|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date: | | | | | | | | | | | | | | | | | | |
| To: **Kuala Lumpur Kepong Berhad** *Appendix 2*  or *other KLKB Subsidiary Company including Indonesia* | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| Dear Sirs, | | | | | | | | | | | | | | | | | | |
| We forward below our company’s relevant supporting legal documents for our vendor registration application. | | | | | | | | | | | | | | | | | | |
|  | \*Kindly indicate (YES/NO) on the documents provided as per listing below | | | | | | | | | | | |  | | | | | |
|  |  | | | |  | | | | | | | |  | | | | | |
|  | SECTION A | | | | | COMPANY INCORPORATED IN MALAYSIA | | | | | | | | |  | |
|  |  | | | | |  | | | | | | | | |  | |
|  | a. | | Certificate of incorporation - SSM Form 9/13/14/20 *(certified true copy)* | | | | | | Yes | No | |  |  | | | | | |
|  |  | | | |  | | | | | | | |  | | | | | |
|  | b. | | Identification Card - only for Individuals *(certified true copy)* | | | | | | Yes | No | |  |  | | | | | |
|  |  | | | |  | | | | | | | |  | | | | | |
|  | c. | | Latest two (2) years audited financial statements | | | | | | Yes | No | |  |  | | | | | |
|  |  | | | |  | | | | | | | |  | | | | | |
|  | d. | | Latest Company Annual Returns | | | | | | Yes | No | |  |  | | | | | |
|  |  | | | |  | | | | | | | |  | | | | | |
|  | e. | | Copy of MPOB license *(certified true copy)* | | | | | | Yes | No | |  |  | | | | | |
|  |  | | | |  | | | | | | | |  | | | | | |
|  | f. | | Return of Allotment of Shares - SSM Form 24/78 *(certified true copy)* | | | | | | Yes | No | |  |  | | | | | |
|  |  | | | |  | | | | | | | |  | | | | | |
|  | g. | | Return Giving Particulars in Register of Directors, Managers & Secretaries and Changes of Particulars - SSM Form 49/58 *(certified true copy)* | | | | | | Yes | No | |  |  | | | | | |
|  |  | | | |  | | | | | | | |  | | | | | |
|  | h. | | Corporate Profile / Brochure *(please provide with any Project Reference List)* | | | | | | Yes | No | |  |  | | | | | |
|  |  | | | |  | | | | | | | |  | | | | | |
|  | i. | | SSM Corporate information *(printout copy from SSM online)* | | | | | | Yes | No | |  |  | | | | | |
|  |  | |  | | | | | |  |  | |  |  | | | | | |
|  | j. | | **No Deforestation, No Peat, No Exploitation Policy (NDPE) \*** *for commodity vendors only* | | | | | | Yes | No | |  |  | | | | | |
|  |  | |  | | | | | |  |  | |  |  | | | | | |
|  | k. | | **Traceability to Plantation (TTP) \*** *for commodity vendors only* | | | | | | Yes | No | |  |  | | | | | |
|  |  | | | | |  | | | | | | | | | |  | |
|  | SECTION B | | | | | COMPANY INCORPORATED IN INDONESIA | | | | | | | | | |  | |
|  |  | | | | |  | | | | | | | | | |  | |
|  | a. | Akta Pendirian & SK Kemenkumham | | | | | | | Yes | No | |  | |  | | | | |
|  |  | | |  | | | | | | | | | |  | | | | |
|  | b. | Akta Direksi Terakhir & SK Kemenkumham | | | | | | | Yes | No | |  | |  | | | | |
|  |  | | |  | | | | | | | | | |  | | | | |
|  | c. | Akta Perubahan Anggaran Dasar Terakhir & SK Kemenkumham | | | | | | | Yes | No | |  | |  | | | | |
|  |  | | |  | | | | | | | | | |  | | | | |
|  | d. | Nomor Keanggotaan BPJS Ketenagakerjaan | | | | | | | Yes | No | |  | |  | | | | |
