

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

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

To do registration application, go to www.tm.com.my and click the path below:

Untuk melakukan permohonan pendaftaran, sila ke www.tm.com.my dan klik pada aliran di bawah:

About TM -> Business With TM -> Registration

Click on the link:

Klik pada pautan:

Apply Now

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. Registration validity is two (2) years. Registration renewal fee is RM100.00 inclusive of RM50.00 processing fee.

Yuran bagi pendaftaran baru adalah RM150.00 termasuk RM50.00 yuran pemprosesan. Tempoh sah pendaftaran ialah dua (2) tahun. Yuran pembaharuan pendaftaran adalah RM100.00 termasuk RM50.00 yuran pemprosesan.

2.2. Payments are to be made by Cash or Debit / Credit Card or Online Payment upon registration application completion:

Pembayaran hendaklah dibuat secara Tunai atau Kad Debit / Kredit atau Bayaran Atas Talian selepas selesai permohonan pendaftaran:

2.2.1. via TM Payment Gateway (payment link will be provided via email after registration application) – only local bank accounts and locally-issued cards are accepted

melalui Gateway Bayaran TM (pautan akan diberikan melalui emel selepas permohonan pendaftaran) – hanya akaun bank tempatan dan kad-kad keluaran tempatan yang diterima

2.2.2. at any TM Point nationwide (payment slip with barcode will be provided via email after registration application)

di mana-mana TM Point di seluruh Negara (slip bayaran dengan kod bar akan diberikan melalui emel selepas permohonan pendaftaran)

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. Suppliers are required to fulfil the Undertaking and Declaration of Independency for TM's Business Partner during registration and on annual basis. Failure to do so may lead to rejection of the registration (for new registration) or consequence action (for annual declaration).

Pembekal diminta untuk melengkapkan Undertaking and Declaration of Independency for TM's Business Partner semasa pendaftaran dan pada setiap tahun. Kegagalan untuk melakukannya boleh

menyebabkan pendaftaran ditolak (untuk pendaftaran baru) atau tindakan susulan (untuk pengisytiharan tahunan).

- 3.2. Suppliers are required to do on-screen acceptance of the Appendix C “Integrity Pledge by TM Registered Business Partner” which is a mandatory document for the registration application and upon renewal as TM registered suppliers. New and existing TM registered suppliers are also required to execute Appendix D in the SUS Portal (one time) only.

Pembekal diminta untuk melakukan penerimaan di skrin untuk Appendix D "Ikrar Integriti oleh Rakan Perniagaan Berdaftar TM" yang merupakan dokumen wajib untuk permohonan pendaftaran dan sewaktu pembaharuan pembekal berdaftar TM. Pembekal berdaftar TM yang baru dan yang sedia ada juga diminta untuk melengkapkan Appendix D di SUS Portal (sekali sahaja).

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

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

- 3.3.1. Sole Proprietorships
Pemilikan Tunggal
- 3.3.2. Registered Consortiums
Konsortium Berdaftar
- 3.3.3. Partnerships
Perkongsian
- 3.3.4. Enterprises
Perusahaan
- 3.3.5. Limited Liability Partnership
Perkongsian Liabiliti Terhad
- 3.3.6. 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)
- 3.3.7. 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
- 3.3.8. Government Agencies
Agensi Kerajaan
- 3.3.9. Non-Governmental Organisations (NGO)
Pertubuhan Bukan Kerajaan (NGO)
- 3.3.10. Local Councils
Majlis Tempatan
- 3.3.11. Professional Firms / Bodies i.e. Accountants, Engineers, Legal Firms & Surveyors.
Firma / Badan-badan profesional iaitu Akauntan, Jurutera, Firma Undang-Undang & Juruukur.

Note: Legal firms shall require endorsement from Group Legal, TM according to SOP Emplacement, Performance Review and Delist of TM Group’s Panel of Solicitors before initiating registration application.

Nota: Firma Undang-Undang perundangan perlu mendapatkan pengesahan dari Perundangan Kumpulan, TM menurut SOP "Emplacement, Performance Review and Delist of TM Group's Panel of Solicitors" sebelum memulakan permohonan pendaftaran

3.3.12. Universities
Universiti

3.3.13. Foreign Registered Companies
Syarikat-syarikat asing berdaftar

3.4. 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.

3.5. 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:

3.5.1. 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.

3.5.2. 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.

3.5.3. 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.

3.5.4. 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 **scanned PDF softcopies** of supporting documents via attachments of the online registration form. Using scanning mobile application is not allowed.
Pembekal dikehendaki untuk melampirkan dokumen sokongan dalam bentuk "softcopy" PDF yang diimbis sewaktu melengkapkan borang pendaftaran dalam talian.

