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EXPRESSION OF INTEREST APPLICATION FORM FOR CONSULTANT/CONTRACTOR/ VENDOR/SUPPLIER REGISTRATION WITH SYARIKAT PRASARANA NEGARA BERHAD

B-20-1, Level 20, Menara UOA, Bangsar, No. 5, Jalan Bangsar Utama 1, 59000 Kuala Lumpur


Tel : 603-22991999 / 03-22875959 Fax : 603-22991919

Website : www.prasarana.com.my

INSTRUCTIONS TO APPLICANTS:

- Please read instructions carefully before filling this Application Form.
- The Application Form should be clearly filled, sealed and sent by hand to Syarikat Prasarana Negara Berhad for the attention of **Central Procurement Division, B-20-1, Level 20, Menara UOA, Bangsar, No. 5, Jalan Bangsar Utama 1, 59000 Kuala Lumpur.**
- All necessary documents must be attached together with the Application Form. To facilitate processing, the Application Form and essential documents must be carefully arranged in sorting order according to the document checklist as stated in page 2, 3 and 4 of the Application Form.
- It is the applicant's responsibility to ensure that all required documents are submitted duly completed. Incomplete submission will not be considered further. Failure to submit **mandatory essential documents** as listed in **Section A, B and C** of the Application Form may result in the application being automatically rejected.
- All relevant required documents must be marked "**Certified True Copy**" by either the Company Secretary, Company Registrar or a Government Officer (Grade A).
- The applicant shall undertake and warrant that all data and information submitted together with the Application Form is true and correct. Prasarana reserves the right to investigate and check the information and documents to ensure that it is certified and true.
- The Application Form does not guarantee automatic inclusion for applicants to participate in any of Syarikat Prasarana Negara Berhad's bidding/tender exercises.
- Please tick [] the category(s) for registration below:

CATEGORY	DISCIPLINE	SPECIALIZATION	REGISTRATION	PLEASE TICK [<input type="checkbox"/>]	
A	CONSULTANT	1) Architect 2) Civil & Structural 3) Mechanical & Electrical 4) Surveyor (i.e Quantity Surveyor, Land Surveyor) 5) Traffic Planner 6) System – LRT & Bus 7) Information Technology (IT) 8) Interior Design Architect 9) Landscape	Ministry of Finance (MoF), relevant Professional governing body and related regulatory bodies.		
B	CONTRACTOR		Pusat Khidmat Kontraktor (PKK) under the following classes: Class A – F	Construction Industry Development Board (CIDB): Registered	
		1) Civil Works	Class I –V I	Registered	
C	VENDOR/ SUPPLIER	Related to LRT and Bus Industry	Ministry of Finance (MoF)		

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SECTION B– ADDITIONAL <u>MANDATORY</u> SUPPORTING DOCUMENTS (For Sole Proprietor or Partnership)		
No	Particular	[√]
2.1	Form D (Registration Confirmation) and Registration Business Information & Current Owner Note : Please COMPLETE Form B	
2.2	Income Tax Return (Individual) for the last 2 years	


SECTION C– ADDITIONAL <u>MANDATORY</u> SUPPORTING DOCUMENTS (For Private Limited and Public Limited Company)		
No	Particular	[√]
3.1	Form 8 or 9 Note : Please COMPLETE Form B	
3.2	Form 24 – Return of Allotment of Shares	
3.3	Form 13 – Change of Company Name (if any)	
3.4	Form 32A – Transfer of Shares (If Any)	
3.5	Form 49 – Latest Particulars Of Directors, Managers & Secretaries	
3.6	Form of Annual Return of Company having a Share Capital (<u>Latest Financial Year</u>)	
3.7	Memorandum & Articles of Association (M&A)	
3.8	Audited Report for the last 2 Financial Years	
3.9	Latest 3 months Management Account	

NOTE : PLEASE ENSURE THAT ALL DOCUMENTS HAVE BEEN CERTIFIED TRUE ACCORDINGLY BY EITHER COMPANY SECRETARY, COMPANY REGISTRAR OR A GOVERNMENT OFFICER (GRADE A). FAILURE TO SUBMIT MANDATORY ESSENTIAL DOCUMENTS AS LISTED IN SECTION A, B AND C OF THE APPLICATION FORM MAY RESULT IN THE APPLICATION BEING AUTOMATICALLY REJECTED.

