



Sunway Group Procurement Supplier Registration Form

All columns should be properly filled in the space provided for. Wherever it is not applicable, please write "N/A". Incomplete or incorrect forms may not be considered. **Please attach separate sheet, if space available is insufficient.**

Note: As required by Malaysian law, Sunway is committed in protecting your personal data. Please visit our website www.sunway.com.my to view our privacy statement and notice pursuant to the Personal Data Protection Act 2010.

Section 1 : Company Detail & General Information

1.1	Company Name :	
1.2	ROC/ROB No :	
1.3	Year of Established :	
1.4	GST ID (if any) :	
1.5	GST Code (if any) :	
1.6	Address and Contact :	
	Head office address	
	Postal Code	
	City	
	State	
	Country	
	Office Tel No	
	Office Fax No	
	Web Site	
	Branch office – Located in City	
	Factory address (if any)	

1.7	Business Contact Information :	
	Name (Prefix Mr. Mrs, Ms)	
	Designation	
	Email address	
	Tel. No - Office	
	Tel. No - Mobile	
1.8	Account Administration Information :	
	Name (Prefix Mr, Mrs, Ms)	

Enter a brief description for your company to provide an overview for your customers

Company Description	
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1.7	Type of Business : <i>(check one only)</i>
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Sole Proprietor
 Partnership
 Subsidiary
 Private Limited
 Related Party
 Others (please specify): _____

1.8	Nature of Business : <i>(If you check "Agent", "Dealer" or "Distributor", please provide proof or certificate(s) from your manufacturer(s) that you are authorized to offer their products.</i>
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Manufacturer
 Trader
 Sub-Contractor
 Marketing
 Distributor
 Retailer
 Dealer
 Sole Distributor
 Service Provider
 Agent
 Other (please specify)

1.9	List of authorized products / brands :
	Product / Brand Name

1.10	No. of full time employees
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1.11	Licencing / Registration Authority : <i>(Please check and copy of certificate is required)</i>
	<input type="checkbox"/> PKK (Grade:) <input type="checkbox"/> JKR <input type="checkbox"/> PAM <input type="checkbox"/> Jabatan Bomba <input type="checkbox"/> TNB <input type="checkbox"/> SIRIM <input type="checkbox"/> Kementerian Kewangan <input type="checkbox"/> CIDB <input type="checkbox"/> ISO 9000 Others (please specify):

** Mandatory documents submission – certified copy of Form 9 or 13 and Form 49.

Section 2 : Mandatory documents submissions

2.1	Form 9 or 13
2.2	Form 24
2.3	Form 49
2.4	Certified copy of Audited Annual Account / Latest Management Account to be certified by the Authorized signatory. The Annual Account/ Management Account must consist of Balance Sheet/Financial Statement, Income Statement and Cash Flow statement.
2.5	Name (s) of Banker

Section 3 : Technical Standing of the Firm

3.1	List of Technical Personnel with Qualification in permanent employment of the firm				
No	Name	Designation	Qualification	Years of Service	Responsibilities

3.2 Quality Assurance Certification (e.g ISO 9000 or equivalent)

Yes (please send hard copy of your latest certification to our mailing address) No

3.3 International offices / Representation (Countries where the Company has local offices /representation)

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Section 4 : Information on Goods / Services

4.1 List below, up to seven (7) of your core Goods / Services offered

Item	Description
1	
2	
3	
4	
5	
6	
7	

Section 5 : Experience

5.1 Please list present customers with names since last three years.

Name of Customer	Goods & Service supplied	Contact Person	Contact No.

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5.2	To which countries has your company exported and/or managed projects over the last 3 years?

Section 6 : Declaration of Interest

Disclosure is required in the interest of fairness and transparency.

6.1	Is your company presently in the service with any of the Sunway Group of Companies?		
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, please furnish the company name			

6.2	Have your company been in the service of Sunway Group of Companies for the past, twelve months?		
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, please furnish the company name			

6.3	Do you have any relationship (family, friend, or other) with persons in the service of Sunway Group of Companies?		
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, please furnish name and relationship			

6.4	Are any of your company's directors, managers, principle shareholders or stakeholders in service of Sunway Group of Companies?		
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, please furnish particulars			

Section 7 : SUPPLIER DECLARATION

I, the undersigned, warrant that the information provided in this form is correct, and in the event of changes, detail will be provided as soon as possible.

