

REGISTRATION OF SUPPLIER (ROS)
REGISTRATION TERMS
PENDAFTARAN PEMBEKAL
SYARAT-SYARAT PENDAFTARAN

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1. How to Register *(Bagaimana Untuk Mendaftar)*

Registration of Supplier can be done via TM Corporate website:

Pendaftaran Pembekal boleh dilakukan melalui laman web korporat TM:

<http://www.tm.com.my>

Path:

Laluan:

About TM - > Doing Business With TM -> Supplier Relationship Management -> Registration of Supplier (ROS)

Or via URL:

Atau melalui URL:

https://gemssus.tm.com.my/sap/bc/webdynpro/sapsrm/wda_e_suco_sreg#

2. Fees & Payments *(Yuran & Pembayaran)*

2.1. Fee for New Registration is RM150.00 inclusive of RM50.00 processing fee.

Yuran bagi pendaftaran baru adalah RM150.00 termasuk RM50.00 yuran pemprosesan.

2.2. Payments are to be made by Cash or Credit Card upon registration completion:

Pembayaran hendaklah dibuat secara Tunai atau Kad Kredit atau Bayaran Atas Talian dengan Bank Terpilih setelah selesai Pendaftaran:

2.2.1. via TM Online (link will be provided upon registration)

melalui TM Online (pautan akan diberikan semasa pendaftaran)

2.2.2. at any TM Point nationwide

di mana-mana TM Point di seluruh Negara

2.2.3. Online Payment with Selected Banks

Bayaran Atas Talian dengan Bank Terpilih

2.3. For payments at TM Point, bring along a copy of the Registration Confirmation slip which will be generated upon registration completion. .

Bagi pembayaran di TM Point, hendaklah dibawa bersama satu salinan slip Pengesahan Pendaftaran yang akan didapati setelah selesai Pendaftaran. .

Note: In accordance with the implementation of Service Tax Act 2018, effective 1st September 2018, supplier registration and renewal fees are not subjected to Service Tax (ST)

Nota: Selaras dengan pelaksanaan Akta Cukai Perkhidmatan 2018, bermula 1 September 2018, bayaran pendaftaran pembekal dan bayaran pembaharuan adalah tidak tertakluk kepada Cukai Perkhidmatan (CP).

3. General Rules *(Peraturan Am)*

3.1. The following entities are allowed to register as a TM supplier:

Berikut adalah entiti-entiti yang dibenarkan untuk mendaftar sebagai pembekal TM:

3.1.1. Sole Proprietorships

Pemilikan Tunggal

3.1.2. Registered Consortiums

Konsortium Berdaftar

3.1.3. Partnerships

Perkongsian

- 3.1.4. Enterprises
Perusahaan
- 3.1.5. Limited Liability Partnership
Perkongsian Liabiliti Terhad
- 3.1.6. Companies (Private & Public Limited) that are registered with the Companies Commission of Malaysia (SSM)
Syarikat (Persendirian & Awam Berhad) yang berdaftar dengan Suruhanjaya Syarikat Malaysia (SSM)
- 3.1.7. Co-operatives that are registered with Co-operative Commission of Malaysia (SKM) under Akta Koperasi 1993
Koperasi yang berdaftar dengan Suruhanjaya Koperasi Malaysia (SKM) di bawah Akta Koperasi 1993
- 3.1.8. Government Agencies
Agensi Kerajaan
- 3.1.9. Non-Governmental Organisations (NGO)
Pertubuhan Bukan Kerajaan (NGO)
- 3.1.10. Local Councils
Majlis Tempatan
- 3.1.11. Professional Firms / Bodies i.e. Legal Firms, Accountants & Engineers.
Firma / Badan-badan profesional iaitu Firma Undang-undang, Akauntan & Jurutera.
- 3.1.12. Universities
Universiti
- 3.1.13. Foreign Registered Companies
Syarikat-syarikat asing berdaftar
- 3.2. The minimum paid-up capital for Private Limited and Limited companies must be at least RM10,000.00.
Modal berbayar minima bagi syarikat-syarikat Berhad dan Sendirian Berhad mestilah sekurang-kurangnya RM10, 000.00.
- 3.3. Registration rules below must be checked and complied before registration application is made:
Peraturan-peraturan pendaftaran di bawah mesti disemak dan dipatuhi sebelum permohonan pendaftaran dibuat:
 - 3.3.1. Holding company, parent and subsidiary company are not allowed to register under the same Product Category.
Syarikat bersekutu pegangan, induk dan anak syarikat tidak dibenarkan berdaftar di bawah Kategori Produk yang sama.
 - 3.3.2. Two (2) or more different companies doing the same activity in the same premise is not allowed to register under the same Product Category.
Dua (2) atau lebih syarikat yang berbeza yang melakukan aktiviti yang sama di premis yang sama tidak dibenarkan untuk mendaftar di bawah Kategori Produk yang sama.
 - 3.3.3. One same equity owner in two (2) or more companies is not allowed to register under the same Product Category.

