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## List of Abbreviations

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<th>Abbreviation</th>
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<tr>
<td>AFS</td>
<td>Audited Financial Statement</td>
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<td>BO</td>
<td>Beneficial Ownership</td>
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<td>FPX</td>
<td>Financial Process Exchange</td>
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<tr>
<td>IC</td>
<td>Identity Card</td>
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<tr>
<td>FOAR</td>
<td>Form of Annual Return</td>
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<tr>
<td>KYC</td>
<td>Know Your Counterparty</td>
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<tr>
<td>LLRC</td>
<td>List of Licensed/Registered Companies</td>
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<tr>
<td>MEDAC</td>
<td>Ministry of Entrepreneur Development and Cooperatives</td>
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<tr>
<td>MTR</td>
<td>Minimum Technical Requirement</td>
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<tr>
<td>NRIC</td>
<td>National Registration Identity Card</td>
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<tr>
<td>PB</td>
<td>Professional Bodies</td>
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<tr>
<td>PLMS</td>
<td>PETRONAS Licensing Management System</td>
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<tr>
<td>PUKONSA</td>
<td>Pusat Pendaftaran Kontraktor Kerja, Bekalan dan Perkhidmatan Negeri Sabah</td>
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<td>ROC</td>
<td>Registration of Company</td>
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<td>ROB</td>
<td>Registration of Business</td>
</tr>
<tr>
<td>SPANS</td>
<td>Sijil Perniagaan Anak Negeri Sabah</td>
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<tr>
<td>SSM</td>
<td>Suruhanjaya Syarikat Malaysia</td>
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<tr>
<td>STB</td>
<td>Sijil Taran Burni</td>
</tr>
<tr>
<td>TT</td>
<td>Telegraphic Transfer</td>
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<tr>
<td>UPKJ</td>
<td>Unit Pendaftaran Kontraktor Dan Juruperunding</td>
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</table>
Objectives

The purpose of this document is to provide an overview and steps to navigate through PLMS as well as the capability to perform licensing and registration tasks in the system.

The contents curated in this document allows Supplier to achieve the following:

1. To obtain an understanding on how to navigate through the licensing and registration platform and its functionalities.

2. To be equipped with sufficient knowledge to use the system based on the functions and features available.

3. To recognise the high-level benefits of the system and the new ways of working around it.
OVERVIEW & NEW WAYS OF WORKING
Introducing PLMS

PETRONAS Licensing Management System (PLMS) is designed around improved efficiency, intuitive navigation and will complement the GEP SMART™ procurement platform to create a seamless end-to-end procurement experience.

PETRONAS LICENSING MANAGEMENT SYSTEM

1. **Simplified Licensing and Registration Process**
   Easy reference and transparency on application status

2. **Intuitive System Navigation**
   A responsive interface that enhances user experience
System Requirements

1. Recommended requirements to browse PETRONAS Licensing Management System (PLMS).

- **Google Chrome** (Version 93 and above)
- **Microsoft Edge** (Version 93 and above)
- **Apple Safari** (Version 9.1 and above)
- **20 Mbps Internet Bandwidth**
- **1366 x 768 pixels screen resolution**

2. IMPORTANT: As per PETRONAS Cyber Security requirement, only company email address & GMAIL & are accepted for the creation of PLMS account. If the current email address being used is other than the above e.g. Yahoo or Hotmail domain (@yahoo.com, @Hotmail.com), please create a new email address and log a ticket to **lrs_enquiries@petronas.com** to update the current registered email for PLMS account creation.

3. Please assign the right personnel to manage supplier’s account in PLMS. The personnel will be receiving all notifications and is responsible in handling the supplier’s license & registration activities with PETRONAS.
New Ways of Working

Cross Functional Collaboration
The online and integrated platform provides Supplier the opportunity to collaborate with PETRONAS more efficiently.

Proactive Ownership
Supplier is empowered to proactively monitor its License or Registration application using the platform’s centralised notification system and update changes to company profile.

Embrace Technology
Supplier is encouraged to adopt an open mindset and actively utilise the new platform and elevate their ways of working.
APPLICATION DEEP DIVE

General Functions

1. Account Creation
2. Company Application
3. SWEC Application
4. Approval & License Fee Payment
5. Update Company Application
6. Update SWEC & MTR
7. Cancellation Of Company
8. Cancellation Of SWEC
### The Licensing & Registration Experience

PETRONAS License and Registration applications are based on self-service concept via online submission through PLMS.