SECTION D – OPTIONAL DOCUMENTS
(besides the Syarikat Prasarana Negara Berhad Registration Form)

No	Particular	[√]
4.1	Form A of EPF & SOCSO Statement and receipt of payment for the last 2 months Note: Applicable for company that employed more than 5 permanent workers	
4.2	Credit/Bank facilities (If any) Note : To provide facility letter from applicant's bank/other financial institution	
4.3	Operation office location map	
4.4	Appointment Letter , Brochures and Catalogues Note: A MUST for SUPPLY . To provide valid appointment letter from manufacturer/principal	
4.5	Other Certification i.e. ISO (if any) Note : To provide documentary evident	

NOTE : YOU ARE REQUIRED TO SUBMIT FULL DOCUMENTARY EVIDENT/INFORMATION AS INSTRUCTED

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SYARIKAT PRASARANA NEGARA BERHAD

APPLICATION FORM FOR REGISTRATION

Prasarana Reference No:

APPLICANT INFORMATION

Field with asterisk marked (*) is mandatory to be filled/provided

A. COMPANY PARTICULARS

1.1 NAME OF COMPANY * : _____

1.2 NATURE OF ORGANIZATION* : _____
 (pls tick ✓ whichever applicable)

PUBLIC COMPANY (BHD)	<input type="checkbox"/>
PRIVATE COMPANY (SDN BHD)	<input type="checkbox"/>
SOLE PROPRIETORSHIP	<input type="checkbox"/>
PARTNERSHIP	<input type="checkbox"/>
OTHERS (to specify)	<input type="checkbox"/>

1.3 DATE OF INCORPORATION * : _____

1.4 PLACE OF INCORPORATION * : _____

1.5 COMPANY REGISTRATION NO * : _____

1.6 REGISTERED BUSINESS ADDRESS * : _____

TELEPHONE NUMBER * : () _____

FACSIMILE NUMBER * : () _____

E-MAIL ADDRESS * : _____

COMPANY WEBSITE ADDRESS : _____

1.7 CORRESPONDANCE ADDRESS * : _____
(to be filled only if different from
item 1.6) _____

TELEPHONE NUMBER * : () _____

FACSIMILE NUMBER * : () _____

E-MAIL ADDRESS * : _____

WEBSITE ADDRESS : _____

1.8 WAREHOUSE ADDRESS : _____
(if any) _____

TELEPHONE NUMBER : () _____

FACSIMILE NUMBER : () _____

1.9 NAME OF OFFICER TO BE : _____
CONTACTED *

DESIGNATION * : _____


TELEPHONE NUMBER* : _____

MOBILE PHONE NUMBER* : _____

EMAIL ADDRESS* : _____

1.10 STATUS OF COMPANY * : _____
(pls ✓ and fill up the information -
whichever applicable)

PARTICULAR	[✓]
BUMIPUTERA	
NON BUMIPUTERA	
OTHERS (to specify)	

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B. ORGANIZATION AND EMPLOYMENT STRUCTURE

- 1.1 CURRENT EMPLOYMENT STRUCTURE *
(a copy of Organization Chart must be enclosed)

CATEGORY	NO OF STAFF
<u>General</u> i.e. Management/Administration/Finance Procurement & Logistic	
<u>Technical/Site</u> i.e. Qualified Person/Project Manager Site Agent/Engineer/Supervisor/Safety QA/QC/Laborer	
Other	
TOTAL	

- 1.2 KEY PERSONNEL *
(a list of key personnel with complete CV must be enclosed)

Note : Please **COMPLETE** Form A

—
FINANCIAL INFORMATION
—

C. CORPORATE AND FINANCIAL INFORMATION

- 1.1 PRINCIPAL OWNERS/SHAREHOLDER *
(a certified true copy of relevant form must be enclosed)
- 1.2 BOARD OF DIRECTORS *
(a certified true copy of relevant form must be enclosed)
- 1.3 AUTHORIZED CAPITAL * : RM _____
- 1.4 PAID UP CAPITAL * : RM _____