Satu pemilik equiti yang sama di dalam dua (2) atau lebih syarikat tidak dibenarkan untuk mendaftar di bawah Kategori Produk yang sama.

- 3.3.4. Two (2) or more companies that have the same Owner, Director or Management is not allowed to register under the same Product Category.

Dua (2) atau lebih syarikat-syarikat yang mempunyai Pemilik, Pengarah atau pihak Pengurusan yang sama tidak dibenarkan untuk mendaftar di bawah Kategori Produk yang sama.

4. Supporting Documents to Be Included During Application *(Dokumen Sokongan yang Perlu Dilampirkan Semasa Memohon)*

- 4.1. Suppliers are required to attach **softcopies** of supporting documents via attachments of the online registration form.

Pembekal dikehendaki untuk melampirkan dokumen sokongan dalam bentuk "softcopy" dalam borang pendaftaran dalam talian.

- 4.2. **Mandatory** Supporting Documents:
Dokumen Sokongan Mandatori:

- 4.2.1. Company Profile (Organization Chart, Services Offered, Product Information & Catalogue)
Profil Syarikat (Carta Organisasi, Perkhidmatan yang Ditawarkan, Maklumat & Katalog Produk)

- 4.2.2. Valid appointment letter from the Principal / Manufacturer for each items supplied *Surat pelantikan yang sah daripada Prinsipal / Pengilang bagi setiap barangan yang dibekalkan*

- 4.2.3. Certification with Government Bodies, Private Sectors & Public Sectors if applicable:
Pensijilan dengan Badan Kerajaan, Sektor Swasta & Sektor Awam, jika berkenaan:

- 4.2.3.1. Contractors Registration Account from the Ministry of Finance Malaysia (MOF)
Akaun Pendaftaran Kontraktor daripada Kementerian Kewangan Malaysia (MOF)

- 4.2.3.2. Construction Industry Development Board Malaysia (CIDB)
Lembaga Pembangunan Industri Pembinaan Malaysia (CIDB)

- 4.2.3.3. Division of Contractor and Entrepreneur Development (BPKU) (previously known as Contractor Services Centre (PKK))
Bahagian Pembangunan Kontraktor dan Usahawan (BPKU) (dahulunya dikenali sebagai Pusat Khidmat Kontraktor (PKK))

- 4.2.3.4. Manufacturing License from Local Authorities
Lesen pengilangan daripada Pihak Berkuasa Tempatan

- 4.2.3.5. License to Trade Scrapped goods from the Royal Malaysian Police (RMP)
Lesen untuk Perdagangan barangan dimansuhkan dari Polis Diraja Malaysia (PDRM)

- 4.2.3.6. Board of Engineers Malaysia
Lembaga Jurutera Malaysia

- 4.2.3.7. Printing Machine License
Lesen Mesin Cetak

- 4.2.4. Documents and certificates of registry with Bumiputera status from:
Dokumen dan sijil pendaftaran berstatus Bumiputera daripada:

