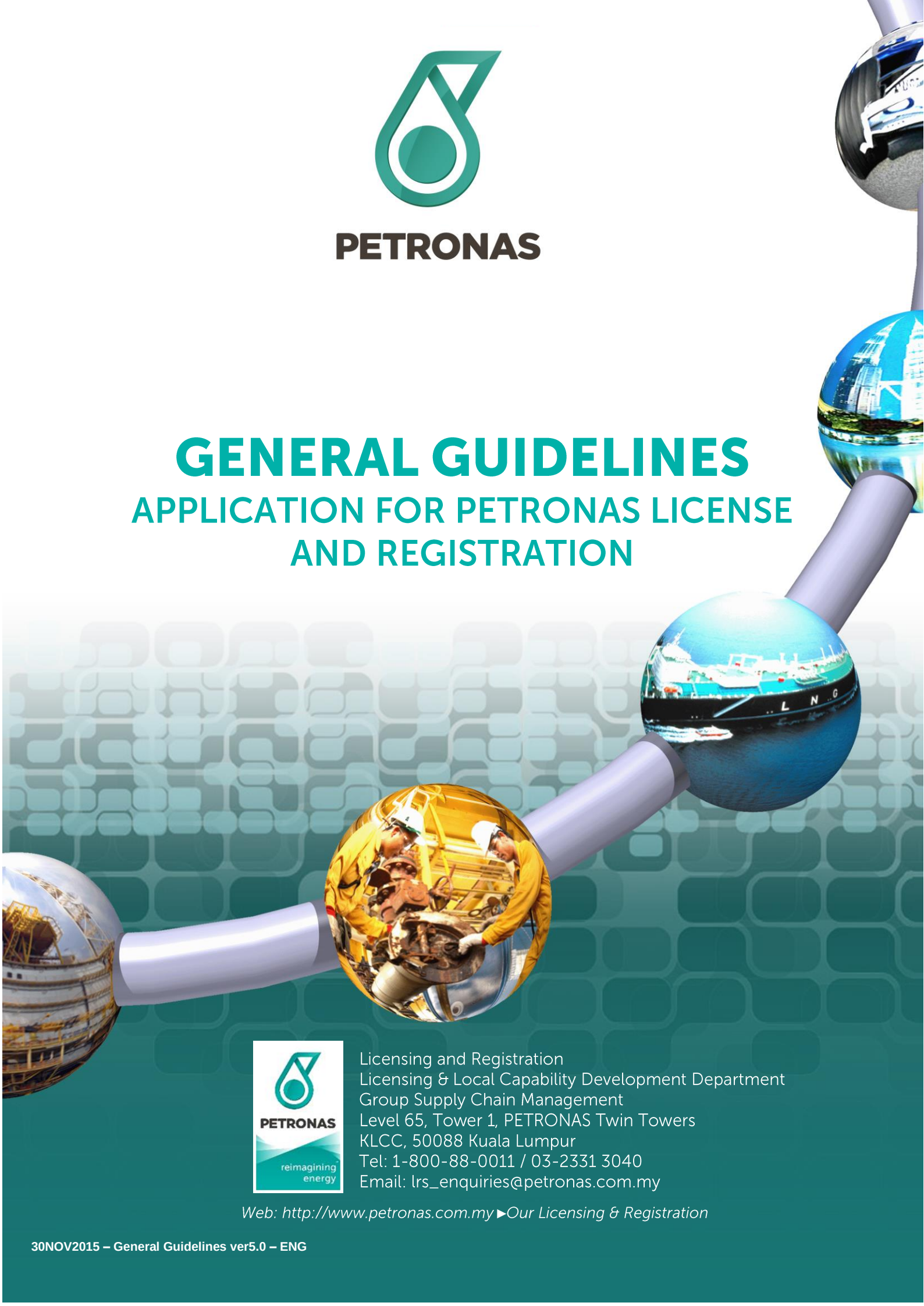




PETRONAS

GENERAL GUIDELINES

APPLICATION FOR PETRONAS LICENSE AND REGISTRATION



Licensing and Registration
Licensing & Local Capability Development Department
Group Supply Chain Management
Level 65, Tower 1, PETRONAS Twin Towers
KLCC, 50088 Kuala Lumpur
Tel: 1-800-88-0011 / 03-2331 3040
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Web: <http://www.petronas.com.my> ▶ Our Licensing & Registration

IMPORTANT NOTICE FOR APPLICANT

This General Guidelines is complimentary.

Applicant is advised to study and understand the content of this General Guideline. Clear understanding is important to ensure that the application submitted is complete and will be given due consideration. Requirements and procedures for application will be updated from time to time.

Applicant is advised to contact the Licensing and Registration Section directly for any general enquiry with regards to licensing and registration with PETRONAS or any enquiry regarding its application. PETRONAS shall not be liable for any problem that may arise in the event that the applicant deals with or engages a third party for the application of PETRONAS License or Registration.

For all companies which are liable to be Goods and Services Tax (GST) registered with Royal Malaysian Customs Department (Customs) i.e. for those with annual sales turnover exceeding RM500,000 or those who wishes to be GST registered, please register with Customs prior to applying for new License/Registration with PETRONAS.

In case of conflict in meaning, the Malay version i.e. the “Panduan Am Permohonan Lesen dan Pendaftaran PETRONAS” prevails.

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1 INTRODUCTION

1.1 License

- 1.1.1 Issuance of PETRONAS License is based on the Petroleum Development Act and Petroleum Regulations 1974. Based on this Act, an entity that wishes to provide goods / services to the upstream sector in the oil and gas industry in Malaysia must have a valid license issued by PETRONAS.
- 1.1.2 A license is required for any entity that wishes to supply goods / services for the upstream sector in the oil and gas industry in Malaysia (which involves exploration, development and production of oil and gas).

1.2 Registration

- 1.2.1 PETRONAS has made a policy that requires an entity to register with PETRONAS before participating in Tender and activities in the downstream sector in order to monitor the development activities in this sector.

1.3 Purpose of a valid License/Registration

- 1.3.1 With a valid **License**, an entity is allowed to supply goods / services to the upstream sector in the oil and gas industry in Malaysia and the downstream sector of PETRONAS Group of Companies, including maritime activities.
- 1.3.2 With a valid **Registration**, an entity is allowed to supply goods / services to the downstream sector of the PETRONAS Group of Companies, including maritime activities.

2 GENERAL REQUIREMENTS FOR APPLICATION OF PETRONAS LICENSE / REGISTRATION

Company must :

2.1 be registered with the Registrar of Companies (ROC) as :

- 2.1.1 “**Sdn Bhd**” (i.e. private incorporated) or “**Berhad/Bhd**” (i.e. public incorporated) company.

OR

- 2.1.2 **Land Surveyor, Quantity Surveyor, Architect or other related professional bodies.**

2.2 has a paid-up capital in the form of ordinary shares of not less than RM100, 000 (for License application) and RM10, 000 (for Registration application).

2.3 has a stable financial standing i.e. the shareholders’ fund must be positive.

2.4 meet the Bumiputera participation requirement for equity, Board of Directors, management and employee based on the Standardised Work and Equipment Categories (SWEC) applied (i.e. SWEC with a minimum Bumiputera requirement of either 30%, 51% or 100%).

