*Appendix 6*

Kindly provide the following documents along with this form to facilitate the vendor’s details updating process.

|  |  |  |
| --- | --- | --- |
| VENDOR NAME:  VENDOR CATEGORY: CPO / PK / LOGISTICS / PU / OTHERS | *Pls tick (***✓***) if attached* | *Remarks* |
| 1. Vendor registration form signed by CFO/FC/Director/Owner/Authorised signatory   *\*\* only required for new vendors* |  |  |
| 1. Bank details request *(Appendix 1)* |  |  |
| 1. Other legal documents obtained from vendor *(Appendix 2)*   *\*\* only required for new PU and commodity vendors*  Please complete the below *(****✓*** *where relevant)*:  [ ] Complete/sufficient documents provided  [ ] Incomplete/insufficient documents provided ***^^***  **^^** *If vendor registration is required despite incomplete/ insufficient documents, kindly provide remarks. For commodity vendors, Marketing/Business Director to acknowledge in the Remarks column.* |  |  |
| 1. Supplier’s Code of Conduct *(Appendix 3)*   *\*\* only required for new PU and commodity vendors* |  |  |
| 1. Declaration of interest *(Appendix 5a)*   *\*\* only required for new vendors* |  |  |
| 1. Vendor Declaration & Integrity Pledge *(Appendix 5b)*   *\*\* not required for government agencies* |  |  |
| 1. OSH & Sustainability Agreement *(Appendix 5c)*   *\*\* only required for P. Malaysia & Sabah contractors* |  |  |

Verified by,

………………………………… …………………………………

Head of Department/Trader Accountant

Name: Name:

Department: Department:

*[Verification to be first done by respective Head of Department for SAP vendors / by Traders for ECTS vendors. Accountant in-charge to subsequently review.]*