-
- 4.2.4.1. Ministry of Finance Malaysia (MOF)
Kementerian Kewangan Malaysia (MOF)
 - 4.2.4.2. Division of Contractor and Entrepreneur Development (BPKU) (previously known as Contractor Services Centre (PKK))
Bahagian Pembangunan Kontraktor dan Usahawan (BPKU) (dahulunya dikenali sebagai Pusat Khidmat Kontraktor (PKK))
 - 4.2.5. Latest Bank Account Statement
Penyata Terbaru Akaun Bank
 - 4.2.6. Latest Employees Provident Fund of Malaysia (EPF) Statement if applicable
Penyata terbaru Kumpulan Wang Simpanan Pekerja (KWSP), jika berkenaan
 - 4.2.7. Latest Social Security Organization (SOCSO) Statement if applicable
Penyata terbaru Pertubuhan Keselamatan Sosial (PERKESO), jika berkenaan
 - 4.2.8. Payment Receipt for Registration Fee from TM Point
Resit bayaran untuk Yuran Pendaftaran dari TM Point
 - 4.3. **Additional Mandatory Documents for Private Limited and Public Listed Companies**
*Dokumen **Mandatori tambahan** untuk Syarikat Swasta Berhad dan Syarikat yang Disenaraikan*
 - 4.3.1. Form 9 - Company Corporation 's Certificate from the Companies Commission of Malaysia (SSM) *
*Borang 9 - Sijil Perbadanan Syarikat dari Suruhanjaya Syarikat Malaysia (SSM) **
 - 4.3.2. Form 13 - Certificate Of Incorporation On Change Of Name Of Company from the Companies Commission of Malaysia (SSM) *
*Borang 13 - Sijil Penubuhan Pertukaran Nama Syarikat dari Suruhanjaya Syarikat Malaysia (SSM) **
 - 4.3.3. Form 24 – Return of Allotment of Shares *
*Borang 24 - Pulangan Pembahagian Saham **
 - 4.3.4. Form 32A – Transfer of Shares (if any) *
*Borang 32A - Pemindahan Saham (jika ada) **
 - 4.3.5. Form 49 – Latest Particulars of Directors, Managers & Secretaries *
*Borang 49 - Maklumat Terbaru Pengarah, Pengurus & Setiausaha **
 - 4.3.6. Form of Annual Return of Company having a Share Capital for two (2) consecutive years *
*Borang Penyata Tahunan Syarikat mempunyai Modal Saham untuk dua (2) tahun berturut-turut **
 - 4.4. **Additional Mandatory Documents for Enterprise, Sole Proprietorship, Limited Liability Partnership (LLP) or Partnership**
*Dokumen **Mandatori tambahan** bagi Enterprise, Keempunyaan Tunggal, Perkongsian Liabiliti Terhad (PLT) atau Perkongsian*
 - 4.4.1. Form D – Business Registration Certificate from the Companies Commission of Malaysia (SSM) *
*Borang D - Sijil Pendaftaran Perniagaan dari Suruhanjaya Syarikat Malaysia (SSM) **
 - 4.4.2. Business Information & Current Owner or from the Companies Commission of Malaysia (SSM) *

*Maklumat Perniagaan & Pemilik Semasa atau dari Suruhanjaya Syarikat Malaysia (SSM) **

- 4.4.3. Business Renewal of Registration Certificate (Form E) from the Companies Commission of Malaysia (SSM) *
*Pembaharuan Sijil Pendaftaran Perniagaan (Borang E) dari Suruhanjaya Syarikat Malaysia (SSM) **
- 4.4.4. Registration Certificate of Limited Liability Partnership from the Companies Commission of Malaysia (SSM) *
*Perakuan Pendaftaran Perkongsian Liabiliti Terhadap dari Suruhanjaya Syarikat Malaysia (SSM) **
- 4.4.5. Business Information of Limited Liability Partnership from the Companies Commission of Malaysia (SSM) *
*Maklumat Perniagaan Perkongsian Liabiliti Terhadap dari Suruhanjaya Syarikat Malaysia (SSM) **
- 4.4.6. Compliance Office Table of Limited Liability Partnership from the Companies Commission of Malaysia (SSM) *
*Jadual Pegawai Pematuhan Perkongsian Liabiliti Terhadap dari Suruhanjaya Syarikat Malaysia (SSM) **
- 4.4.7. Certificate of Registration under The Business Names Ordinance for Sarawak * or *Sijil Pendaftaran di bawah Ordinan Nama-nama Perniagaan bagi Sarawak atau **
- 4.4.8. Form B under Commercial License Ordinance 1948 for Sabah *
*Borang B di bawah Ordinan Lesen Perdagangan 1948 bagi Sabah **

Note:

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

Perhatian:

- * *Dokumen imbasan hendaklah ditentusahkan oleh kakitangan Syarikat yang diberi kuasa atau 'salinan yang diperakui benar' oleh pihak yang diberi kuasa.*



[Print Checklist \(Cetak Senarai Semak\)](#)

5. Business Address (*Alamat Perniagaan*)

- 5.1. Suppliers shall ensure that only business registered address is used during registration. Usage of company secretarial address or other third-party address is not allowed.
Pembekal hendaklah memastikan bahawa hanya alamat perniagaan berdaftar sahaja yang digunakan sewaktu pendaftaran. Penggunaan alamat setiausaha syarikat atau alamat pihak ketiga yang lain adalah tidak dibenarkan.

6. E-Mail Addresses (*Alamat E-Mel*)

- 6.1. Suppliers shall ensure that ALL official corporate e-mail contacts are confirmed and validated. This is crucial as the corporate email addresses will play the following functions for the SRM system:
Pembekal hendaklah memastikan bahawa SEMUA e-mel rasmi korporat adalah sahih dan disahkan. Ini adalah penting kerana alamat e-mel korporat akan digunakan untuk fungsi-fungsi berikut dalam sistem SRM:
 - 6.1.1. Issuance of a user ID (identification) and password. Please note the criticality in ensuring that this email address belongs to an authorized member of your organization who will later be submitting the application to TM, for creation of new user ID(s) for your organization.