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

4.2.1. Complete Company Profile (usually contains company introduction / background, mission / vision statement, company structure / staff chart, service / product offered, experiences, accreditations / certifications etc.)
Profil Syarikat yang Lengkap (kebiasannya mengandungi pengenalan / latar belakang syarikat, pernyataan misi / visi, struktur syarikat / carta staf, perkhidmatan / produk yang ditawarkan, pengalaman, akreditasi / persijilan dll.)

- 4.2.2. Certification with Government Bodies, Private Sectors & Public Sectors **if applicable and registered:**
Pensijilan dengan Badan Kerajaan, Sektor Swasta & Sektor Awam, jika berkenaan dan berdaftar:
- 4.2.2.1. Contractors Registration Account from the Ministry of Finance Malaysia (MOF)
Akaun Pendaftaran Kontraktor daripada Kementerian Kewangan Malaysia (MOF)
 - 4.2.2.2. Construction Industry Development Board Malaysia (CIDB)
Lembaga Pembangunan Industri Pembinaan Malaysia (CIDB)
 - 4.2.2.3. 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))
 - 4.2.2.4. Manufacturing License from Local Authorities
Lesen pengilangan daripada Pihak Berkuasa Tempatan
 - 4.2.2.5. License to Trade Scrapped goods from the Royal Malaysian Police (RMP)
Lesen untuk Perdagangan barangan dimansuhkan dari Polis Diraja Malaysia (PDRM)
 - 4.2.2.6. Board of Engineers Malaysia
Lembaga Jurutera Malaysia
- 4.2.3. Documents and certificates of registry with Bumiputera status from:
Dokumen dan sijil pendaftaran berstatus Bumiputera daripada:
- 4.2.3.1. Ministry of Finance Malaysia (MOF)
Kementerian Kewangan Malaysia (MOF)
 - 4.2.3.2. 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))
- 4.2.4. Latest Bank Account Statement
Penyata Terbaru Akaun Bank
- 4.2.5. Latest Employees Provident Fund of Malaysia (EPF) Statement **if applicable / contributed only**
Penyata terbaru Kumpulan Wang Simpanan Pekerja (KWSP), jika berkenaan / mencarum sahaja
- 4.2.6. Latest Social Security Organization (SOCSO) Statement **if applicable / contributed only**
Penyata terbaru Pertubuhan Keselamatan Sosial (PERKESO), jika berkenaan / mencarum
- 4.2.7. 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) or Document under Section 17 for companies incorporated after March 2017 *

*Borang 9 - Sijil Perbadanan Syarikat dari Suruhanjaya Syarikat Malaysia (SSM) atau Dokumen di bawah Seksyen 17 bagi syarikat-syarikat yang diperbadankan selepas Mac 2017 **

- 4.3.2. Form 13 - Certificate of Incorporation on Change of Name Of Company from the Companies Commission of Malaysia (SSM) or Document under Section 28 for companies incorporated after March 2017 *

*Borang 13 - Sijil Penubuhan Pertukaran Nama Syarikat dari Suruhanjaya Syarikat Malaysia (SSM) atau Dokumen di bawah Seksyen 28 bagi syarikat-syarikat yang diperbadankan selepas Mac 2017 **

- 4.3.3. Form 24 – Return of Allotment of Shares or Document under Section 78 for companies incorporated after March 2017 *

*Borang 24 - Pulangan Pembahagian Saham atau Dokumen di bawah Seksyen 78 bagi syarikat-syarikat yang diperbadankan selepas Mac 2017 **

- 4.3.4. Form 32A – Transfer of Shares or Document under Section 105 for companies incorporated after March 2017 (if any) *

*Borang 32A - Pemindahan Saham atau Dokumen di bawah Seksyen 105 bagi syarikat-syarikat yang diperbadankan selepas Mac 2017 (jika ada) **

- 4.3.5. Form 49 – Latest Particulars of Directors, Managers & Secretaries or Document under Section 58 for companies incorporated after March 2017 *

*Borang 49 - Maklumat Terbaru Pengarah, Pengurus & Setiausaha atau Dokumen di bawah Seksyen 58 bagi syarikat-syarikat yang diperbadankan selepas Mac 2017 **

- 4.3.6. Annual Return of Company having a Share Capital or Document under Section 68 for companies incorporated after March 2017 for two (2) consecutive years for companies incorporated more than 18 months *

*Penyata Tahunan Syarikat yang mempunyai Modal Saham atau Dokumen di bawah Seksyen 68 bagi syarikat-syarikat yang diperbadankan selepas Mac 2017 untuk dua (2) tahun berturut-turut untuk syarikat-syarikat yang ditubuhkan melebihi 18 bulan **

Note: A company shall lodge with SSM an annual return for each calendar year not later than thirty days from the anniversary of its incorporation date. This requirement is not applicable to a company in the calendar year which it is incorporated.