I am aware that Sunway has implemented an Anti Bribery & Corruption Policy. I have read and understood the policy, which is available at <https://www.sunway.com.my/investor-relations> under Corporate Governance Policies, prior to signing this declaration, and I shall adhere to the said Anti Bribery & Corruption Policy. I am also fully aware that Sunway strictly does not tolerate any form of corruption, bribery and fraud.

I understand that your decision regarding selection or rejection of any prospective supplier will be accepted by me as final and not subjected to any appeal.

Company Stamp:

Authorized Signatory :

Name in Full :

Designation :

Date :

Section 8 : FOR OFFICE USE ONLY

Above Information checked and confirmed.

Signature : _____

Full Name : _____

Date : _____



Sunway Group Procurement Sustainability Risk Assessment

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Section 1 : Environmental Assessment

Disclosure is required in the interest of fairness and transparency.

1	Does your company have any sustainability policy or any clear sustainability outcomes covering environmental considerations? (i.e. ISO 14001 or equivalent)				
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
If yes, please elaborate or provide supporting document.					
If no, please state future plans, if any.					

2	Does your company have an Environmental Officer responsible for environmental activities within your organization?				
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
If yes, please elaborate or provide supporting document.					
If no, please state future plans, if any.					

3	Does your company's product or service certified by the ISO's standards?				
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
If yes, please elaborate or provide supporting document.					
If no, please state future plans, if any.					

4	Does your company conduct monitoring / audit / inspection to verify compliance to environment practices?				
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
If yes, please elaborate or provide supporting document.					
If no, please state future plans, if any.					

5	Has your company received any fines / improvement notices from authorities related to Environmental offence in the last 5 years? If yes, please elaborate. (E.g. providing public cleansing management without license)				
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
If yes, please elaborate or provide supporting document.					
If no, please state future plans, if any.					

6	Has your company breached any environmental legislation for the past one year?				
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
If yes, please elaborate or provide supporting document.					
If no, please state future plans, if any.					

7	Does this product comply with environmental standards such as possessing an eco-label?				
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
If yes, please elaborate or provide supporting document.					
If no, please state future plans, if any.					

8	Are the raw materials from this product locally sourced?				
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
If yes, please elaborate or provide supporting document.					
If no, please state future plans, if any.					

9	Is the product locally assembled / manufactured?				
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
If yes, please elaborate or provide supporting document.					
If no, please state future plans, if any.					

10	Does your company provide take-back service after the product to be disposed at the end of its life?				
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
If yes, please elaborate or provide supporting document.					
If no, please state future plans, if any.					

Section 2 : Social Assessment

Disclosure is required in the interest of fairness and transparency.

1	Does your company have a policy to address diversity and inclusion?				
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
If yes, please elaborate or provide supporting document.					
If no, please state future plans, if any.					

2	Does your company have a policy to address child labour?				
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
If yes, please elaborate or provide supporting document.					
If no, please state future plans, if any.					

3	Does your company have a policy to address forced labour?				
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
If yes, please elaborate or provide supporting document.					
If no, please state future plans, if any.					

4	Does your company have a policy to address human rights?				
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
If yes, please elaborate or provide supporting document.					
If no, please state future plans, if any.					

5	Does your company have a documented ISO certification that verifies compliance to the inclusivity, labour standards and human rights? (i.e. ISO 30415 or equivalent)				
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
If yes, please elaborate or provide supporting document.					
If no, please state future plans, if any.					

6	Does your company allow your employees to engage in collective bargaining practices and freedom of association? (i.e. labour unions and management)				
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
If yes, please elaborate or provide supporting document.					
If no, please state future plans, if any.					

7	Does your company document reports from inspection audits or assessment of non-compliance relating to inclusivity, labour and human rights?				
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
If yes, please elaborate or provide supporting document.					
If no, please state future plans, if any.					

8	Does your company have any existing policies or statements that addresses health and safety standards?				
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
If yes, please elaborate or provide supporting document.					
If no, please state future plans, if any.					

9	Does your company have a safety committee with representative from both Management and staff to oversee these issues?				
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
If yes, please elaborate or provide supporting document.					
If no, please state future plans, if any.					

10	Does your company take action/steps to reduce accidents or incidents that can result to injury or fatality?				
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
If yes, please elaborate or provide supporting document.					
If no, please state future plans, if any.					

11	Has your company received any fines, summons or penalties from authorities relating to Health and Safety in the last 5 years?				
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
If yes, please elaborate or provide supporting document.					
If no, please state future plans, if any.					

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