Note:

- i) The minimum Bumiputera participation percentage varies from scope to scope and also depending on the mode of operation. The minimum Bumiputera participation percentage for a particular SWEC can be found in the SWEC list published in the PETRONAS website and it may change from time to time.
- ii) A “Berhad Company” or Company which is owned at least 51% by a “Berhad Company” applying for SWEC that requires a minimum of 30%, 51% or 100% Bumiputera content and if the Bumiputera percentage does not meet the 2.4 condition, the Company is given a flexibility as long as the “Berhad Company” shares is held at least 35% by Bumiputera. The Bumiputera participation at the Board of Directors, management and company employees level should follow the respective SWEC requirement.

iii) If SWEC applied requires 100% Bumiputera participation, the 100% requirement is only for equity, while the minimum Bumiputera requirement for the other levels are as follows:

- 75% minimum Bumiputera participation for Board of Directors,
- 75% minimum Bumiputera participation for Management, and
- 51% minimum Bumiputera participation for Company's employees.

2.5 registered with the statutory, professional or government bodies as required by the respective SWEC, as stipulated in the SWEC appendix.

2.6 has been appointed as an exclusive agent and having exclusive agency appointment letter if the mode of operation for the scope applied is 'agent'. Appointment as 'agent' must at least cover the oil and gas industry in Malaysia, the appointment letter was issued directly by the foreign manufacturer / principal and is addressed to the local agent. Appointment from stockist, representatives from distributor and manufacturer or local principal are not accepted. Please refer to **Appendix I** on detailed requirements.

2.7 be GST registered with Royal Malaysian Customs Department if its annual sales turnover exceeding RM500,000.

3 LICENSE / REGISTRATION APPLICATION INVOLVING A FOREIGN COMPANY

3.1 Foreign company may also participate in tender and works in the upstream sector of the oil and gas industry in Malaysia, by :

3.1.1 appointing a local company as an exclusive agent representing them. The appointed agent company must apply for the PETRONAS License / Registration by complying to the general requirements for PETRONAS Licensing / Registration. Please refer to Item 2 above.

Example:

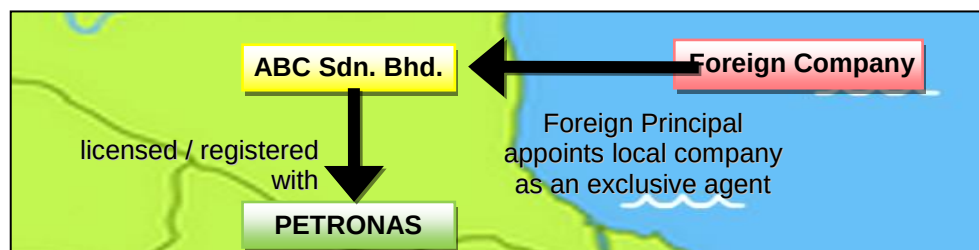


Diagram 1: Foreign company appoints local company as an exclusive agent

OR

3.1.2 Form a new Joint Venture (JV) company with a local company/individual.

Joint Venture company may submit their License / Registration application to PETRONAS by complying to the general requirements for PETRONAS Licensing / Registration. Please refer to item 2 above.

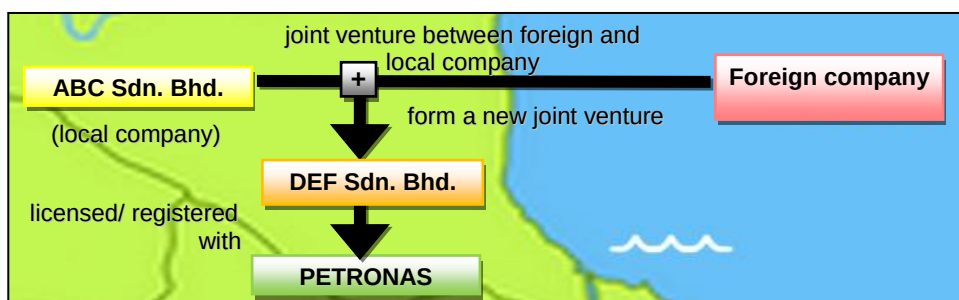


Diagram 2 : Foreign company forms a Joint Venture (JV) with local company by forming a new JV company.

4 STANDARDISED WORK & EQUIPMENT CATEGORIES (SWEC)

4.1 SWEC is a work and equipment category relating to the requirements of both sectors, which are upstream and downstream in the oil and gas industry in Malaysia. SWEC is divided into two types as follows:

4.1.1 SWEC for Product – PXXXXXXXX (Code begins with 'P')

4.1.2 SWEC for Services – SXXXXXXXX (Code begins with 'S')

4.2 Every SWEC is divided into two to four levels and every SWEC has 9 digits.

Example:

STANDARDISED WORK AND EQUIPMENT CATEGORIES (SWECs) FOR PRODUCTS

Work Category	SWECs Code (9 Digits)	DESCRIPTION	Strategic General	L/R	OTHER REGISTRATION REQUIREMENTS / REMARKS	MINIMUM MODE OF OPERATION	Minimum BM% Required
PA1 AUTOMOTIVE							
01 Auto Accessories	PA1010000		General	L/R		Dealer	51
02 Tyre & Parts	PA1020000		General	L/R		Dealer	51
03 Spare Parts	PA1030000		General	L/R		Dealer	51
04 Air-Conditioner	PA1040000		General	L/R		Dealer	51
05 Prime Mover	PA1050000	To supply and deliver prime mover	General	L/R		Dealer	51
06 Trailer	PA1060000		General	L/R		Dealer	51
07 Overhead Crane	PA1070000		General	L/R		Dealer	51
08 Motor Vehicle	PA1080000	To supply and deliver motor vehicle (e.g. passenger car, motorcycle, pickup truck, etc.)	General	L/R		Dealer	51
09 Test Equipment and Instrumentation	PA1090000		General	L/R	Exclusive appointment letter Relevant Technical Staff	Dealer	51

Work Category Application Type Indicator

Application Type :
L : License
R : Registration

Diagram 3: SWEC List

4.3 To access the SWEC list and 'Minimum Technical Requirements' for related SWEC (refer Diagram 3), Company is required to:

- Access to the PETRONAS official website www.petronas.com.my
- Click 'Our Licensing & Registration'
- Click 'Application Information'
- Click 'Standardised Work and Equipment Categories (SWEC) and Minimum Technical Requirement (MTR)'
- Download the relevant documents (if required).

4.4 Each SWEC will indicate the Application Type (i.e. 'L' or 'R') and SWEC Category Indicator (i.e. General or Strategic)

4.4.1 Application Type – 'L' and 'R'

Application Type	SWEC Category Selection Guideline
L	Only applicants applying for License or has already been licensed with PETRONAS are allowed to apply for this application type.
R	Any applicants applying for License / Registration or has been licensed/registered with PETRONAS are allowed to apply for this application type.

Table 1 : SWEC Type Selection Guideline

4.4.2 SWEC category is divided as follows:

- Strategic:
Products / services with high business impact, high market complexity and/or high investment
- General:
Products / services that are easily available in the market

4.4.3 If the category that the Company wishes to apply is not listed in the SWEC list, applicant is advised to have a discussion with the Licensing and Registration Section's officer prior to selecting the SWEC closest to the scope that the Company intends to apply.

4.4.4 If a particular SWEC category is frozen, applicant is not allowed to apply for the SWEC.

Note: Applicant is advised to always refer to the latest SWEC and MTR Lists in the PETRONAS official website as they will be updated from time to time depending on the review.

4.5 Modus Operandi

Applicant is advised to refer to the SWEC list in the PETRONAS official website to find out the mode of operations offered for each scope. There are a few modus operandi such as:

4.5.1 Dealer

4.5.1.1 Dealer is a Company that operates as a supplier of products which are produced by a local / foreign manufacturer.