Nota: Sesebuah syarikat hendaklah mengemukakan kepada SSM Penyata Tahunan untuk setiap tahun kalendar selewat-lewatnya tiga puluh hari dari ulang tahun tarikh pemerbadanannya. Penghantaran ini tidak perlu untuk syarikat yang belum sampai setahun dari tarikh pemerbadanannya.

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. Annual Declaration under Section 68, Limited Liability Partnership Act 2012*
*Pengisytiharan Tahunan di bawah Seksyen 68, Akta Perkongsian Liabiliti Terhadap 2012 **
- 4.4.8. Certificate of Registration under The Business Names Ordinance for Sarawak * or *Sijil Pendaftaran di bawah Ordinan Nama-nama Perniagaan bagi Sarawak atau **
- 4.4.9. Form B under Commercial License Ordinance 1948 for Sabah *
*Borang B di bawah Ordinan Lesen Perdagangan 1948 bagi Sabah **

Note:

- * SSM scanned documents must be duly certified true copy by the Company Secretary. Other documents can be certified true copy by company director or business owner.

Perhatian:

- * *Dokumen imbasan SSM hendaklah ditentusahkan oleh Setiausaha Syarikat. Dokumen-dokumen lain boleh disahkan pengarah syarikat atau pemilik perniagaan.*



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

5. Business Address *(Alamat Perniagaan)*

- 5.1. Suppliers shall ensure that only principal place of business address is used during registration. Usage of company secretarial address, records storage address or other third-party address is not allowed.
Pembekal hendaklah memastikan bahawa hanya alamat tempat utama perniagaan sahaja yang digunakan sewaktu pendaftaran. Penggunaan alamat setiausaha syarikat, alamat simpanan rekod 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 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 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. Notification email as a reminder to you, two months, one month and two weeks prior to the expiry of your registration and renewal of registration requirement; and
E-mel notifikasi sebagai peringatan kepada anda, dua bulan, sebulan dan dua minggu sebelum tamat tempoh pendaftaran anda dan keperluan pembaharuan pendaftaran; serta
- 6.1.3. Notification email to alert you that a PO has been issued to you via SUS Portal for your action; and
E-mel notifikasi untuk memberitahu anda bahawa Pesanan Belian (PO) telah dikeluarkan kepada syarikat anda melalui Portal SUS untuk tindakan anda; serta
- 6.1.4. Notification email on the payment advice of successful payment posted; and
E-mel notifikasi berkenaan nasihat bayaran untuk bayaran yang berjaya; dan
- 6.1.5. Invitations email 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 30 Product Categories** related to the area of expertise and commensurate with supply and work experience.
Pembekal boleh memilih maksimum 30 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 email srm@tm.com.my or use the enquiry form:
Untuk sebarang pertanyaan sila emel srm@tm.com.my atau isi borang pertanyaan:

Supplier Enquiry Form at TM Website: <https://www.tm.com.my/business-with-tm/overview>

APPENDIX (LAMPIRAN)

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

CATEGORY	PRODUCT CATEGORY	UNSPSC CODE	REQUIRED SUPPORTING DOCUMENTS
ACCESS NETWORK	ACCESS WIRELINE EQUIPMENT	83112608	
	ACCESS WIRELINE MAINTENANCE	83112604	
	ACCESS WIRELINE SERVICES	83112601C	
	DIGITAL LOOP CARRIER (DLC)	83112603	
	DIGITAL LOOP CARRIER DLC	43222803	
	DISTRIBUTION FRAMES - MDF/SDF	43222818	
	DLC SERVICES	83112601B	
	GPON (FTTH ACTIVE)	43222637	
	GPON (FTTH) ACTIVE MAINTENANCE	83112605	
	GPON (FTTH) ACTIVE SERVICES	83112601D	
	MSAN MAINTENANCE	83112602	
	MSAN SERVICES	83112601A	
	MULTISERVICES SWITCH MSAN	43222620	
	WIRELESS ACCESS EQUIPMENT	43221705	
	WIRELESS ACCESS MAINTENANCE	83111901	
	WIRELESS ACCESS POINT	43222640	
WIRELESS ACCESS SERVICES	83111900		
XDSL EQUIPMENT	43221604		
AIR COND AND VENTILATION	AIR COND INSTALLATION	40101700	
	AIR COND MAINTENANCE	70142011	
	BLAST CHILLER	24131507	
	CHILLED WATER	83101510	
	CHILLING UNITS OR COLD-WATER CIRCULATORS	41103007	
AIRPLANE TICKET	COMMERCIAL AIRPLANE TRAVEL	78111502	IATA and/or MATTA and/or MOTAC Registrations
	TRAVEL AGENCIES	90121502	
AUDIO AND VIDEO SYSTEM	AUDIO AND VIDEO SYSTEM	45111800	
	AUDIO AND VISUAL EQUIPMENT	52161500	
BATTERIES, GENERATORS AND POWER TRANSMISSION	BATTERIES INSTALLATION	26111700	
	BATTERIES MAINTENANCE	72151506	
	GENERATOR INSTALLATION	26111600	
	GENSET MAINTENANCE	72151505	
	RECTIFIER INSTALLATION	39121004	
	RECTIFIER MAINTENANCE	72151507	
	SOLAR PANEL	26111607	
	UPS INSTALLATION	39121011	
	UPS MAINTENANCE	72151508	
BUILDING STRUCTURE, MAINTENANCE AND SERVICES	BUILDING CLEANING SERVICES	76111501	
	BUILDING CONSTRUCTION	72121100	
	BUILDING MAINTENANCE	72101500	
	BUILDING RENOVATION/REPAIR	72121103	
	BUILDING STRUCTURE	30222700	