<table>
<thead>
<tr>
<th>General Functions</th>
<th>1</th>
<th>2</th>
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<th>4</th>
</tr>
</thead>
</table>
| **Account Creation** | New Supplier may select one of the following sectors:  
✓ License (required for Upstream works & optional for Downstream).  
✓ Registration (for Downstream works only).  
• Existing Supplier may login to PLMS using existing credentials. | **Company Application** | Supplier is required to provide company information & company profile for the application.  
• Existing Supplier will be notified & able to submit Renewal of Company application in PLMS four (4) months before the expiry date of the License/Registration.  
• Application may be returned to Supplier for further clarification/amendment if not meeting requirement. | **SWEC Application** | Supplier needs to be licensed/registered in at least one (1) approved SWEC for the License/Registration to be valid/effective.  
• Prior to submission of this application, please refer to the latest SWEC and MTR list.  
• Supplier cannot submit SWEC application when there is an ongoing/in progress Company Application.  
• Supplier may submit multiple SWEC applications at the same time.  
• Application may be returned to Supplier for further clarification/amendment if not meeting requirement. | **Approval & License Fee Payment** | • Certificate issuance:  
✓ Registration sector: Upon first SWEC application approval.  
✓ License sector: Upon completion of license fee payment.  
• License fee is applicable for License sector only.  
• New Supplier will receive an invitation email to create and complete GEP SMART™ account (used for tender transactions). |
The Licensing & Registration Experience

PETRONAS License and Registration applications are based on self-service concept via online submission through PLMS.

General Functions

5. Update Company Application
   • Supplier is required to perform Company Update:
     i. When there is a change on Company Profile or Company Information (inclusive change of sector from License to Registration, vice versa).
     ii. To comply with Special Conditions.
   • Application may be returned to Company for further clarification/amendment/when not meeting requirement.

6. Update SWEC & MTR
   • Supplier is required to perform SWEC Update:
     i. When there is a change of information and document declared in current licensed/registered SWEC.
     ii. To comply with Special Conditions.
   • Prior to submission of this application, please refer to the latest SWEC and MTR list.
   • Supplier cannot submit SWEC application when there is an ongoing/in progress Company Application.
   • Supplier may submit multiple SWEC applications at the same time.
   • Application may be returned to Supplier for further clarification/amendment/when not meeting requirement.

7. Cancellation of Company
   • Applicable if Supplier no longer wishes to supply product/service to PETRONAS Group of Companies or/and the Petroleum Arrangement Contractors (PAC).
   • Application may be returned to Supplier for further clarification/amendment/when not meeting requirement.
   • Non-renewal of License/Registration for more than one (1) year will result in automatic cancellation by the system.

8. Cancellation of SWEC
   • Applicable if Supplier no longer offers the product/service under the previously approved SWEC.
   • Supplier cannot submit SWEC application when there is an ongoing/in progress Company Application.
   • Supplier may submit multiple SWEC applications at the same time.
   • Application may be returned to Supplier for further clarification/amendment/when not meeting requirement.
# APPLICATION DEEP DIVE

## General Functions

<table>
<thead>
<tr>
<th></th>
<th>Function</th>
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<td>Cancellation Of Company</td>
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<tr>
<td>8</td>
<td>Cancellation Of SWEC</td>
</tr>
</tbody>
</table>
General Functions

The system general functions and features are covered in this section.

LEARNING OBJECTIVES

Supplier will learn the basic system features and be familiar with the interface to capably navigate PLMS portal.

1. Dashboard
2. Sidebar
3. Notifications
4. SWEC Library
5. User Management
Dashboard

The dashboard and its components give an overview of application(s) status and progress.

1. **The ‘License Status’ card** shows that the Supplier’s current License/Registration status is Active with the License/Registration expiry date.

   **Note:** This card is not visible when the Supplier’s License/Registration status is not Active.

2. **The ‘SWEC Status’ card** indicates the number of SWECs that Supplier is licensed or registered in and the summary of SWECs status (i.e., Active, Inactive, Has Special Condition).

3. **‘Continue Where You Left Off’ card** will display application which is in draft status.

   **Note:** Supplier may click on the ‘Continue working’ button to proceed with the Application.

4. **‘Recent Activities’ card** shows the recent activities performed, or actions taken for submitted applications.