4.5.2 Agent

4.5.2.1 Agent is a Company that represents a foreign manufacturer / foreign principal on exclusive basis.

4.5.2.2 Principal is a foreign manufacturing Company or a foreign Company that provides specialised services. The manner in obtaining the principal depends on the Company's initiative.

4.5.2.3 The Company needs to produce valid exclusive agency appointment letter from the main principal.

4.5.2.4 For joint principal or manufacturer at the international level, the Company needs to produce the agency appointment letter issued by the headquarter of the joint Company.

4.5.3 Self-operator

4.5.3.1 Self- operator is a Company that carries out works using its internal resources such as workforce, expertise, facilities and equipment.

4.5.4 Manufacturer

4.5.4.1 Manufacturer is a Company that makes and / or produces any material / product for usage which includes installation of parts through a manufacturing process.

4.5.4.2 Company must have the capability to produce products using their internal resources such as manpower (expertise), facilities and equipments as well as possess a valid registration with relevant bodies or agencies (please refer to SWEC for the relevant registration).

4.5.5 For further details on the mode of operations and its required documents, please refer to **Appendix E**.

5 PROCEDURE FOR APPLICATION OF LICENSE/REGISTRATION

5.1 All types of applications for PETRONAS License/Registration must be made through an online system known as 'Supplier Relationship Management' (SRM) 'Registration of Supplier (ROS)' or 'Supplier Self Service (SUS)'

Supplier Relationship Management (SRM)	
Registration of Supplier (ROS)	• New License/Registration (L/R) applications
Supplier Self Service (SUS)	• All applications for L/R other than new L/R applications • Self-Update of company information

Table 2 : Differentiation of ROS and SUS

5.2 Company can only submit **one application at any one time**.

5.3 If Company applies for at least one (1) Licensed scope, PETRONAS License certificate will be issued to the Company if application is approved. If Company applying only for registration scopes, hence, PETRONAS registration certificate will be issued when that application is approved.

5.4 During the application of license / registration for new, renewal and extension of scope, Company may apply any number of SWEC they wish as long as they fulfill the SWEC and MTR requirements, (if any), for the scopes applied. However, during renewal, Company is not allowed to change the mode of operation for existing SWEC or add new SWEC for the following mode of operation;

- i. Assembler
- ii. Chemical blender
- iii. Fabricator
- iv. Packager
- v. System integrator

6 TYPES OF APPLICATION

6.1 Application for New License/Registration

- 6.1.1 Application for **New License / Registration** need to be made if the Company has never been licensed / registered with PETRONAS.
- 6.1.2 Please refer **Appendix A** – 'Document Checklist for New / Upgrading Registration to License Application' for supporting documents required to be submitted together with the application.
- 6.1.3 For application of new License / Registration, Company must apply online through the SRM ROS system.

6.2 Application for Renewal of License/Registration

- 6.2.1 **License / Registration renewal application** need to be made if the Company wishes to renew its License/Registration that is near expiry date or its validity period had expired.
- 6.2.2 **License / Registration renewal application** must be submitted **three (3) months** before the expiry date of the License / Registration. Delay in renewing the License / Registration will affect the Company's chances in participating in tender or quotation.
- 6.2.3 Please refer **Appendix B** – 'Document Checklist for Renewal Application' for supporting documents required to be submitted together with the application.

- 6.2.4 Company is allowed to add new scope or drop existing scope during the License / Registration renewal application.
- 6.2.5 For application to renew License/Registration, Company must apply online through the SRM SUS system.

6.3 Application for License/Registration Extension of Scope

- 6.3.1 **Application for extension of scope** need to be made if Company wishes to add scope of work to the existing licensed / registered scopes.
- 6.3.2 Please refer to **Appendix C** – ‘Document Checklist for Extension of Scope Application’ for supporting documents required to be submitted together with the application.
- 6.3.3 For application of extension of scope, Company must apply online through the SRM SUS system.

6.4 Application for Change of Principal

- 6.4.1 **Application for change of principal** need to be made if Company wishes to change the existing principal to other principal.
- 6.4.2 Please refer to **Appendix D** - ‘Document Checklist for Change of Principal Application’ for supporting documents required to be submitted together with the application.
- 6.4.3 For application of change of principal, Company must apply online through the SRM SUS system.

6.5 Application for Change in Mode of Operation

- 6.5.1 **Application for change in mode of operation** need to be made if Company wishes to change the modus operandi for a particular SWEC.
- 6.5.2 Company is advised to refer to the latest SWEC and MTR lists for the modus operandi that it wishes to apply.
- 6.5.3 Please refer to **Appendix E** - ‘Modes of Operation and List of Documents to be Enclosed’ for the supporting documents required to be submitted together with the application.
- 6.5.4 For application of change in mode of operation, Company must apply online through the SRM SUS system.

6.6 Application to Upgrade Registration to License

- 6.6.1 **Application for upgrade Registration to License** need to be made if the Company wishes to upgrade its eligibility to be involved in both upstream and downstream activities provided the license requirement is met.
- 6.6.2 Please refer **Appendix A** – ‘Document Checklist for New Application / Upgrading Registration to License Application’ for supporting documents required to be submitted together with the application.
- 6.6.3 For application to upgrade Registration to License, Company must apply online through the SRM SUS system.

6.7 Application to Update Company’s Profile

- 6.7.1 **Application to update company’s profile** is required when there is a change in the Company’s name, Company’s shareholders’ equity, Board of Directors, management and GST identification number. Updating must be done within fourteen (14) days from the date of such change. Failure to do so may result in the PETRONAS License / Registration be suspended.

- 6.7.2 **Company may also apply for company's profile update to comply with the License / Registration special conditions** (if any) as stated in the Attachment to the virtual certificate as shown in the example below:



COMPANY'S NAME :
LICENSE NO :
LICENSE PERIOD :

SPECIAL CONDITIONS	
COMPANY OTHERS	Company is required to submit a copy of list of cheque signatories endorsed by the bank before 15 January 2016. Failing which, the company will no longer be listed in the PETRONAS List of Licensed / Registered Companies (LLRC).

Diagram 4: Example of Special Condition in the Attachment to the License / Registration virtual certificate

- 6.7.3 For update of GST identification number, Company must attach the acknowledgement slip / certificate from Customs.
- 6.7.4 For GST deregistration, Company must attach Custom's approval slip.
- 6.7.5 Company must adhere to PETRONAS License / Registration special conditions to ensure that the company's name is listed in the PETRONAS 'List of Licensed / Registered Companies (LLRC)' throughout the License / Registration validity period.
- 6.7.6 In view that the SRM ROS and SUS systems are fully online, submission of supporting documents in complying to the License / Registration special conditions or for updating of the company's profile has to be done online. Submission of supporting documents through hardcopy, fax and email are not acceptable.
- 6.7.7 The processing time for updating the License / Registration special conditions or extending the special condition due date is seven (7) working days after receipt of the application and with complete documents.
- 6.7.8 For application to update company's profile, Company must apply online through the SRM SUS system.

6.8 Updating Company's Information

- 6.8.1 Company may update company's information such as change of address, telephone number, fax number, company's website, e-mail address, bank account and others through the SRM SUS system.
- 6.8.2 For update bank account, Company must attach the list of bank signatories as per **Appendix K – 'Bank Account Signatories'**.
- 6.8.3 This application does not require approval from PETRONAS.
- 6.8.4 Company must ensure that all information updated is correct and true.
- 6.8.5 For application to update company's information, Company must apply online through the SRM SUS system.

6.9 Application for Cancellation of SWEC

- 6.9.1 Application for cancellation of SWEC need to be made if Company no longer supply the product or provide the service which has been approved earlier.
- 6.9.2 Every application to cancel SWEC has to be supported with justification.
- 6.9.3 For application to cancel SWEC, Company must apply online through the SRM SUS system.