CATEGORY	PRODUCT CATEGORY	UNSPSC CODE	REQUIRED SUPPORTING DOCUMENTS
	CIVIL ENGINEERING	81101500	
	COLD WATER & SANITARY INSTALLATION	30222701	
	COLD WATER & SANITARY MAINTENANCE	72101501	
	ELECTRICAL INSTALLATION	81101701	
	HOUSEKEEPING SERVICES	91111601	
	LAUNDERING SERVICES	91111500	
	LIFT INSTALLATION	72101506	
	LIFT MAINTENANCE	72101507	
	LIFT MODERNIZATION/UPGRADING	72101508	
	MECHANICAL ENGINEERING	81101600	
	PAINTING SERVICES	72151300	
	PEST CONTROL SERVICES	72102100	
	PLUMBING SERVICES	72151100	
	PROFESSIONAL ENGINEERING SERVICES	81100000	
	ROAD MAINTENANCE	72103301	
	SANITARY OPERATIONS	76121602	
	SLOPE PROTECTION MAINTENANCE	72141101	
	SLOPE PROTECTION/MAINTENANCE	72141100	
	SPECIALIZED CIVIL ENGINEERING WORKS	80121700	
	TOWER CONSTRUCTION / INSTALLATION	72141118	
	TOWER MAINTENANCE	72141120	
	TOWER MODIFICATION	72141121	
TOWER REPAIR	72141119		
WASTE DISPOSAL SERVICES	76121900		
WATER ENGINEERING	81101528		
CHEMICAL INDUSTRY	CHEMICAL EQUIPMENT AND ACCESSORIES AND SUPPLIES	46151900	
	PAINT APPLICATORS AND PAINTING ACCESSORIES	31211900	
CIVIL ENGINEERING	ENVIRONMENTAL SAFETY SERVICES	77111500	
	HIGHWAY AND ROAD CONSTRUCTION SERVICES	72141000	
	PREFABRICATED BUILDINGS AND STRUCTURES	95140000	
	UTILITY POLE	39122103	
	WATER AND SEWER UTILITIES	83101500	
COMMUNICATION DEVICES AND ACCESSORIES	ANSWERING MACHINES	43191505	
	AUTODIALERS	43221507	
	CENTREX PHONE	43191616	
	CORDLESS PHONE	43191512	
	CPE NETWORK TERMINAL	43222815	
	CUSTOMER PREMISE EQUIPMENT CPE	43191500	
	FEATURED PHONE	43191507	
	FIXED PHONES	43191504	
	IP PHONE / VOIP	43191511	
	MOBILE PHONES	43191501	
	MODEMS	43222628	
	PABX	43222805	

