



DOCUMENTS CHECKLIST

[Please tick (✓) the appropriate box]

Mandatory Supporting Documents for Local Company

- | | |
|--|--------------------------|
| 1 Company Profile (Organisation Chart, Services Offered, Product Information & catalogue) | <input type="checkbox"/> |
| 2 Certificate of Registration with Government Bodies, Private Sectors and Public Sectors. | <input type="checkbox"/> |
| 3 Latest Bank Statement with account number, company name and ROC number clearly stated | <input type="checkbox"/> |
| 4 Foreign Vendor – Respective Registrar of Company (ROC) / Registrar of Bodies (ROB) Certificate | <input type="checkbox"/> |
| 5 Sales and Service Tax (SST) Certificate from Royal Malaysian Customs Department (RMCD) | <input type="checkbox"/> |

Documents for Private Limited and Public Limited Company

- | | |
|--|--------------------------|
| 1 Form 9 / Form 13 | <input type="checkbox"/> |
| 2 Form 24 – Return of Allotment of Shares. | <input type="checkbox"/> |
| 3 Form 32A – Transfer of Shares | <input type="checkbox"/> |
| 4 Form 49 – Latest Particulars of Directors, Managers and Secretaries. | <input type="checkbox"/> |

Documents for Sole Proprietor

- | | |
|--|--------------------------|
| 1 Form B - Business Information & Current Owner | <input type="checkbox"/> |
| 2 Form D – Registration Confirmation | <input type="checkbox"/> |
| 3 Income Statement & Balance Sheet for the last Financial Year | <input type="checkbox"/> |

Documents for Partnership

- | | |
|--|--------------------------|
| 1 Form A or Certificate of Registration | <input type="checkbox"/> |
| 2 Income Statement & Balance Sheet for the last Financial Year | <input type="checkbox"/> |

Preferable Supporting Documents for Non Local Company

- | | |
|---|--------------------------|
| 1 Oversea Certificate of Registration. | <input type="checkbox"/> |
| 2 Memorandum and Article of Association (M & A) | <input type="checkbox"/> |
| 3 List of directors | <input type="checkbox"/> |
| 4 Audited Account for the last Financial Year | <input type="checkbox"/> |

Others Document

- | | |
|--|--------------------------|
| 1 Kementerian Kewangan Malaysia (MOF) | <input type="checkbox"/> |
| 2 Board Of Engineers Malaysia (BEM) | <input type="checkbox"/> |
| 3 Construction Industry Development Board (CIDB) | <input type="checkbox"/> |

Safety Management System

- | | |
|---|--------------------------|
| 1 Organization chart reflective to the safety commitment | <input type="checkbox"/> |
| 2 Safety policy manual | <input type="checkbox"/> |
| 3 Safety training provided to the staff | <input type="checkbox"/> |
| 4 Compliance with the requirement of Occupational Safety & Health (OSHA) Act 1994 and the related safety regulations. | <input type="checkbox"/> |