6.10 Application for Cancellation of License / Registration

- 6.10.1 Application for cancellation of License / Registration need to be made if Company no longer wish to supply goods or services to PETRONAS and the Petroleum Arrangement Contractors (PAC).
- 6.10.2 Every application to cancel License / Registration has to be supported with justification.
- 6.10.3 For application to cancel License / Registration, Company must apply online through the SRM SUS system.

7 LICENSE AND REGISTRATION APPLICATION PROCESS

7.1 Evaluation and approval of application will be based on 2-tiers:

7.1.1 Company level for New/Renewal/Upgrade 'R' to 'L'

- Company will receive email notification on further finding (i.e. additional documents/information required for the application) – upon request by PETRONAS and when Company submit the additional documents/information.
- Company will receive email notification on approval or rejection at company level (i.e. whether the application meet the general requirement) or if Company does not provide the required additional documents/information within fourteen (14) days.

7.1.2 SWEC level for New/Renewal/Upgrade 'R' to 'L'/Extension of Scopes/Change Mode of Operation/ Change Principal

- Company will receive email notification on approval or rejection for each SWEC.
- Company will receive email notification on license fee payment upon first Licensed SWEC approved.

7.2 Duration to process the application

- 7.2.1 Application for 'Strategic' SWEC is one and the half (1 ½) months after the application date.
- 7.2.2 Application for 'General' SWEC is three (3) weeks after the application date.
- 7.2.3 Application with mode of operation that requires site visit is 3 months.
- 7.2.4 Application for cancellation of SWEC is seven (7) working days.
- 7.2.5 Application for cancellation of License/Registration is seven (7) working days.

7.3 If applicant did not receive any email with regards to the approval of the application after the stipulated processing time, applicant may check their Company's application status in the SRM SUS system.

7.4 Company shall ensure all documents submitted are complete and failure will result to the application being rejected.

7.5 Application that has been approved or rejected will be informed via the Company's registered email in SRM SUS system.

8 APPLICATION RESULT

8.1 Validity period for PETRONAS License and Registration is three (3) years.

8.2 For a licensed company, license fee is required **based on the company's paid-up capital and validity of the license as stipulated in the Petroleum Development Act 1974** as per the following:

Paid-up capital	Annual license fee
RM 100,000 - RM 1,000,000	RM 250
Above RM 1,000,000 - RM5,000,000	RM 500
Above RM 5,000,000	RM 1,000

Table 3: Annual license fee based on the paid-up capital of the Company.

8.3 License fee is required to be paid only for new, renewal and upgrading from Registration to License application only.

8.4 License fee payment must be made within **14 days** from the date notification via email is sent to the Company and in the form of **bank draft** under the name of "PETRONAS". **Cash, money order or personal cheque is not acceptable.**

8.5 License fee payment can be made at the counter or by courier to PETRONAS Licensing & Registration office. Please refer to the address below;

Courier:

Level 65, Tower 1,
PETRONAS Twin Towers
Kuala Lumpur City Centre (KLCC)
50088 Kuala Lumpur

Walk in:

Level 9, Tower 1
PETRONAS Twin Towers
Kuala Lumpur City Centre
50088 Kuala Lumpur

8.6 Registration virtual certificate and its attachments are accessible via the SRM SUS system after application is approved, while the License virtual certificate can only be accessed after the application is approved and payment of license fee has been made.

9 OPPORTUNITY TO PARTICIPATE IN TENDERS

9.1 Only Company that has valid license / registration is eligible to participate in PETRONAS and its Petroleum Arrangement Contractors (PAC) tenders as the Company's name is listed in the PETRONAS 'List of Licensed / Registered Companies (LLRC)'.

9.2 Although the Company is licensed / registered with PETRONAS, it does not guarantee for the Company to be invited / called to participate in tender. Company is encouraged to promote / introduce their products and services to PETRONAS subsidiaries and its PAC.

9.3 If a licensed/registered company is invited to participate in a tender, the Company is required to participate actively. Failure to either respond or decline without valid reason for more than 3 times repeatedly in a particular SWEC code may result in the Company not being invited for future tenders for that particular scope or may have impact on the Company's registration with PETRONAS.

9.4 Certain companies are not listed in the PETRONAS's LLRC although they have a valid License or Registration due to **failure to comply to the special conditions** of License or Registration imposed on them as stated in the Attachments to the License or Registration virtual certificates.

9.5 Company will also not be listed in the PETRONAS LLRC if its License / Registration has expired and has not been renewed.

10. ENQUIRIES AND CONSULTATION SERVICE AND ITS OPERATING HOURS

10.1 Company may obtain consultation service and make further enquiries with regards to PETRONAS licensing and registration, through the following:

10.1.1 Licensing & Registration Counter at Kuala Lumpur

Level 9, Tower 1,
PETRONAS Twin Towers,
Kuala Lumpur City Centre (KLCC),
50088 Kuala Lumpur.

Service Center Hours:

Day	Time (Morning)	Time (Afternoon)
<u>Consultation</u> Monday – Thursday Friday	8.30 am – 12.30 pm 8.30 am – 12.00 pm	2.30 pm – 4.30 pm 3.00 pm – 4.30 pm
<u>Call Centre</u> Monday – Thursday Friday	8.30 am – 12.45 pm 8.30 am – 12.15 pm	2.15 pm – 5.00 pm 2.45 pm – 5.00 pm

Table 4: Licensing / Registration Consultation Counter and Call Centre
Operating Hours for Kuala Lumpur

10.1.2 Licensing & Registration Counter at Kerteh, Terengganu

3rd Floor, Shared Material & Services Organization (SMSO),
PETRONAS Office Complex East Coast Regional Office,
24300 Kerteh, Kemaman, Terengganu

Service Center Hours:

Day	Time (Morning)	Time (Afternoon)
<u>Consultation</u> Sunday – Wednesday Thursday	9.00 am – 12.00 pm 9.00 am – 11.30 am	2.00 pm – 4.00 pm 2.00 pm – 3.30 pm
<u>Call Centre</u> Monday – Thursday	8.30 am – 12.45 pm	2.15 pm – 5.00 pm

Table 5: Licensing / Registration Consultation Counter and Call Centre
Operating Hours for Kerteh, Terengganu

10.1.3 Licensing & Registration Counters at Sarawak/Sabah

Kuching, Sarawak

PETRONAS Sarawak Regional Office,
Level 5, Wisma Naim, 2.5 Mile Rock Road,
93752 Kuching, Sarawak

Bintulu, Sarawak

Ground Floor, Shared Materials & Services Organisation (SMSO) Bintulu,
C/O Annex Building, ASEAN Bintulu Fertilizer Sdn Bhd, Tanjung Kidurong,
97008 Bintulu, Sarawak

Miri, Sarawak

PETRONAS Carigali Sdn Bhd – Sarawak Operation (SKO),
Jalan Sekolah, Lutong,
98008 Miri, Sarawak

Kota Kinabalu, Sabah

PETRONAS Sabah/Labuan Regional Office,
Level 9, Menara PETRONAS, No. 2 Jalan Belia,
88100 Kota Kinabalu, Sabah

Service Center Hours:

Day	Time (Morning)	Time (Afternoon)
<u>Consultation</u> Monday – Thursday Friday	9.00 am – 12.00 pm 9.00 am – 11.30 am	2.00 pm – 4.00 pm 2.30 pm – 4.00 pm
<u>Call Centre</u> Monday – Thursday Friday	8.30 am – 12.45 pm 8.30 am – 12.15 pm	2.15 pm – 5.00 pm 2.45 pm – 5.00 pm