User IDs created for your company will give authorization to your staff to update your company data, enter tender response, participate in live auction; and
Pengeluaran ID pengguna (pengenal) dan kata laluan. Sila ambil perhatian bahawa adalah amat kritikal dalam memastikan bahawa alamat e-mel ini milik ahli organisasi anda yang diberi kuasa untuk mengendalikan permohonan kepada TM, untuk membuat ID pengguna baru bagi organisasi anda. ID pengguna yang diwujudkan untuk syarikat anda akan memberikan kebenaran kepada kakitangan anda untuk mengemaskini data syarikat anda, masukkan respon tender, mengambil bahagian dalam lelongan dalam talian; serta

- 6.1.2. Email notification as a reminder to you 3 months prior to the expiry of your registration; and
E-mel notifikasi sebagai peringatan kepada anda 3 bulan sebelum tamat tempoh pendaftaran anda;
- 6.1.3. Email notification to alert you that a PO has been issued to you via SRM Portal for your action; and
E-mel notifikasi untuk memberitahu anda bahawa Pesanan Belian (PO) telah dikeluarkan kepada syarikat anda melalui Portal SRM untuk tindakan anda; dan
- 6.1.4. Email invitations to participate in new bids or auctions.
Email jemputan untuk menyertai bidaan atau lelongan baru

7. Product Category *(Kategori Produk)*

- 7.1. Suppliers may select **maximum 70 Product Categories** related to the area of expertise and commensurate with supply and work experience.
Pembekal boleh memilih maksimum 70 Kategori Produk yang berkaitan dengan bidang kepakaran dan setimpal dengan pengalaman membekal dan kerja.
- 7.2. Certificates from Contractor Services Centre (PKK), Construction Industry Development Board Malaysia (CIDB) and / or Ministry of Finance (MOF) relevant to the Product Categories selected are to be included during submission as supporting documents.
Sijil dari Pusat Khidmat Kontraktor (PKK), Lembaga Pembangunan Industri Pembinaan Malaysia (CIDB) dan / atau Kementerian Kewangan (MOF) yang berkaitan dengan Kategori Produk yang dipilih hendaklah disertakan sebagai dokumen sokongan semasa pendaftaran.
- 7.3. The full list of Product Categories is as per [Appendix](#).
Senarai penuh Kategori Produk adalah seperti dalam [Lampiran](#).

8. Reminders *(Peringatan)*

Suppliers shall undertake and warrant that all data and information submitted during the application are factual and correct. Falsified or fraudulent information or documents will result in rejection of application or in the case where approval has been granted, will result in immediate cancellation.
Pembekal hendaklah memastikan dan menjamin bahawa semua data dan maklumat yang dikemukakan semasa permohonan adalah berdasarkan fakta dan betul. Memalsukan atau memberi maklumat atau dokumen penipuan akan menyebabkan permohonan ditolak atau dalam kes di mana kelulusan telah diberikan, akan mengakibatkan pembatalan serta-merta

9. Enquiries *(Pertanyaan)*

For any enquiries please contact:

Untuk sebarang pertanyaan sila hubungi:

Supplier Enquiry Form at TM Website :

[https://www.tm.com.my/DoingBusinessWithTM/Pages/Supplier-Enquiry-Form-\(SEF\).aspx](https://www.tm.com.my/DoingBusinessWithTM/Pages/Supplier-Enquiry-Form-(SEF).aspx)

APPENDIX (LAMPIRAN)

APPENDIX 1: PRODUCT CATEGORIES (LAMPIRAN 1: KATEGORI PRODUK)

