. Traffic Safety
11. Post and Courier
12. Hotel and Conference Facilities
13. Motor Vehicle Servicing
14. Painting
15. Water and Electricity

**M. Professional Services**

1. Legal
2. Taxation Services
3. Audit

**Others**

1. Souvenirs / Gifts
2. Tailoring

**Registration Checklist**

Please ensure readiness of the necessary documents before proceed with the submission for registration:

No.	Category*	(√)
1.	Vendors/Contractor Registration Form (SCF)	
2.	Company Profile - hardcopy/softcopy	
3.	Copy of Form 9, Form 24, Form 49 ( Bhd and Sdn Bhd) and Suruhanjaya Syarikat Malaysia (SSM) certificate for sole proprietorship and partnership (certified true copy).	
4.	Copy of Bank Statements for last 6 months and latest Annual Accounts at least for 3 year (certified true copy by the bank).	
5.	Copy registration certification with Construction Industry Development Board (CIDB) for civil work.	
6.	Copy registration certification with Contractor Service Centre for civil work.	
7.	Copy Lesen Perniagaan Pengendalian Pelancongan/Agensi Pengembara (Travel Agent only)	
8.	Copy of International Air Transport Association (IATA) certificate (Travel Agent only)	
9.	Latest 3 years clientele lists and contract value if any (latest 3-5 years).	
10.	Products / Service Catalogue (Compulsory for Categories of Work number 1, 2 and 6)	
11.	Latest Audited Financial Statement	
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

\*1. Checklist item can be recommended by respective division.

I, \_\_\_\_\_(Name of Company Director), ID Number \_\_\_\_\_(insert number) being the authorized representative of \_\_\_\_\_(Company Name) bearing Registration Number \_\_\_\_\_ (MOR/ PKK/CIDB/ROS/ROC/ROB), (hereinafter Vendor) hereby:

1. DECLARE THAT:

- a) The Vendor and its directors, officers and employees are in compliance with all applicable laws, statutes, regulations and codes relating to anti-bribery and corruption matters (the Relevant Laws);
- b) Neither the Vendor nor any of its directors, officers or employees who may be involved in the Business Transaction(s) has been convicted of any offence involving bribery or corruption or fraud; nor, to the best of the Vendor's knowledge, is any such person the subject of any investigation, inquiry or enforcement proceedings by any governmental, administrative or regulatory body regarding any offence or alleged offence under the Relevant Laws; and
- c) The Vendor did not, either directly or indirectly, promise, offer or give any bribe or an improper advantage (whether financial or otherwise) to any individual in Worldwide Holdings Group (hereinafter Worldwide) or any other individual, representing Worldwide as an inducement, incentive, reward, gift or bonus for being selected for the Business Transaction(s).

2. UNDERTAKE THAT:

- a) The Vendor will not, either directly or indirectly, promise, offer or give any bribe or an improper advantage (whether financial or otherwise) to any individual in Worldwide or any other individual representing Worldwide, as an inducement, incentive, reward, gift or bonus to be selected and/or for any other purpose connected to the Business Transaction(s) ;
- b) The Vendor will not, either directly or indirectly, promise, offer or give any bribe or an improper advantage (whether financial or otherwise) to any government official or private individual so as to obtain or retain a business advantage on behalf of Worldwide during the carrying out of the Business Transaction(s); and
- c) If contraventions or investigations of the type described in section 1(b) above have occurred, the Vendor will forthwith supply full details of them to Worldwide.
- d) AGREE THAT: In the event that the Vendor, its directors, officers or employees breaches any of the above sections, the following actions may be taken by Worldwide:
  - (i) Immediate revocation of the contract award for the Business Transaction(s) without any liability whatsoever on the part of Worldwide to the Vendor and/or its directors, officers or employees; and



**VENDOR LETTER OF DECLARATION  
(VLOD)**

(ii) Immediate termination of the contract for the Business Transaction(s) without any liability whatsoever on the part of Worldwide to the Vendor and/or its directors, officers or employees,

without prejudice to any other rights or remedies Worldwide may have or any other disciplinary action which Worldwide may take as it deems appropriate;

Should any individual attempt to solicit any bribe or advantage (whether financial or otherwise) from the Vendor or any other individual connected to the Vendor either as an inducement or incentive to be selected or as a reward, gift or bonus for being selected in the Business Transaction(s), or where the Vendor has reasonable grounds to suspect any breach or potential breach of the obligations in this letter, the Vendor will report such act immediately in accordance with the whistleblowing channel as provided.

Yours sincerely

(Signature)

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Name and IC/ Passport No.:

Position:

Name of Company:

Company stamp:

\_\_\_\_\_

Received & acknowledged by:

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Name and IC/ Passport No.:

Position:

Worldwide Company:

**Note:** Business Transaction(s) is(are) defined as Tenders, Quotations, Contracts and Purchase Orders.

WORLDWIDE HOLDINGS BHD' INTEGRITY PACT  
VENDOR'S DECLARATION

I, ..... NRIC No.....  
representing ..... with  
registration number ..... hereby declare that I, or any  
individual(s) representing this company, shall not offer or give bribes to any individual(s) in  
Worldwide Holdings Bhd or any other individual(s) as an inducement to be selected in any of  
Worldwide Holdings Bhd procurement exercises.

If I, or any individual(s) representing this company, is offering or giving any bribes to any  
individual(s) in Worldwide Holdings Bhd or any other individual(s) as an inducement to be  
selected in any of Worldwide Holdings Bhd procurement exercises, I hereby agree, as a  
representative of the aforementioned company, for the following actions to be taken:

- a) Termination from WHB approved vendor list; and
- b) Other disciplinary actions according to WHB procurement rules and regulations currently  
in force.

In the event where there is any individual(s) who attempts to solicit any bribe from me or any  
individual(s) related to this company as an inducement to be selected in WHB's procurement  
exercises, I hereby pledge to immediately report such act(s) to the Malaysian Anti- Corruption  
Commission (MACC)'s office or at the nearest police station.

Sincerely,

(Signature)

.....

Name and IC/ Passport No.:

Position:

Name of Company:

Company stamp:

**(\*\*) Note: This declaration is to be submitted together with Vendor Registration Form**