Table 6: Licensing / Registration Consultation Counter and Call Centre
Operating Hours for Sarawak/Sabah

10.1.4 LRS Enquiries

Tel: 1-800-88-0011 or +603-23313040
Fax: 03-23312757
E-mail: lrs_enquiries@petronas.com.my

10.1.5 MyGeniie PETRONAS Service Desk Portal

To log any enquiries and issues with regards to licensing and registration, please go to:
<https://pww.servicedesk.petronas.com.my/CAisd/pdmweb.exe>

10.1.6 SWEC

Any enquiries related to SWEC, please email to: gscm.swec@petronas.com.my

10.1.7 System

Any enquiries related to technical problem, please call PETRONAS ICT Helpdesk at
03-23313330 or email to: ict_servicedesk@petronas.com.my

10.1.8 Vendor Development Program (VDP)

Any enquiries regarding Vendor Development Program, please email to:
inquiry_vdp@petronas.com.my

11. REMINDER

- 11.1 Applicant is required to adhere to the condition and requirements of PETRONAS license/registration as stipulated in this General Guidelines, at all times.
- 11.2 Application will be **rejected** if information submitted is **incomplete** or did not include the required supporting documents or company has not complied to the general requirements for application of PETRONAS license/registration that have been set. As such, applicant is advised to understand this General Guideline thoroughly before submitting application through the SRM ROS / SUS system.
- 11.3 During the application process, Licensing and Registration personnel may contact the applicant if clarification is required. Applicant is required to give their best cooperation.
- 11.4 Application by company which is owned by shareholder(s) or having director(s) who is/are a shareholder or director of another company which is licensed or registered with PETRONAS will not be given consideration if the scope(s) applied is/are the same. This is to avoid any conflict of interest that may arise.
- 11.5 For re-application of scope(s) which was disapproved by PETRONAS during the new or renewal application of License / Registration, applicant must apply for the Extension of Scope application and comply to the requirements that have been set. Please refer to Item 6.3 'Application for Extension of Scope for License / Registration'.
- 11.6 Successful applicant is requested to observe the **general terms and conditions of License / Registration and the special conditions (if any) as stipulated in the License / Registration appendix**.
- 11.7 Company is required to update information relating to changes in company's name, shareholders' equity, Board of Directors, company management and GST identification number within fourteen (14) days from the date of change. Failure to do so may result in suspension of the PETRONAS License / Registration.
- 11.8 Company is required to maintain validity of the required documents and certificates (i.e: Agency Appointment Letter, external bodies registration e.g. CIDB, BEM, IMM etc) and maintain annual audited accounts of the Company. Such documents may be required during tendering or audit by PETRONAS.
- 11.9 Company is required to give their co-operation to PETRONAS representative(s) during the audit visit to company's business premise and to allow them to check / copy documents required as well as interviewing the company's employees.

**DOCUMENT CHECKLIST FOR NEW / UPGRADING
REGISTRATION TO LICENSE APPLICATION**

No.	Document	Explanation and reminder
1.	Copy of Form 9 (Certificate of Incorporation of Company)	a. Document indicating that the company was incorporated in Malaysia.
2.	Acknowledgement slip/ certificate from Customs	a. Document indicating GST identification number.
3.	Copy of latest Form of Annual Return of a Company Having a Share Capital	a. Document indicating the latest shareholding and Board of Directors as stated in the application. b. If Company was incorporated less than 18 months from the date of license/registration application, this document is not required to be submitted. c. If the Company's share is owned by other companies ('Sdn Bhd' or 'Bhd' Company) at the 'Shareholder Level', Company has to attach the latest Form of Annual Return of a Company Having a Share Capital for those companies. d. Please refer to Appendix F (a) - Example of Shareholding Structure and Appendix F (b) - List of Documents to be Enclosed for Shareholding Structure for further information.
4.	Copy of latest Form 24 (Return of Allotment of Shares)	a. Document indicating additional shareholding as stated in the application. b. Applicant has to submit all Form 24 which have been issued after the date of the latest Form of Annual Return of a Company Having a Share Capital. c. If the Company's share is owned by other companies ('Sdn Bhd' Company) at the 'Shareholder Level', the Company has to attach the latest Form 24 for those companies. d. If Company is a 'Berhad' Company, these documents are not required to be submitted. e. Please refer to Appendix F (b) - List of Documents to be Enclosed for Shareholding Structure for further information.
5.	Copy of latest Form 32A (Form of Transfer of Securities) (if any)	a. Document indicating transfer of share to new shareholders as stated in the application. b. Applicant has to submit all Form 32A (if any) which have been issued after the date of the latest Form of Annual Return of a Company Having a Share Capital. c. If the Company's share is owned by other companies ('Sdn Bhd' Company) at the 'Shareholder Level', Company has to attach the latest Form 32A for those companies. d. If Company is a 'Berhad' Company, these documents are not required to be submitted. e. Please refer to Appendix F (b) - List of Documents to be Enclosed for Shareholding Structure for further information.

6.	Copy of latest Form 49 (Return Giving Particulars In Register of Directors, Managers and Secretaries and Changes of Particulars)	a. Document indicating the latest member of Board of Directors as stated in the application. b. Applicant has to submit all Form 49 which have been issued after the date of the latest Form of Annual Return of a Company Having a Share Capital. c. Please refer to Appendix F (b) - List of Documents to be Enclosed for Shareholding Structure for further information.
7.	List of Equity Breakdown and Board of Directors for 'Berhad' Company	a. Document indicating the latest list of shareholding and Board of Directors for 'Berhad' Company. b. If Company is not a 'Berhad' Company, this document is not required to be submitted. c. If Company is a 'Sdn Bhd' Company and its share is wholly/partly-owned by 'Bhd' company at the 'Shareholder Level', Company has to attach the list of equity breakdown for those companies. Applicant has to complete Appendix G – List of Equity Breakdown for 'Berhad' Company. d. Please refer to Appendix F (b) - List of Documents to be Enclosed for Shareholding Structure for further information.
8.	Latest Annual Audited Report	a. Annual financial report must be audited, signed by the Commissioner of Oath and must not exceed 18 months from the company's financial year-end date. b. If Company was incorporated less than 18 months from the date of the license/registration application, annual audited report is not required to be submitted. However, if the Company was incorporated for more than 3 months, Company has to submit the latest approved management accounts. c. The shareholders' fund must be positive. If the shareholders' fund is negative, the application will not be accepted. d. If the Company is not a 'Sdn Bhd' or 'Berhad', applicant has to submit its Financial Statement not exceeding 18 months from the company's financial year-end date.
9.	Company's organization chart	a. The chart must indicate position, name and status for the management employees of the Company. b. Please refer to Appendix H - Organisation Chart for Management Team for further information.
10.	Appointment letter as exclusive agent	a. This document is required to be submitted if Company is licensed or registered as an agent. b. Please refer to Appendix I - Guideline for Agency Exclusive Appointment Letter for further information.