5. **‘Notification Inbox’ consolidates all updates, notifications and announcements.**
Sidebar

The sidebar hosts links to relevant sections in PLMS.

1. Hover to the ‘Sidebar’ to expand it.
2. ‘SWEC’ library allows Supplier to:
   - Check the available SWECs and its MTR.
   - Apply new SWEC.
   - View the bookmarked SWEC.
   - View, renew, update & cancel Supplier’s existing SWECs.
3. ‘Company Profile’ displays the approved company information & License Information (if applicable).
4. ‘Employee’ displays the list of employees declared in PLMS, the employees’ details and status.
5. ‘Principal’ displays the list of principals declared in PLMS, the principals’ details and status.
6. ‘Project’ displays the list of projects declared in PLMS, the projects’ details and status.
7. ‘Documents’ displays the list of documents declared in PLMS, the documents’ details and status.
The sidebar hosts links to relevant sections in PLMS.

- **Dashboard**
  - Welcome to the major league
  - You are now a fully-activated PETRONAS Supplier. With this license, you are eligible to bid for oil and gas tenders in Malaysia. Be sure to apply for other SWECs relevant to your business so you can be in the best position to take on the opportunities.
  - Hide this message

- **Vessel/Rig**
  - Displays the list of vessel/rig declared in PLMS, the vessel/rig details and status.

- **User**
  - In ‘User’, Supplier Admin is able to manage users of the supplier’s PLMS account. Functions include view, add, edit and remove users.

- **Payment Inquiry**
  - Displays license fee payment transaction (if applicable).
Notifications

Consolidated messages to keep Supplier updated with the license and registration application progress.

1. At the top right of PLMS portal screen, click the inbox icon to go to the Notifications page to view all notifications received.

2. Notification can be filtered by ‘All’, ‘Unread’ or ‘Read’ category.

3. Each notification is marked with icons to indicate its status (i.e. important, warning, approved).

A hyperlink is included in each notification to allow and ease navigation to the specific item quickly.
SWEC Library

Interactive library for all categories of products and services offered for license and registration application.

1 SWECs can be searched based on keywords or SWEC code (e.g. “helicopter” or “101010105”). To search, fill-in search criteria and press Enter.

Note: icon is a picture, not a functional button.

2 SWECs also can be searched based on SWEC hierarchy. This helps Supplier to explore available SWECs within the same category.

3 SWECs can be filtered based on the corresponding application status (e.g. All, Bookmarked, My SWEC).

4 Only relevant SWECs will be displayed after filters has been applied. Click the SWEC name to view the SWEC details and MTR.
Upon selection of SWEC from the library, the details and Minimum Technical Requirements (MTR) for the SWEC will be clearly displayed.

**Slickline Services**

**ABOUT THIS SWEC**

The provision of slickline equipment/tools, personnel and engineering/technical support for onshore and offshore services

**Type**

- Strategic

**Categories**

- 10 Wells
- 10 Drilling/Completion/Intervention/Workover/Abandonment
- 29 Slickline Services

**REQUIREMENTS TO APPLY**

Select a mode of operation below to view specific minimum technical requirement for this SWEC:

**Mode of Operations**

- Self-operated

**Minimum Technical Requirements**

**Self-operated**

**ACTIVE**

- Slickline Tareq Burini Requirement
- No

**Key Personnel**

- **Slickline Operator**
  - Diploma in Engineering / Certificate in Engineering
  - Diploma:
    - Certificate: Minimum 3 years experience as slickline operator

- **Technical Manager**
  - Degree in Engineering / Master in Engineering / PhD in Engineering
  - Degree: 5 years experience in Slickline Equipment & Services
  - Master: 5 years experience in Slickline Equipment & Services
  - PhD: 3 years experience in Slickline Equipment & Services

**Facilities & Equipment**

- **Facilities**
  - Proper Office Setup
  - Gas Lift Lab
  - Storage Warehouse Setup
  - Workshop Facility

- **Equipment**
  - Workbench, Slickline Unit, Pressure Control Equipment

**Apply SWEC as Self-operated**

- Why can't I apply this SWEC?
  - Slickline Services

**Name and general description of the SWEC.**

**Select the applicable Mode of Operations.**

**View all MTR applicable for the SWEC and mode of operation selected.**

**L/R indicates application type:**

- **L** – SWEC is applicable for License sector only
- **R** – SWEC is applicable for Registration sector only
- **L/R** – SWEC is applicable for License & Registration sector.
SWEC Library

Upon selection of SWEC from the library, the details and Minimum Technical Requirements (MTR) for the SWEC will be clearly displayed.