CATEGORY	PRODUCT CATEGORY	UNSPSC CODE	REQUIRED SUPPORTING DOCUMENTS
	PAY PHONES	43191503	
	SPEAKER PHONE	43191515	
	TELEPHONE ACCESSORIES	43222900	
COMPUTER EQUIPMENT, ACCESSORIES & SERVICES	BACKUP HARDWARE	43201801	
	BACKUP HARDWARE MAINTENANCE	81112305	
	COMPUTER ACCESSORIES	43211600	
	COMPUTER EQUIPMENT	43210000	
	COMPUTER PRINTERS	43212100	
	DC SITE PREPARATION	81112310	
	DESKTOP COMPUTERS	43211507	
	END USER COMPUTING DEVICE	43211503	
	END USER COMPUTING DEVICES MAINTENANCE	81112308	
	END USER COMPUTING OPERATING SYSTEMS	81112311	
	END USER COMPUTING SERVICES	81112302	
	HARDWARE SERVICES	81112301	
	IT APPLIANCES	43201802	
	IT APPLIANCES MAINTENANCE	81112306	
	NETWORK EQUIPMENT	43201803	
	NETWORK EQUIPMENT MAINTENANCE	81112304	
	PDA	43211504	
	PRINTING EQUIPMENT LEASING/RENTAL	81112309	
	PRINTING SERVICES	81112303	
	SERVER HARDWARE	43201800	
SERVER HARDWARE MAINTENANCE	81112307		
STORAGE HARDWARE	43211501		
STORAGE HARDWARE MAINTENANCE	81112300		
CONTROL NETWORK	END USER COMPUTING DEVICE	43211503	
	NGN NETWORK SERVICES	83112400B	
	SOFTSWITCH	43222621	
CORE NETWORK	BROADBAND AGGREGATORS BRAS	43222632	
	CIRCUIT SWITCHING / PSTN SERVICES	83112400C	
	DIGITAL CROSS CONNECT DXC SERVICES	83112505	
	DIGITAL CROSS CONNECTS DXC	43222623	
	DIGITAL DATA NETWORK DDN	43222638	
	DIGITAL DATA NETWORK DDN MAINTENANCE	83112404	
	DIGITAL DATA NETWORK DDN SERVICES	83112403	
	DWDM EQUIPMENT	43221807	
	DWDM MAINTENANCE	83112304	
	DWDM SERVICES	83112302	
	DXC MAINTENANCE	83112307	
	IP CORE NETWORK SERVICES	83112400A	
	IPTV CONTENT	83111802	
	IPTV PLATFORM	83111803	
	METRO-E SERVICES	83112203	
NETWORK AND CPE ROUTERS	43222609		

CATEGORY	PRODUCT CATEGORY	UNSPSC CODE	REQUIRED SUPPORTING DOCUMENTS
	NETWORK GATEWAY / TRUNK	43222605	
	NETWORK SWITCH AND METRO-E	43222612	
	OPTICAL CROSS CONNECTS OXC	43222624	
	OPTICAL OXC MAINTENANCE	83112303	
	OPTICAL OXC SERVICES	83112308	
	SATELLITE/MICROWAVE NETWORK EQUIPMENT	83111603	
	SATELLITE/MICROWAVE NETWORK MAINTENANCE	83111604	
	SATELLITE/MICROWAVE NETWORK SERVICES	83111602	
	SDH MAINTENANCE	83112305	
	SDH SERVICES	83112306	
	TDM (PDH/MUX)	43222822	
	TRANSMISSION CORE/SDH SERVICES	83112502	
	TV BROADCASTING EQUIPMENT	83111804	
	TV BROADCASTING MAINTENANCE	83111801	
	TV BROADCASTING SERVICES	83111800	
	WIRELESS CORE EQUIPMENT	43221704	
	WIRELESS CORE MAINTENANCE	83112607	
WIRELESS CORE SERVICES	83112606		
ELECTRICAL EQUIPMENT AND SERVICES	AUTO-RESET SWITCH	39121570	
	ELECTRIC SWITCH BOARD	39121017	
	ELECTRICAL AND LIGHTING SERVICES	72151500	
	ELECTRICAL EQUIPMENT AND PART	39120000	
	ELECTRICAL HARDWARE	39121700	
	LAMP COMPONENTS AND ACCESSORIES	39101800	
	LIGHTNING AND EARTHING PROTECTION	39121600	
	LIGHTNING AND EARTHING SERVICES	72154023	
	POWER GENERATION/TRANSMISSION/DIST EQPT MANUFACTURE SVCS	73171501	
	POWER TERMINAL BOX	39121300	
EVENT, ADVERTISING AND PROMOTIONAL	ADVERTISING AGENCY SERVICES	82101800	
	ADVERTISING SERVICES	82100000	
	AERIAL ADVERTISING	82101700	
	BILLBOARD ADVERTISING	82101501	
	BROCHURE ADVERTISING	82101505	
	ENTERTAINMENT SERVICES	90150000	
	EVENT MANAGEMENT SERVICES	80141607	
	INTERNET BASED TV OR MOTION PICTURES PROGRAM	55111516	Borang A FINAS and Borang B FINAS
	MOTION PICTURES	90131601	
	NEWSPAPER ADVERTISING	82101504	
	PHOTOGRAPHIC SERVICES - NON A&P	82130000	
	POSTER ADVERTISING	82101502	
	PRINTING ADVERTISING	82101500	
PROMOTIONAL MATERIAL AND BROCHURE	55101515		
PROMOTIONAL MERCHANDISE	80141605		