11.	Copy of certificates from other Ministries / Departments / Government Agencies	a. Applicant has to submit copy of certificates required as stated in SWEC, MTR and in Appendix E - Modes of Operation and List of Documents to be Enclosed. b. The certificates must still be valid and has not expired. Example: i. Construction Industry Development Board (CIDB) ii. Board of Engineers Malaysia (BEM) / The Institute of Engineers, Malaysia (IEM) iii. Board of Architects Malaysia iv. The Energy Commission v. Department of Occupational Safety and Health Malaysia (for Certificate of Registration for Scaffolder or others) / National Institute of Occupational Safety & Health vi. Manufacturing license from Malaysian Industrial Development Authority (MIDA) / Local council vii. License for Tourism Vehicles Licensing Act from Ministry of Culture, Arts and Tourism Malaysia ('KKKP') viii. Forwarding Agent License from Royal Malaysian Customs Department ix. Board of Quantity Surveyors x. The Board of Land Surveyors xi. Institute of Materials Malaysia (IMM) xii. Atomic Energy Licensing Board (AELB) xiii. Department of Environment (DOE) xiv. Fire and Rescue Department xv. Registry of Vessel xvi. Certificate from Port Authority
12.	Health, Safety and Environment (HSE) Management System	a. Company must submit HSE Policy Statement
13.	List of equipments (for modus operandi Manufacturer, Assembler and others)	a. The equipments listed must relate to each scope applied. b. Please refer to Appendix J - Information on Factory / Workshop and List of Equipments for further information.
14.	Bank account signatories	a. Applicant has to attach the list of signatories for the company's cheques together with the original specimen signature. b. Please refer to Appendix K – Bank Account Signatories

DOCUMENT CHECKLIST FOR RENEWAL APPLICATION

No.	Document	Explanation and Reminder
1.	Copy of latest Form of Annual Return of a Company Having a Share Capital	a. Document indicating the latest shareholding and Board of Directors as stated in the application. b. If the Company's share is owned by other companies ('Sdn Bhd' or 'Bhd' Company) at the 'Shareholder Level', Company has to attach the latest Form of Annual Return of a Company Having a Share Capital for those companies. c. Please refer to Appendix F (a) - Example of Shareholding Structure and Appendix F (b) - List of Documents to be Enclosed for Shareholding Structure for further information
2.	Acknowledgement slip/ certificate from Customs	a. Document indicating GST identification number.
3.	Copy of latest Form 24 (Return of Allotment of Shares)	a. Document indicating additional shareholding as stated in the application. b. Applicant has to submit all Form 24 which have been issued after the date of the latest Form of Annual Return of a Company Having a Share Capital. c. If the Company's share is owned by other companies ('Sdn Bhd' Company) at the 'Shareholder Level', the Company has to attach the latest Form 24 for those companies. d. If Company is a 'Berhad' Company, these documents are not required to be submitted. e. Please refer to Appendix F (b) - List of Documents to be Enclosed for Shareholding Structure for further information.
4.	Copy of latest Form 32A (Form of Transfer of Securities) (if any)	a. Document indicating transfer of share to new shareholders as stated in the application. b. Applicant has to submit all Form 32A (if any) which have been issued after the date of the latest Form of Annual Return of a Company Having a Share Capital. c. If the Company's share is owned by other companies ('Sdn Bhd' Company) at the 'Shareholder Level', Company has to attach the latest Form 32A for those companies. d. If Company is a 'Berhad' Company, these documents are not required to be submitted. e. Please refer to Appendix F (b) - List of Documents to be Enclosed for Shareholding Structure for further information.
5.	Copy of latest Form 49 (Return Giving Particulars In Register of Directors, Managers and Secretaries and Changes of Particulars)	a. Document indicating the latest member of Board of Directors as stated in the application. b. Applicant has to submit all Form 49 which have been issued after the date of the latest Form of Annual Return of a Company Having a Share Capital. c. Please refer to Appendix F (b) - List of Documents to be Enclosed for Shareholding Structure for further information.

6.	List of Equity Breakdown and Board of Directors for 'Berhad' Company	a. Document indicating the latest list of shareholding and Board of Directors for 'Berhad' Company. b. If Company is not a 'Berhad' Company, this document is not required to be submitted. c. If Company is a 'Sdn Bhd' Company and its share is wholly/partly-owned by 'Bhd' company at the 'Shareholder Level', Company has to attach the list of equity breakdown for those companies. Applicant has to complete Appendix G – List of Equity Breakdown for 'Berhad' Company. d. Please refer to Appendix F (b) - List of Documents to be Enclosed for Shareholding Structure for further information.
7.	Latest Annual Audited Report	a. Annual audited report must be audited, signed by the Commissioner of Oath and must not exceed 18 months from the company's financial year-end date. b. The shareholders' fund must be positive. If the shareholders' fund is negative, the application will not be accepted. c. If the Company is not a 'Sdn Bhd' or 'Berhad', applicant has to submit its Financial Statement not exceeding 18 months from the company's financial year-end date.
8.	Company's organization chart	a. The chart must indicate position, name and status for the management employees of the Company. b. Please refer to Appendix H - Organisation Chart for Management Team for further information.
9.	Appointment letter as exclusive agent	a. This document is required to be submitted if Company is licensed or registered as an agent. b. Please refer to Appendix I - Guideline for Agency Exclusive Appointment Letter for further information.
10.	Copy of certificates from other Ministries / Departments / Government Agencies	a. Applicant has to submit copy of certificates required as stated in SWEC, MTR and in Appendix E - Modes of Operation and List of Documents to be Enclosed. b. The certificates must still be valid and has not expired. Example: i. Construction Industry Development Board (CIDB) ii. Board of Engineers Malaysia (BEM) / The Institute of Engineers, Malaysia (IEM) iii. Board of Architects Malaysia iv. The Energy Commission v. Department of Occupational Safety and Health Malaysia (for Certificate of Registration for Scaffolder or others) / National Institute of Occupational Safety & Health vi. Manufacturing license from Malaysian Industrial Development Authority (MIDA) / Local council

		vii. License for Tourism Vehicles Licensing Act from Ministry of Culture, Arts and Tourism Malaysia ('KKKP') viii. Forwarding Agent License from Royal Malaysian Customs Department ix. Board of Quantity Surveyors x. The Board of Land Surveyors xi. Institute of Materials Malaysia (IMM) xii. Atomic Energy Licensing Board (AELB) xiii. Department of Environment (DOE) xiv. Fire and Rescue Department xv. Registry of Vessel xvi. Certificate from Port Authority
11.	Health, Safety and Environment (HSE) Management System	a. Company must submit HSE Policy Statement .
12.	List of equipments (for modus operandi Manufacturer, Assembler and others)	a. The equipments listed must relate to each scope applied. b. Please refer to Appendix J - Information on Factory / Workshop and List of Equipments for further information.
13.	Bank account signatories	a. Applicant has to attach the list of signatories for the company's cheques together with the original specimen signature. b. Please refer to Appendix K- Bank Account Signatories.

DOCUMENT CHECKLIST FOR EXTENSION OF SCOPE APPLICATION

No.	Document	Explanation and reminder
1.	Appointment letter as exclusive agent	a. This document is required to be submitted if Company is licensed or registered as an agent. b. Please refer to Appendix I - Guideline for Agency Exclusive Appointment Letter for further information.
2.	Copy of certificates from other Ministries / Departments / Government Agencies	a. Applicant has to submit copy of certificates required as stated in SWEC, MTR and in Appendix E - Modes of Operation and List of Documents to be Enclosed. b. The certificates must still be valid and has not expired. Example: i. Construction Industry Development Board (CIDB) ii. Board of Engineers Malaysia (BEM) / The Institute of Engineers, Malaysia (IEM) iii. Board of Architects Malaysia iv. The Energy Commission v. Department of Occupational Safety and Health Malaysia (for Certificate of Registration for Scaffolder or others) / National Institute of Occupational Safety & Health vi. Manufacturing license from Malaysian Industrial Development Authority (MIDA) / Local council vii. License for Tourism Vehicles Licensing Act from Ministry of Culture, Arts and Tourism Malaysia ('KKKP') viii. Forwarding Agent License from Royal Malaysian Customs Department ix. Board of Quantity Surveyors x. The Board of Land Surveyors xi. Institute of Materials Malaysia (IMM) xii. Atomic Energy Licensing Board (AELB) xiii. Department of Environment (DOE) xiv. Fire and Rescue Department xv. Registry of Vessel xvi. Certificate from Port Authority
3.	List of equipments (for modus operandi Manufacturer, Assembler and others)	a. The equipments listed must relate to each scope applied. b. Please refer to Appendix J - Information on Factory / Workshop and List of Equipments for further information.