CATEGORIES	UNSPSC CODE	SUB-CATEGORIES
AIR COND AND VENTILATION	70142011	AIR COND SERVICES
	40101700	AIR CONDITIONING
AIRPLANE TICKET	78111502	AIRPLANE TICKET
AUDIO AND VIDEO SYSTEM	45111800	AUDIO AND VIDEO SYSTEM
	52161500	AUDIO AND VISUAL EQUIPMENT
BATTERIES, GENERATORS AND POWER TRANSMISSION	26111700	BATTERIES
	72151506	BATTERY AND RECTIFIER MAINTENANCE
	26111600	GENERATOR SET
	72151505	GENSET MAINTENANCE
	39121004	RECTIFIER
	26111607	SOLAR PANEL
	39121011	UNINTERRUPTIBLE POWER SUPPLIES UPS
BUILDING STRUCTURE, MAINTENANCE AND SERVICES	76111501	BUILDING CLEANING SERVICES
	72121100	BUILDING CONSTRUCTION SERVICES
	72101500	BUILDING MAINTENANCE
	72121103	BUILDING REVONATION SERVICES
	30222700	BUILDING STRUCTURE
	81101500	CIVIL ENGINEERING
	81101701	ELECTRICAL ENGINEERING SERVICES
	91111601	HOUSEKEEPING SERVICES
	80131503	LAND LEASING/RENTAL
	91111500	LAUNDERING SERVICES
	72101506	LIFT AND ELEVATOR SERVICES
	72151300	PAINTING SERVICE
	72102100	PEST CONTROL SERVICES
	72151100	PLUMBING SERVICE
	81100000	PROFESSIONAL ENGINEERING SERVICES
	72103301	ROAD MAINTENANCE SERVICES
	72141100	SLOPE PROTECTION SERVICES
	72141118	TOWER CONSTRUCTION
	76121900	WASTE DISPOSAL SERVICES
	COMMUNICATION DEVICES AND ACCESSORIES	43191505
43221507		AUTODIALERS
43191616		CENTREX PHONE
43191512		CORDLESS PHONE
43222815		CPE NETWORK TERMINAL
43191500		CUSTOMER PREMISE EQUIPMENT CPE
43191507		FEATURED PHONE
43191504		FIXED PHONES
43191511		IP PHONE / VOIP
43191501		MOBILE PHONES
43222805		PABX
43191503		PAY PHONES
43191515		SPEAKER PHONE
43222900		TELEPHONE ACCESSORIES
COMPUTER EQUIPMENT, ACCESSORIES & SERVICES	43211600	COMPUTER ACCESSORIES
	43210000	COMPUTER EQUIPMENT
	81112300	COMPUTER HARDWARE MAINTENANCE
	43212100	COMPUTER PRINTERS
	43211501	COMPUTER SERVERS
	43211507	DESKTOP COMPUTERS

CATEGORIES	UNSPSC CODE	SUB-CATEGORIES
	43201800	MEDIA STORAGE DEVICE
	43211503	NOTEBOOK COMPUTERS
	43211504	PDA
CORE NETWORK SERVICES	83112601C	ACCESS WIRELINE SERVICES
	83112505	DIGITAL CROSS CONNECT DXC SERVICES
	83112403	DIGITAL DATA NETWORK DDN SERVICES
	83112601B	DLC SERVICES
	83112302	DWDM SERVICES
	81101703	ENGINEERING TESTING SERVICES
	83112601D	GPON (FTTH) ACTIVE SERVICES
	83112400A	IP CORE NETWORK SERVICES
	83112203	METRO-E SERVICES
	83112601A	MSAN SERVICES
	83112400B	NGN NETWORK SERVICES
	83121604	NMS/DATA COMMUNICATION SERVICES
	83112400C	OTHER SWITCHING SERVICES
	83111900	RADIO SERVICES
	83111602	SATELLITE/MICROWAVE NETWORK SERVICES
	83112502	TRANSMISSION CORE/SDH SERVICES
	83111800	TV BROADCASTING SERVICES
83112606	WIRELESS CORE SERVICES	
DATA, VOICE OR NETWORK EQUIPMENT	43222632	BROADBAND AGGREGATORS BRAS
	43222623	DIGITAL CROSS CONNECTS DXC
	43222638	DIGITAL DATA NETWORK DDN
	43222803	DIGITAL LOOP CARRIER DLC
	43222818	DISTRIBUTION FRAMES MDF/SDF
	43221807	DWDM EQUIPMENT
	43222637	GPON (FTTH ACTIVE)
	43222636	IMS, IP AND LI SERVER
	43222639	IP TELEPHONE AND SOFTWARE
	43222600	LAN AND WAN EQUIPMENT
	43222628	MODEMS
	43222620	MULTISERVICES SWITCH MSAN
	43222609	NETWORK AND CPE ROUTERS
	43222605	NETWORK GATEWAY / TRUNK
	43222634	NETWORK MANAGEMENT NMS/EMS
	43222500	NETWORK SECURITY EQUIPMENT
	43222612	NETWORK SWITCH AND METRO-E
	43222624	OPTICAL CROSS CONNECTS OXC
	43221808	SDH TELECOM EQUIPMENT
	43222621	SOFTSWITCH
	43222822	TDM (PDH/MUX)
	43221705	WIRELESS ACCESS EQUIPMENT
	43222640	WIRELESS ACCESS POINT
43221704	WIRELESS CORE EQUIPMENT	
43221604	XDSL EQUIPMENT	
ELECTRICAL EQUIPMENT AND SERVICES	39121570	AUTO-RESET SWITCH
	39121017	ELECTRIC SWITCH BOARD
	72151500	ELECTRICAL AND LIGHTING SERVICES
	39120000	ELECTRICAL EQUIPMENT AND PART
	39121700	ELECTRICAL HARDWARE
	39121600	LIGHTNING AND EARTHING PROTECTION