|  |  | | |  | | | | | | | | | |  | | | | |
|  | e. | SKT - Surat Keterangan Terdaftar (pajak) | | | | | | | Yes | No | |  | |  | | | | |
|  |  | | |  | | | | | | | | | |  | | | | |
|  | f. | NIB - Nomor Induk Berusaha | | | | | | | Yes | No | |  | |  | | | | |
|  |  | | |  | | | | | | | | | |  | | | | |
|  | g. | SKDP - Surat Keterangan Domisili perusahaan | | | | | | | Yes | No | |  | |  | | | | |
|  |  | | |  | | | | | | | | | |  | | | | |
|  | h. | Speciment Tanda Tangan Direktur Faktur Pajak | | | | | | | Yes | No | |  | |  | | | | |
|  |  | | |  | | | | | | | | | |  | | | | |
|  | i. | Bukti Pelaporan Speciment Tanda Tangan Faktur Pajak dari Kantor Pajak Terdaftar | | | | | | | Yes | No | |  | |  | | | | |
|  |  | | |  | | | | | | | | | |  | | | | |
|  | j. | SPPKP - Surat Pengukuhan Pengusaha Kena Pajak | | | | | | | Yes | No | |  | |  | | | | |
|  |  | | |  | | | | | | | | | |  | | | | |
|  | k. | NPWP - Nomor Pokok Wajib Pajak | | | | | | | Yes | No | |  | |  | | | | |
|  |  | | |  | | | | | | | | | |  | | | | |
|  | l. | NPWP Direktur | | | | | | | Yes | No | |  | |  | | | | |
|  |  | | |  | | | | | | | | | |  | | | | |
|  | m. | KTP Direktur / Pengurus Aktif | | | | | | | Yes | No | |  | |  | | | | |
|  |  | | |  | | | | | | | | | |  | | | | |
|  | n. | Susunan Pengurus dan Struktur Organisasi dalam Profil Perusahaan | | | | | | | Yes | No | |  | |  | | | | |
|  |  | | |  | | | | | | | | | |  | | | | |
|  | o. | Surat Pertanggungjawaban Atas Faktur Pajak | | | | | | | Yes | No | |  | |  | | | | |
|  |  | | |  | | | | | | | | | |  | | | | |
|  | p. | Surat Pernyataan Kebenaran Dokumen | | | | | | | Yes | No | |  | |  | | | | |
|  |  | | |  | | | | | | | | | |  | | | | |
|  | q. | Laporan Keuangan / Audited Financial Statements (2 Years) | | | | | | | Yes | No | |  | |  | | | | |
|  |  | | |  | | | | | | | | | |  | | | | |
|  | r. | Bonded Zone / Free Trade Zone Certification | | | | | | | Yes | No | |  | |  | | | | |
|  |  | | |  | | | | | | | | | |  | | | | |
|  | s. | Jika bergerak di bidang Konstruksi | | | | | | |  |  | |  | |  | | | | |
|  |  | | |  | | | | | | | | | |  | | | | |
|  |  | i). SBUJK - Sertifikasi Badan Usaha Jasa Konstruksi | | | | | | | Yes | No | |  | |  | | | | |
|  |  | ii). SIUJK - Surat Izin Usaha Jasa Konstruksi | | | | | | | Yes | No | |  | |  | | | | |
|  |  | iii). Kartu Tanda Anggota Bidang Jasa Konstruksi | | | | | | | Yes | No | |  | |  | | | | |
|  |  |  | | | | | | |  |  | |  | |  | | | | |
|  | t. | No Deforestation, No Peat, No Exploitation Policy (NDPE) \* *for commodity vendors only* | | | | | | | Yes | No | |  | |  | | | | |
|  |  |  | | | | | | |  |  | |  | |  | | | | |
|  | u. | Traceability to Plantation (TTP) \* *for commodity vendors only* | | | | | | | Yes | No | |  | |  | | | | |
|  |  | | |  | | | | | | | | | |  | | | | |
| Yours Faithfully, | | | | | | | |  | | | | | | | | | | |
| Name: | | | | | | |  | Company Name Stamp | | |  | | | | | | | |
| Designation: | | | | | | | | Date: | | | | | | | | | | |
| *Note:*  *\*\*For companies incorporated outside of Malaysia and Indonesia, kindly provide documents as per Section A and any other necessary documents requested separately.* | | | | | | | | | | | | | | | | | | |