DOCUMENT CHECKLIST FOR CHANGE OF PRINCIPAL APPLICATION

No.	Document	Explanation and Reminder
1.	Appointment letter as an exclusive agent	a. Please refer to Appendix I - Guideline for Agency Exclusive Appointment Letter for further information and sample of exclusive agency appointment letter.
2.	Termination letter and acceptance of termination as an exclusive agent from previous principal or to the previous principal (if applicable)	a. Letter indicating intention by Principal or Company to terminate appointment as agent and acceptance to terminate the exclusive agency appointment.
3.	Termination letter as an exclusive agent from the new principal proposed to previous agent (if applicable)	a. Letter from the proposed new principal to the previous agent indicating termination of Company as exclusive agent.
4.	Letter on acceptance of termination from the previous agent to the new principal proposed (if applicable)	a. Letter from the previous agent to the proposed new principal indicating acceptance of termination as exclusive agent.

MODES OF OPERATION AND LIST OF DOCUMENTS TO BE ENCLOSED

Types of Operation	Important Attachments
Self-operated (for services)	a. Other documents (please refer to relevant SWEC)
Agent (for products or services)	a. Exclusive agency appointment letter from principal b. Other documents (please refer to relevant SWEC)
Dealer (for products)	a. Other documents (please refer to relevant SWEC)
Operator (vessel operator or rig operator)	For vessel operator: a. List of vessels b. Appointment letter from principal c. Certificate of registration for Vessel d. Vessel specification e. Other documents (please refer to relevant SWEC) For rig operator: a. List of rigs b. Exclusive agency appointment letter from principal c. Rig specification d. Other documents (please refer to relevant SWEC)
Owner-operator (Vessel owner-operator or rig owner-operator)	For vessel owner-operator: a. List of vessels b. Certificate of registration for Vessel c. Vessel specification d. Copy of vessel construction agreement (if the vessel is under construction) e. Other documents (please refer to relevant SWEC) For rig owner-operator: a. List of rigs b. Rig specification c. Rig certification d. Other documents (please refer to relevant SWEC)

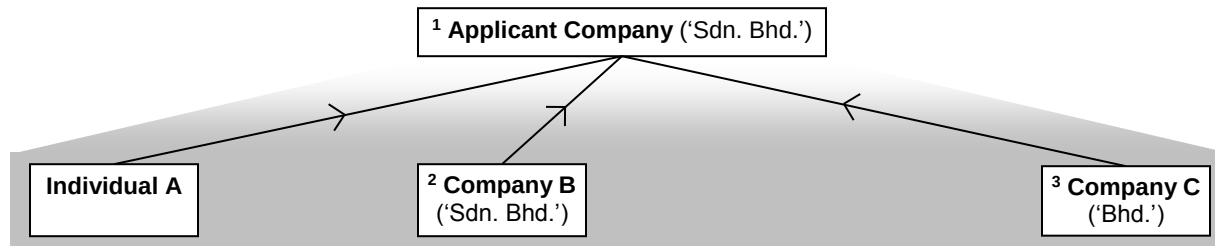
Manufacturer	a. List of equipment / machine / hardware / software / vehicle
Assembler	b. Document relating to factory / fabrication yard / workshop / store
Chemical Blender	c. Manufacturing license from Malaysian Industrial Development Authority (MIDA) or Local council
Fabricator	d. Technical / commercial brochure for products
Packager	e. Factory layout plan
System integrator	f. Flow chart for the process as e.g. manufacturer
	g. Other documents (please refer to relevant SWEC)

EXAMPLE OF SHAREHOLDING STRUCTURE

The diagram of the shareholding structure shown below is just an example. Company may not necessarily have the same shareholding structure as shown below.

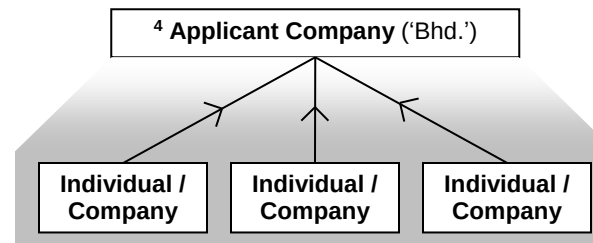
EXAMPLE 1:

Shareholder Level



EXAMPLE 2:

Shareholder Level



Please refer to next page for further explanation for note 1, 2, 3 and 4

LIST OF DOCUMENTS TO BE ENCLOSED FOR SHAREHOLDING STRUCTURE

Example 1	
Note 1	If the applicant Company is a 'Sendirian Berhad' Company, the applicant must submit: Copy of the latest Form of Annual Return of a Company Having a Share Capital - If the Company was incorporated for less than 18 months, this document is not required to be submitted. Copy of Form 24 which has been issued after the date of the latest Form of Annual Return of a Company Having a Share Capital - If the Company was incorporated for less than 18 months, applicant must submit copies of all Form 24 issued since its incorporation. Copy of Form 32A which has been issued after the date of the latest Form of Annual Return of a Company Having a Share Capital - If the Company was incorporated for less than 18 months, applicant must submit copies of all Form 32A issued since its incorporation. Copy of the latest Form 49
Note 2	If there is a 'Sendirian Berhad' Company at the 'Shareholder Level' (for example Company B), applicant must submit: Copy of the latest Form of Annual Return of a Company Having a Share Capital for Company B - If Company B was incorporated for less than 18 months, this document is not required to be submitted. Copy of Form 24 which has been issued after the date of the latest Form of Annual Return of a Company Having a Share Capital - If the Company was incorporated for less than 18 months, applicant must submit copies of all Form 24 issued since its incorporation. Copy of Form 32A which has been issued after the date of the latest Form of Annual Return of a Company Having a Share Capital - If the Company was incorporated for less than 18 months, applicant must submit copies of all Form 32A issued since its incorporation.
Note 3	If there is a 'Berhad' Company at the 'Shareholder Level' (for example Company C), applicant must submit: Copy of the latest Form of Annual Return of a Company Having a Share Capital for Company C - If Company C was incorporated for less than 18 months, this document is not required to be submitted List of Equity Breakdown for 'Berhad' Company (Appendix G) for Company C.