CATEGORY	PRODUCT CATEGORY	UNSPSC CODE	REQUIRED SUPPORTING DOCUMENTS
	RADIO ADVERTISING	82101601	
	SIGNAGE	55121700	
	SPONSORSHIP EVENT OR ARTIST	80141609	
	TELEVISION COMMERCIALS PRODUCTION SERVICE	82101605	
	TV ADVERTISING	82101602	
FARMING & FISHERY	CROP PLANTING AND CULTIVATION	70141800	
	FARMING, FISHING, FORESTRY, WILDLIFE MACHINERY & ACCESSORIES	21000000	
	FERTILIZERS AND PLANT NUTRIENTS AND HERBICIDES	10170000	
	MISCELLANEOUS ANIMAL FOOD & MEDICINE	10122100	
FIRE PROTECTION	FIRE FIGHTING EQUIPMENT	46191600	JBPM Registration
	FIRE PROTECTION INSTALLATION	46190000	
	FIRE PROTECTION MAINTENANCE	72101509	
FUEL	DIESEL FUEL	15101505	CSA and/or PDA Registration
	GASOLINE OR PETROL	15101506	
	LUBRICANTS	15121500	
INTERNET AND DATA SERVICES	CONTENT PROVIDER / ASP	81112106	MCMC Registration
	DATA SERVICES	81112000	
	INTERNET SERVICE PROVIDER (ISP) SERVICES	81112101	MCMC Registration
	INTERNET SERVICES	81112100	
	LAN AND WAN EQUIPMENT	43222600	
	LAN MAINTENANCE	81111803	
	WAN MAINTENANCE	81111804	
LAB EQUIPMENT	LABORATORY AND SCIENTIFIC EQUIPMENT	41100000	
	LABORATORY SUPPLIES AND FIXTURES	41120000	
LINE PLANT TELECOMMUNICATION MATERIALS	ACCESS OUTDOOR CABINET	39121335	
	CABLE ACCESSORIES	26121630	
	CABLE COAXIAL	26121606	
	CABLE FIBER OPTIC	26121607	
	CABLE FOAM SKIN	26121613	
	CABLE FULLY FILLED	26121634	
	CABLE IB	26121608	
	CABLE INTERNAL	26121614	
	CABLE POWER	26121615	
	ELECTRICAL CABLE AND PART	26121600	
	GAS COMPRESSORS CPGA	40151604	
	JOINTING MATERIAL	39121452	
	OFC CONNECTOR	26121705D	
	OFC CORDS	26121705C	
	OFC DISTRIBUTION CABINET	26121705G	
	OFC DISTRIBUTION FRAME FDF	26121705H	
	OFC DISTRIBUTION POINT	26121705E	
OFC SPLICING CLOSURES	26121705A		

CATEGORY	PRODUCT CATEGORY	UNSPSC CODE	REQUIRED SUPPORTING DOCUMENTS
	OFC SPLITTER	26121705F	
	OFC TERMINATION BOX	26121705B	
	POLE ACCESSORIES	30103608	
	PORTABLE CABIN	30231600	
	PREFAB MANHOLE & MANHOLE COVER	30121605	
	PVC DUCT	40141900	
	TERMINAL DISTRIBUTION BOX & ACCESSORIES	32151903	
	WIRE COPPER	26121517	
	WIRE DROP	26121544	
MAILING SERVICES	CORPORATE MAILING	78102201	
	POSTAL AND COURIER	78102200	
MANAGEMENT APPLICATION / SUPPORT SYSTEM	IMS, IP AND LI SERVER	43222636	
	IP TELEPHONE AND SOFTWARE	43222639	
	NETWORK MANAGEMENT NMS/EMS	43222634	
	NETWORK SECURITY EQUIPMENT	43222500	
	NMS/DATA COMMUNICATION SERVICES	83121604	
MATERIAL HANDLING EQUIPMENT AND SERVICES	FORKLIFT RENTAL OR LEASING SERVICE	78121604	
	FORKLIFTS	24101603	
	LIFT AND ESCALATOR PART	24101600	
	MATERIAL HANDLING EQUIPMENT	24100000	
	MATERIAL HANDLING SERVICES	78121600	
MEASURING EQUIPMENT	SCIENTIFIC INSTRUMENTS/MEASURING EQUIPMENT MANUFACTURE SVCS	73171601	
MEDICINE	DRUGS AND PHARMACEUTICAL PRODUCTS	51000000	MOH Registration
	DRUGS OR MEDICINE PRODUCTION SERVICES	73101701	
MOTOR VEHICLE	MOTOR VEHICLES	25100000	
OFFICE FURNITURE	OFFICE FURNITURE	56101700	
OFFICE MACHINES AND MAINTENANCE	OFFICE EQUIPMENT	44100000	
	OFFICE EQUIPMENT MAINTENANCE	81101709	
	PHOTOCOPY MACHINE	44101500	
	PROJECTORS AND SUPPLIES	45111600	
OFFICE SUPPLIES AND SERVICES	FOLDERS AND BINDERS	44122000	
	MAIL SUPPLIES / ENVELOPE	44121500	
	OFFICE SUPPLIES	44120000	
	PHOTOCOPYING SERVICES	82121700	
	TONER AND CARTRIDGE	44103100	
PHOTOGRAPHY	CAMERA ACCESSORIES	45121600	
	PHOTOGRAPHIC FILMMAKING SUPPLIES	45140000	
	PHOTOGRAPHIC PROCESSING EQUIPMENT	45121700	
PREPAID CARD SERVICES	CALLING CARD / TOUCH & GO	43201413F	
	MOBILE PHONE STARTER KITS	43191630	
	PREPAID CARD SERVICES	83111504	
	RECHARGE CARD (HOME PREPAID)	43201413C	
	RECHARGE CARD (ITALK CARD)	43201413B	