CATEGORIES	UNSPSC CODE	SUB-CATEGORIES
	72154023	LIGHTNING AND EARTHING SERVICES
	39121300	POWER TERMINAL BOX
EVENT, ADVERTISING AND PROMOTIONAL	82101800	ADVERTISING AGENCY SERVICES
	82100000	ADVERTISING SERVICE
	82101700	AERIAL ADVERTISING
	82101501	BILLBOARD ADVERTISING
	82101505	BROCHURE ADVERTISING
	90150000	ENTERTAINMENT SERVICES
	80141607	EVENT MANAGEMENT SERVICES
	82101504	NEWSPAPER ADVERTISING
	82130000	PHOTOGRAPHIC SERVICES
	82101502	POSTER ADVERTISING
	82101500	PRINTING ADVERTISING
	55101515	PROMOTIONAL MATERIAL AND BROCHURE
	80141605	PROMOTIONAL MERCHANDISE
	82101601	RADIO ADVERTISING
	55121700	SIGNAGE
	80141609	SPONSORSHIP EVENT OR ARTIST
82101602	TV ADVERTISING	
FIRE PROTECTION	46191600	FIRE FIGHTING EQUIPMENT
	46190000	FIRE PROTECTION
	72101509	FIRE PROTECTION MAINTENANCE
FUEL	15101505	DIESEL FUEL
	15101506	GASOLINE OR PETROL
	15121500	LUBRICANTS
HOTEL AND MEETING FACILITIES	90101600	BANQUET AND CATERING SERVICES
	90110000	HOTEL AND MEETING SERVICES
INTERNET AND DATA SERVICES	81112106	CONTENT PROVIDER / ASP
	81112000	DATA SERVICES
	81112101	INTERNET SERVICE PROVIDER (ISP) SERVICES
	81112100	INTERNET SERVICES
	81111803	LAN MAINTENANCE
	81111804	WAN MAINTENANCE
LAB EQUIPMENT	41100000	LABORATORY AND SCIENTIFIC EQUIPMENT
	41120000	LABORATORY SUPPLIES AND FIXTURES
MAILING SERVICES	78102201	CORPORATE MAILING
	78102200	POSTAL AND COURIER
MATERIAL HANDLING EQUIPMENT AND SERVICES	24101600	LIFT AND ESCALATOR PART
	24100000	MATERIAL HANDLING EQUIPMENT
	78121600	MATERIAL HANDLING SERVICES
MEASURING EQUIPMENT	73171601	SCIENTIFIC INSTRUMENTS/MEASURING EQUIPMENT MANUFACTURE SVCS
OFFICE EQUIPMENT RENTAL / LEASING	80131500C	COPIER LEASING/RENTAL
	80131500A	OFFICE AND FACILITY RENTAL
	80131500B	PC LEASING/RENTAL
	80131500D	ROUTER LEASING/RENTAL
OFFICE FURNITURE	56101700	OFFICE FURNITURE
OFFICE MACHINES AND MAINTENANCE	44100000	OFFICE EQUIPMENT
	81101709	OFFICE EQUIPMENT MAINTENANCE
	44101500	PHOTOCOPY MACHINE
	45111600	PROJECTORS AND SUPPLIES
OFFICE SUPPLIES AND SERVICES	44122000	FOLDERS AND BINDERS
	44121500	MAIL SUPPLIES / ENVELOPE