Example 2	
Note 4	If applicant Company is a 'Berhad' Company, applicant must submit: Copy of the latest Form of Annual Return of a Company Having a Share Capital - If the Company was incorporated for less than 18 months, this document is not required to be submitted. List of Equity Breakdown for 'Berhad' Company (Appendix G). Copy of the latest Form 49

LIST OF EQUITY BREAKDOWN FOR 'BERHAD' COMPANY

Total equity of ABC Berhad (12345-A)

Status	Total number of share	Value per share	Total value of share	Percentage
		(RM)	(RM)	(%)
Bumiputera				
Non-Bumiputera				
Foreign				
Total				100%

List of Top 20 Shareholders for ABC Berhad (12345-A)

No.	Name of Individual or Name of Company	Individual's IC/passport no. or Company's ROC no.	Total number of share	Value per share	Total value of share	Percentage	Individual's position / director's status	Status
				(RM)	(RM)	(%)		¹ (BM/NB/FG)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								

Appendix G
(2 of 2)

12								
13								
14								
15								
16								
17								
18								
19								
20								
Total								

¹ 'BM' (Bumiputera) / 'NB' (Non-Bumiputera) / 'FG' (Foreign)

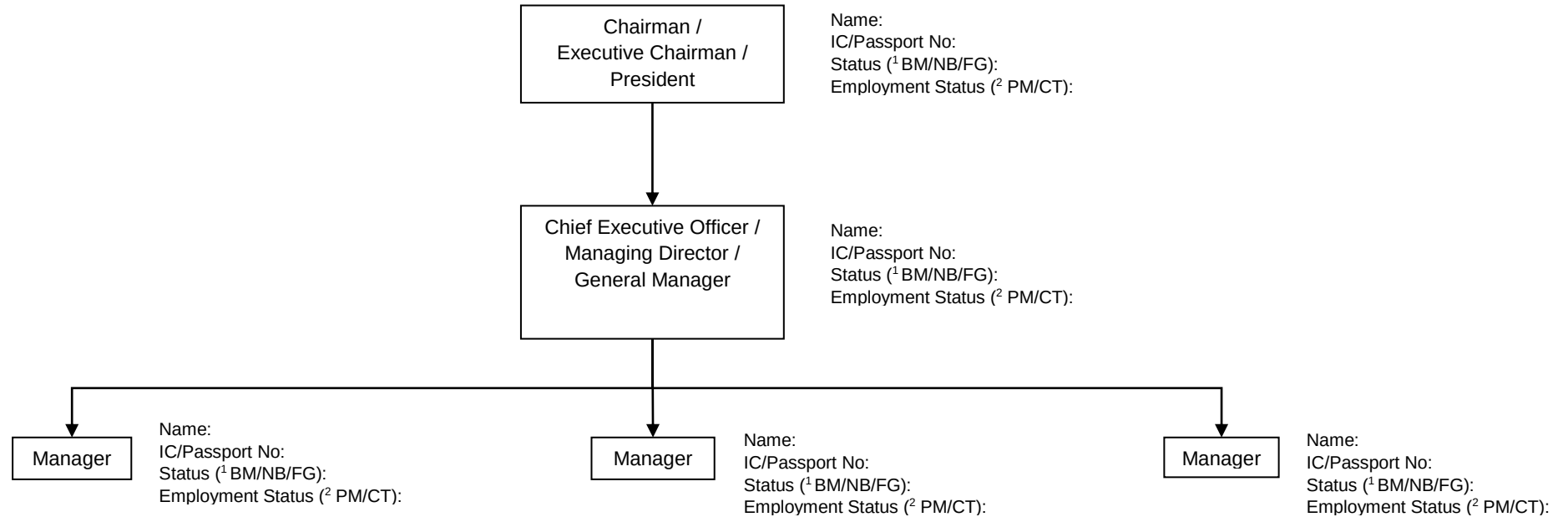
Certified by Company Director/Company Secretary:

Date:

ORGANISATION CHART FOR MANAGEMENT TEAM

Organization chart must follow the format shown below (position, name, IC/Passport No, status and employment status must be stated). Failure to do so, will result in your application being rejected.

EXAMPLE:



1 'BM' (Bumiputera) / 'NB' (Non-Bumiputera) / 'FG' (Foreign)

2 'PM' (Permanent) / 'CT' (Contract)

3 Management Team is inclusive of directors with specific position (CEO, CFO, COO, etc) and managers (General Manager, Senior Manager, Manager, etc)

Applicant's or Representative's
Signature and Company stamp

Date

GUIDELINE FOR EXCLUSIVE AGENCY APPOINTMENT LETTER

Guideline for Agency Appointment Letter

No.	Key Items	Explanation
1.	Relevant parties	a. The appointment letter must be between a principal and a local agent.
2.	Date of appointment letter	a. The appointment letter must be dated.
3.	Address	a. The appointment letter must be from principal and using the principal's letterhead. b. The appointment letter must be addressed directly to the local company applying for license/registration with PETRONAS. Please state the name of person responsible in the appointed local company or agent. The phrase 'To whom it may concern' is not accepted. c. The appointment letter must be from the principal's head office. Appointment from regional office is not accepted. If the principal has appointed the regional office to appoint the agent, please submit the authorization letter from the head office on the responsibility.
4.	Duration of appointment	a. Validity period and expiry date of appointment must be stated clearly. Minimum duration of appointment as an agent is 2 years. If principal wishes to extend the duration of appointment, principal has to renew the appointment letter.
5.	Exclusive appointment status	a. The status of agency appointment must be exclusive for the whole of Malaysia or for Malaysia's oil and gas industry.
6.	Service / product supplied to agent	a. Service / product supplied must be stated clearly.
7.	Territory covered in the appointment	a. Appointment must at least cover the Malaysia's oil and gas industry. Appointment based on regional (for example East Malaysia or West Malaysia) is not accepted. b. Appointment on project basis only is not accepted.
8.	Name and position of signatories	a. For agency appointment letter, full name and designation of the signatory from principal must be stated clearly.

Example of Agency Appointment Letter

XY GmbH & Co.
(Manufacturer of Protection Equipment)
Full Address
Postcode, Country.
Tel: +49 (0) XXXX / XXXX-X Fax: +49 (0) XXXX / XXXX-XX
E-mail Address: xxx@xy.de Website: www.xx.de

Date of Letter

Name of Agent
Full Address
Postcode, Country.
Attention: Full Name
Designation

Dear Sir,

RE: EXCLUSIVE APPOINTMENT LETTER

We, (name of principal) hereby confirm that your company, (name of agent) has been appointed as our **EXCLUSIVE AGENT** specifically in oil and gas market in the territory of Malaysia for our product as follows:

	NO.	PRODUCT
1.		Circuit Breaker
2.		Fuse
3.		Protection Relay

This appointment shall be effective from the date for a period of and must be renewed in writing before expiration.

Thank you.

Yours faithfully,



XY GmbH & Co.
Full Name
Designation

Note :

Appointment letter must be renewed before its expiry date.

INFORMATION ON FACTORY / WORKSHOP AND LIST OF EQUIPMENTS
(FOR MANUFACTURER, ASSEMBLER, CHEMICAL BLENDER, FABRICATOR, PACKAGER AND SYSTEM INTEGRATOR)

Factory / fabrication yard / workshop / store			
Address			
Area		Ownership (please tick '✓')	☐ Self-owned ☐ Rented
Name of Owner (if rented)			
Address of Owner (if rented)			

Manufacturing license from Malaysian Industrial Development Authority (MIDA) / Local council			
License number		License duration	

Please include **copy of certificate** for the above manufacturing license.

List of Equipments				
No.	Equipment / machine / hardware / software / vehicle	Quantity / Size / Area	Ownership (self-owned / rented)	Owner (if rented)

BANK ACCOUNT SIGNATORIES

Please attach the list of signatories for the company's cheques together with the original specimen signature for the accounts that are still active.

Bank Name :		Company's Name :	
Account Number :		Account Type :	CURRENT ACCOUNT

It was confirmed that the following nominees have been authorized by the company to sign cheques for the account above.

No	Name	Race	Status (BM/NB/FG)	IC No/passport	Specimen Signature

Mode of operation (as per noted in the Director's Resolution of the company regarding account bank operations) :

Verified by (bank officer signatory)

Original bank's stamp:

--

.....

Name (bank officer) :

Date :

--

This appendix must be **completed and verified by the bank**. If the Company has **more than one account bank**, please make **copy of this appendix**.