CATEGORY	PRODUCT CATEGORY	UNSPSC CODE	REQUIRED SUPPORTING DOCUMENTS
	RECHARGE CARD (RING RING CARD)	43201413A	
	RECHARGE CARD (TMNET HOTSPOT)	43201413E	
	RECHARGE CARD (TMNET PREPAID)	43201413D	
PRINTING	CALENDARS	44112002	
	DIARIES OR REFILLS	44112006	
	FORMS PRINTED	14111800	
	GREETING CARDS	14111600	
	MAGAZINES	55101506	
	PRINTED PUBLICATIONS	55101500	
	PRINTING AND WRITING PAPER	14111500	
PROFESSIONAL & RESEARCH SERVICES	BILLING SERVICES	84111506	
	BUSINESS AND MANAGEMENT CONSULTATION	80101500	
	DEBT COLLECTION SERVICES	84101704	
	EMPLOYEE LEASING	80111600	
	FINANCE AND INSURANCE SERVICES	84000000	
	FOREST AND LAND DEVELOPMENT	70151901	
	HEALTHCARE SERVICES	85000000	
	HOSTING SERVICES	83121600	
	INTERIOR FINISHING AND FURNISHING AND REMODELING SERVICES	72153600	
	INTERIOR DESIGN OR DECORATING	72153612	
	IT BUSINESS ENHANCEMENT	80101507	
	IT TRAINING SERVICES	80101511	
	LABOR SERVICES	93141814	
	LAND & SOIL MANAGEMENT	70131700	
	LAND SURVEYING	81151604	LJTM Cert
	LANDSCAPE ARCHITECTURE AND DESIGN SERVICE	81101517	
	LANDSCAPE ARCHITECTURE SERVICE	72102906	
	LANDSCAPING SERVICES	72102902	
	LEGAL SERVICE	80120000	BAR Malaysia Registration
	MAINTENANCE AND REPAIR SERVICES	72100000	
	MAPPING	81151601	LJTM Cert
	MARKET RESEARCH SERVICES	80141500	
	PACKAGING SERVICES	73151600	
	PHOTOGRAPHIC AND RECORDING MEDIA	45130000	
	PRINTING SERVICES	81112303	
	PROJECT MANAGEMENT SERVICES	80101600	
	PROPERTY MANAGEMENT SERVICES	80161601	
	QUALITY ASSURANCE SERVICES	80101509	
	RECRUITMENT SERVICES	93141802	
	RESEARCH CONSULTANCY	81000000	
	SALES PROMOTION SERVICES	80141601	
SPECIALIZED SERVICES	72150000		
STANDARDIZATION SERVICES	80101703		
SYSTEM DEVELOPMENT SERVICES	80101508		

CATEGORY	PRODUCT CATEGORY	UNSPSC CODE	REQUIRED SUPPORTING DOCUMENTS
	SYSTEM MAINTENANCE & SUPPORT	80101510	
	TRAINING SERVICES	86101800	
QUARRYING METAL AND EARTH SUPPLY	MINING AND QUARRYING MACHINERY AND EQUIPMENT	20100000	
RECYCLE AND SCRAP SERVICES	SCRAP / RECYCLE SERVICES	76122300	PDRM License
REFRESHMENT/PANTRY/CATERING AND HOTEL/MEETING FACILITIES	BANQUET AND CATERING SERVICES	90101600	Having HALAL JAKIM is preferred
	HOTEL AND MEETING SERVICES	90110000	MAH Cert
	LODGES OR RESORTS	90111502	
	MEETING OR BANQUET ROOMS	90111603	
	PANTRY SUPPLIES	50201700	
	RESTAURANTS & CATERING	90100000	Having HALAL JAKIM is preferred
RENTAL / LEASING	COPIER LEASING/RENTAL	80131500C	
	END USER COMPUTING LEASING/RENTAL	80131500B	
	LAND LEASING/RENTAL	80131503	
	OFFICE AND FACILITY RENTAL	80131500A	
	ROUTER LEASING/RENTAL	80131500D	
	VEHICLE LEASING	78111809	
	VEHICLE RENTAL	78111808	
SECURITY SYSTEM AND SERVICES	ARMORED CAR SERVICES	92121501	
	DETECTION / CCTV SYSTEM	46171622	
	GUARD / PATROL SERVICE	92121500	PIKM Cert, KDN Cert
	PERSONAL PROTECTION EQUIPMENT PPE	46180000	
	SECURITY ACCESS SYSTEM	46171619	
	SECURITY SYSTEM SERVICES	92121700	
	SURVEILLANCE EQUIPMENT	46171600	
SOFTWARE & LICENSE	BACKUP SOFTWARE	43230002	
	BACKUP SOFTWARE MAINTENANCE	81112202	
	CONTENT MANAGEMENT SOFTWARE	43232200	
	END USER COMPUTING SOFTWARE LICENSES	43231500	
	FINANCE AND ERP SOFTWARE	43231600	
	NETWORK MANAGEMENT SOFTWARE	43232800	
	NETWORKING SOFTWARE	43232900	
	SECURITY SOFTWARE	43233200	
	SERVER OPERATING SYSTEMS (OS)	43230001	
	SERVER OS MAINTENANCE	81112203	
	SERVER SOFTWARE LICENSES	43230003	
	SOFTWARE	43230000	
	SOFTWARE MAINTENANCE	81112200	
SOFTWARE SERVICES	81112201		
TELECOMMUNICATION INSTALLATION, MAINTENANCE AND SERVICES	ENGINEERING TESTING SERVICES	81101703	
	JKH	72141117A	
	MJKH	72141117B	
	SUPPORT AND PREVENTIVE MAINTENANCE	83112600B	
	TECHNICAL SUPPORT OR HELP DESK SERVICES	81111811	