CATEGORIES	UNSPSC CODE	SUB-CATEGORIES
	44120000	OFFICE SUPPLIES
	82121700	PHOTOCOPYING SERVICES
	44103100	TONER AND CARTRIDGE
PREPAID CARD SERVICES	43191630	MOBILE PHONE STARTER KITS
	83111504	PREPAID CARD SERVICES
	43201413	RECHARGE CARD
PRINTING	44112002	CALENDARS
	44112006	DIARIES OR REFILLS
	14111600	GREETING CARDS
	55101506	MAGAZINES
	14111800	PRINTED FORMS
	55101500	PRINTED PUBLICATIONS
	14111500	PRINTING AND WRITING PAPER
PROFESSIONAL & RESEARCH SERVICES	84111506	BILLING SERVICES
	80101500	BUSINESS AND MANAGEMENT CONSULTATION
	84101704	DEBT COLLECTION SERVICES
	80111600	EMPLOYEE LEASING
	84000000	FINANCE AND INSURANCE SERVICES
	70151901	FOREST AND LAND DEVELOPMENT
	85000000	HEALTHCARE SERVICES
	83121600	HOSTING SERVICES
	72153600	INTERIOR DESIGN SERVICES
	80101507	IT BUSINESS ENHANCEMENT
	80101511	IT TRAINING SERVICES
	93141814	LABOR SERVICES
	72102902	LANDSCAPING SERVICES
	80120000	LEGAL SERVICE
	80141500	MARKET RESEARCH SERVICES
	73151600	PACKAGING SERVICES
	80101600	PROJECT MANAGEMENT SERVICES
	80161601	PROPERTY MANAGEMENT SERVICES
	81000000	RESEARCH CONSULTANCY
	80141601	SALES PROMOTION SERVICES
	80101703	STANDARDIZATION SERVICES
	86101800	TRAINING SERVICES
RECYCLE & SCRAP SERVICES	76122300	SCRAP / RECYCLE SERVICES
REFRESHMENT, PANTRY AND CATERING	50201700	PANTRY SUPPLIES
SECURITY SYSTEM AND SERVICES	92121501	ARMORED CAR SERVICES
	46171622	DETECTION / CCTV SYSTEM
	92121500	GUARD / PATROL SERVICE
	46180000	PERSONAL PROTECTION EQUIPMENT PPE
	46171619	SECURITY ACCESS SYSTEM
	92121700	SECURITY SYSTEM SERVICES
	46171600	SURVEILLANCE EQUIPMENT
SOFTWARE & LICENSE	43231500	BUSINESS FUNCTION SOFTWARE
	43232200	CONTENT MANAGEMENT SOFTWARE
	43231600	FINANCE AND ERP SOFTWARE
	43232800	NETWORK MANAGEMENT SOFTWARE
	43232900	NETWORKING SOFTWARE
	43233200	SECURITY SOFTWARE
	43230000	SOFTWARE

CATEGORIES	UNSPSC CODE	SUB-CATEGORIES
	81112200	SOFTWARE MAINTENANCE AND LICENSE
TELECOMMUNICATION INSTALLATION, MAINTENANCE AND SERVICES	83112600A	FAULT RESTORATION
	72141117A	JKH / KKH
	72141117B	MINI JKH
	83112600B	SUPPORT AND PREVENTIVE MAINTENANCE
	81111811	TECHNICAL SUPPORT OR HELP DESK SERVICES
	72151604	TELEPHONE INSTALLATION
	72151605	VOICE AND DATA WIRING
TELECOMMUNICATION OUTSIDE PLANT	39121335	ACCESS OUTDOOR CABINET
	26121608	AERIAL COPPER CABLE
	26121705A	CLOSURE JOINTING OFC
	26121606	COAXIAL CABLE
	26121705D	CONNECTOR OFC
	26121630	COPPER CABLE ACCESSORIES
	26121517	COPPER WIRE, STP, UTP
	26121544	DROP WIRE
	26121600	ELECTRIC CABLE AND PART
	26121705C	FIBER CORDS
	26121705G	FIBER DISTRIBUTION CABINET
	26121705H	FIBER DISTRIBUTION FRAME FDF
	26121705E	FIBER DISTRIBUTION POINT
	26121607	FIBER OPTIC CABLE
	26121705B	FIBER TERMINATION BOX
	26121613	FOAM SKIN CABLE
	26121634	FULLY FILLED CABLE
	40151604	GAS COMPRESSORS CPGA
	26121614	INTERNAL BUILDING CABLE
	39121452	JOINTING MATERIAL
	30121605	MANHOLE COVER AND ACCESSORIES
	30103608	POLES AND ACCESSORIES
	30231600	PORTABLE CABIN
	26121615	POWER CABLE
	40141900	PVC PIPE AND ACCESSORIES
	26121705F	SPLITTER OFC
TESTING EQUIPMENT AND CALIBRATION SERVICES	81141504	CALIBRATION SERVICE
	41110000	TOOLS AND TEST GEAR
TRANSPORTATION	78141800	CUSTOM AND TAX SERVICES
	78141501	FREIGHT FORWARD SERVICES
	78101502	INTERNATIONAL AIR TRANSPORT
	78101702	INTERNATIONAL VESSEL TRANSPORT
	78101501	LOCAL AIR TRANSPORT
	78101701	LOCAL VESSEL TRANSPORT
	78101804	RELOCATION SERVICES
	78101800	ROAD CARGO TRANSPORT
	78140000	TRANSPORT SERVICES
UNIFORM	91101900	TAILORING SERVICES
	53103000	TSHIRTS
	53102500	UNIFORM ACCESSORIES
	11160000	UNIFORM MATERIAL
	53102700	UNIFORMS
VEHICLE PARTS AND SERVICES	78180103	OIL/FLUID CHANGE SERVICES
	78180105	VEHICLE INSPECTION SERVICES