Please **COMPLETE** Form B

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1.5 BANK DETAILS*

Bil	Account No	Account Holder Name	Account Type	Bank Name/Address

1.6 OTHER BANK/CREDIT FACILITIES
(pls tick whichever applicable and to provide certified copy of facility letter/s)

Facility/Trade line	[<input type="checkbox"/>]	Facility/Trade Line Amount (RM)
Overdraft		
Overdraft Balance		
Letter of Credit		
Term Loans		
Bank Guarantee		
Factoring		
Others (please specify)		

- 1.7 LAST 2 YEARS SIGNED AUDITED FINANCIAL REPORT *
(for Private/Public Limited Company)
- 1.8 LAST 2 YEARS INDIVIDUAL INCOME TAX RETURN *
(for Sole Proprietor or Partnership)
- 1.9 LAST 3 MONTHS MANAGEMENT ACCOUNT *
- 1.10 LATEST 3 MONTHS BANK STATEMENT *
- 1.11 PERSONAL FINANCIAL CAPABILITY i.e. ASB / LUTH / ASN / OTHERS
(for Sole Proprietor)

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TECHNICAL INFORMATION

D. TECHNICAL INFORMATION

1.1 VALID REGISTRATION

(List and copy of Valid registration with Government/Statutory/Professional Bodies)

1.2 EXPERIENCE RECORD

(List of previous experience : Completed **MAJOR** work/projects/orders (minimum 3 years) to be supported with appropriate document i.e. Borang Inden Kerja/Letter of Award/Purchase Order/Contract/Certificate of Practical Completion (CPC)/Payment Voucher

Note : Please **COMPLETE** Form C

1.3 CURRENT PROJECTS/WORK LOAD

(List of current work projects/workload and its stage of completion. To be supported with appropriate documents i.e. Borang Inden Kerja/Letter of Award/Purchase Order/Contract)

Note : Please **COMPLETE** Form D

1.4 EQUIPMENT/MACHINERY/TOOLS

(List of company assets i.e. Equipment/Machinery/Vehicles/Tools/Warehouse/Telecommunication etc – to provide documentary evidence i.e. JPJ Registration/Purchase Agreement/Permit Mesin Angkat etc)

Note: Please state ownership i.e Leasing/Hire Purchase

1.5 LIST OF MATERIAL SUPPLIER/S (to provide documentary evident and its credit limit)

Note 1 : For construction i.e. Concrete, Steel Bars, Sundries, Timber, Hardware etc.

Note 2 : For supply/services i.e. Valid appointments letter from Manufacturer/Principal c/w its scope of appointment. To provide product brochures or catalogues/service list

1.6 OTHER CERTIFICATION (if any)

To provide documentary evident i.e. ISO Certification

FORM A**DETAIL OF SHAREHOLDERS/ DIRECTOR / PARTNERS / PROPRIETOR**

NO	NAME	IC No	VALUE (RM)	PERCENTAGE (%)

FORM B**LIST OF KEY PERSONNEL**

(A) MANAGEMENT PERSONNEL				
NO	NAME	NRIC/ PASSPORT	DESIGNATION	EXPERIENCES (YEARS)

(B) TECHNICAL PERSONNEL				
NO	NAME	NRIC/ PASSPORT	DESIGNATION	EXPERIENCES (YEARS)

NOTE : COMPLETE CV MUST BE ENCLOSED

DECLARATION

We, the undersigned hereby declare to the best of our knowledge and belief that the particulars furnished under this application are true and accurate. We also authorize Syarikat Prasarana Negara Berhad and its representative to undertake further investigation if so desired. We also understand that failure to comply any of the matter above may render rejection or disqualification of our application.

SIGNATURE

NAME

DESIGNATION

DATE

COMPANY SEAL/STAMP

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FOR PRASARANA USE ONLY

Received By : _____

Date : _____

Certification No. : _____

Date of Registration : _____ **Date of Expiry** : _____

Vendor No. : _____