CATEGORY	PRODUCT CATEGORY	UNSPSC CODE	REQUIRED SUPPORTING DOCUMENTS
	TELEPHONE INSTALLATION	72151604	
	TROS	83112600A	
	VOICE AND DATA WIRING	72151605	
TESTING EQUIPMENT AND CALIBRATION SERVICES	CALIBRATION SERVICES	81141504	
	TOOLS AND TEST GEAR	41110000	
TRANSPORTATION	CUSTOM AND TAX SERVICES	78141800	
	FREIGHT FORWARD SERVICES	78141501	
	INTERNATIONAL AIR TRANSPORT	78101502	
	INTERNATIONAL VESSEL TRANSPORT	78101702	
	LOCAL AIR TRANSPORT	78101501	
	LOCAL VESSEL TRANSPORT	78101701	
	RELOCATION SERVICES	78101804	
	ROAD CARGO TRANSPORT	78101800	
	TRANSPORT SERVICES	78140000	
UNIFORM	CORPORATE UNIFORMS	53102710	
	TAILORING SERVICES	91101900	
	TSHIRTS	53103000	
	UNIFORM ACCESSORIES	53102500	
	UNIFORM MATERIAL	11160000	
	UNIFORMS	53102700	
VEHICLE PARTS AND SERVICES	OIL/FLUID CHANGE SERVICES	78180103	
	VEHICLE INSPECTION SERVICES	78180105	
	VEHICLE PAINTING SERVICES	78180101	
	VEHICLE PARTS	25170000	
	VEHICLE REPAIR AND MAINTENANCE	78180000	
WAREHOUSE SERVICES	DOCUMENT STORAGE SERVICES	78131804	
	WAREHOUSE STORAGE	78131600	
WATER SUPPLY EQUIPMENT	PIPE PIPING AND PIPE FITTINGS	40170000	
	STORAGE TANKS	24111803	
	TEMPERATURE AND HEAT MEASURING INSTRUMENTS	41112200	
	WATER TESTING CHEMICALS	60104201	

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

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

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 @ Document Section 17 / Document Section 28 / <i>Borang 9 / Borang 13 @ Dokumen Seksyen 17 / Dokumen Seksyen 28</i>		M						
<input type="checkbox"/> Form 24 @ Document Section 78 (paid-up capital at least RM10,000.00) / <i>Borang 24 @ Dokumen Seksyen 78 (modal berbayar sekurang-kurangnya RM10,000.00)</i>		M						
<input type="checkbox"/> Form 49 @ Document Section 58 / <i>Borang 49 @ Dokumen Seksyen 58</i>		M						
<input type="checkbox"/> Form 32A @ Document Section 105 if any / <i>Borang 32A @ Dokumen Seksyen 105 jika ada</i>		M						
<input type="checkbox"/> Section 68 Annual Return for the latest two years / <i>Penyata Tahunan Seksyen 68 untuk 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"/> SST Approval Letter / <i>Surat Kelulusan SST</i> ³								

Supporting Documents	Company Type	Sdn. Bhd. / Berhad	Enterprise / Sole-Prop. / Partnership			Legal Firm	LLP / PLT	Foreign Companies
			Sem. Malaysia	Sabah	Sarawak			
<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								
<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 & Annual Declaration / <i>Sijil PLT, maklumat Perniagaan, jadual pegawai pematuhan & Pengisytiharan Tahunan</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*