CATEGORIES	UNSPSC CODE	SUB-CATEGORIES
	78180101	VEHICLE PAINTING SERVICES
	25170000	VEHICLE PARTS
	78180000	VEHICLE REPAIR AND MAINTENANCE
VEHICLE RENTAL / LEASING	78111809	VEHICLE LEASING
	78111808	VEHICLE RENTAL
WAREHOUSE SERVICES	78131804	DOCUMENT STORAGE SERVICES
	78131600	WAREHOUSE STORAGE

APPENDIX 2: CHECKLIST – SUPPORTING DOCUMENTS SUMMARY (LAMPIRAN 2: SENARAI SEMAK – RUMUSAN DOKUMEN SOKONGAN)

Supporting Documents	Company Type	Sdn. Bhd. / Berhad	Enterprise / Sole-Prop. / Partnership			Legal Firm	LLP / PLT	Foreign Companies
			Sem. Malaysia	Sabah	Sarawak			
<input type="checkbox"/> Company profile & organization chart / <i>Profail syarikat & carta organisasi</i>		M	M	M	M	M	M	M
<input type="checkbox"/> Form 9 / Form 13 / <i>Borang 9 / Borang 13</i>		M						
<input type="checkbox"/> Form 24 (paid-up capital at least RM10,000.00) / <i>Borang 24 (modal berbayar sekurang-kurangnya RM10,000.00)</i>		M						
<input type="checkbox"/> Form 49 / <i>Borang 49</i>		M						
<input type="checkbox"/> Form 32A if any / <i>Borang 32A jika ada</i>		M						
<input type="checkbox"/> Form of Annual Return for the latest two years / <i>Borang Penyata Tahunan dua tahun terkini</i>		M						
<input type="checkbox"/> Form D / Form E of SSM / <i>Borang D / Borang E SSM</i>			M					
<input type="checkbox"/> Business Information & Current Registered Owner of SSM / <i>Maklumat Perniagaan & Pemilik Masa Kini berdaftar di SSM</i>			M					
<input type="checkbox"/> Form I & Certificate of Registration / <i>Borang I & Sijil Pendaftaran</i>					M			
<input type="checkbox"/> Form B / <i>Borang B</i>				M				
<input type="checkbox"/> Latest bank statement / statement header (1 month) / <i>Penyata bank terkini / kepala penyata (1 bulan)</i>		M	M	M	M	M	M	M
<input type="checkbox"/> EPF contribution proof / <i>Bukti caruman KWSP</i> ¹								
<input type="checkbox"/> SOCSO contribution proof / <i>Bukti caruman PERKESO</i> ²								
<input type="checkbox"/> GST Approval Letter / <i>Surat Kelulusan GST</i> ³								
<input type="checkbox"/> Certification with Government Bodies, Public Sectors & Private Sectors / <i>Persijilan dengan Badan-Badan Kerajaan, Sektor-Sektor Awam & Sektor-Sektor Swasta</i> ⁴								

Supporting Documents	Company Type	Sdn. Bhd. / Berhad	Enterprise / Sole-Prop. / Partnership			Legal Firm	LLP / PLT	Foreign Companies
			Sem. Malaysia	Sabah	Sarawak			
<input type="checkbox"/> Incorporation Certificate / Business Registration Document / <i>Sijil Pernerbitan / Dokumen Pendaftaran Perniagaan</i>								M
<input type="checkbox"/> LLP certificate, business info & compliance officer table / <i>Sijil PLT, maklumat perniagaan & jadual pegawai pematuhan</i>							M	
<input type="checkbox"/> Bar Council certificate / <i>Sijil Bar Council</i>						M		

- 1 If company contribute / *jika syarikat mencarum*
- 2 If company contribute / *jika syarikat mencarum*
- 3 if company has registered & still active / *jika syarikat mendaftar & masih aktif*
- 4 to provide certificate or proof for ticked options / *perlu bukti sijil atau bukti untuk pilihan yang bertanda*

M – mandatory / *mandatori*
 ■ - not applicable / *tidak berkeaan*
 □ - optional / *pilihan*

ALL DOCUMENTS MUST BE CERTIFIED TRUE COPIES / SEMUA DOKUMEN PERLU DISAHKAN BENAR DARI SALINAN ASAL