Slickline Services

ABOUT THIS SWEC

The provision of slickline equipment/tools, personnel and engineering/technical support for onshore and offshore services

Type

Strategic

Categories

10 Wells
10 Drilling/Completion/Intervention/Workover/Abandonment
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REQUIREMENTS TO APPLY

Select a mode of operation below to view specific minimum technical requirement for this SWEC.

Mode of Operations

Self-operated

Minimum Technical Requirements

Self-operated

ACTIVE

L/R

Siij Tawaf Bumiputra Requirement

No

Bumiputra SI

Key Personnel

- **Slickline Operator**
  - Diploma/Engineering / Certificate/Engineering
  - Diploma
  - Certificate: Minimum 3 years experience as Slickline operator

- **Technical Manager**
  - Degree/Engineering / Master/Engineering / PhD-Engineering
  - Degree: 5 years experience in Slickline Equipment & Services
  - Master: 5 years experience in Slickline Equipment & Services
  - PhD: 3 years experience in Slickline Equipment & Services
  - Degree/Engineering / Master/Engineering / PhD-Engineering
  - Degree: Minimum 7 years experience in O&G
  - Master: Minimum 7 years experience in O&G
  - PhD: Minimum 7 years experience in O&G

Facilities & Equipment

- Proper Office Setup
- Gas Lift Lab
- Storage Warehouse Setup
- Workshop Facility
- Equipment
  - Workbench, Slickline Unit, Pressure Control Equipment

Apply SWEC as Self-operated

Why cannot I apply this SWEC?

Slickline Services

9 Bumi requirement informed the SWEC’s minimum Bumiputera requirement.

Note:

- SWEC’s minimum Bumiputera requirement is set at 100% or 51% or 30% or 0%.
- The minimum Bumiputera requirement refers to four (4) levels (Equity, Board of Directors, Management & Employment). Please refer to the latest PETRONAS General Guideline for the detailed requirements.

10 Click the apply button to start applying for the selected SWEC.

11 Click on ‘Why cannot I apply this SWEC?’ to identify the reason why Supplier cannot apply for the SWEC.
User Management

Only Supplier Admin may add user(s) and select their role(s) with regards to the license and registration applications for the supplier.

1. On the sidebar, click on 'User'.

2. Under User Management, Supplier Admin will be able to view all users that have been created to manage supplier’s account in PLMS portal.

3. To add a new user, click on the 'Invite User' button.

4. Click on the option icon to edit existing user information or remove any existing user.
   - To edit, click 'Edit User Details'.
   - To remove, click 'Delete User'.

Need some assistance? Refer our User Guide and FAQ. For immediate help, write to our support team or call us at 1-800-88-0011.
User Management

Supplier Admin shall select the role for each new user created according to the activities that the new user will perform.

A popup to create a new user will appear. Fill up the new user’s information including the role of the new user as below:

- **Supplier Admin** – able to perform all activities including access to User Management.
- **Supplier** – able to perform all activities except for access to User Management.
- **Supplier Finance** – able to perform license fee payment only.

Once done, click ‘Save’ button to complete the process.

The new user will receive an invitation email and link to create own username and password.

- If Supplier already has an account/profile in PLMS, Supplier is highly recommended to use this feature i.e. to provide access to other users (of the same company). Alternatively, the new user may use the **Join Existing** feature from the PLMS Portal Dashboard.
- Only one Supplier Admin is allowed for one company.
APPLICATION DEEP DIVE

General Functions

1. Account Creation
2. Company Application
3. SWEC Application
4. Approval & License Fee Payment
5. Update Company Application
6. Update SWEC & MTR
7. Cancellation Of Company
8. Cancellation Of SWEC
Account Creation

For new Supplier, the License & Registration process starts with the creation of an account in PLMS.

Supplier will be able to create an account in PLMS and login to PLMS portal.

1. PLMS Landing Page
2. Create New Account
3. Login
To create a PLMS account, Supplier need to go to the PLMS landing page via the PETRONAS Official Website > Partner Us > Licensing & Procurement in Malaysia > Licensing & Registration Platform.

1. **PLMS URL:**
   https://licensing.petronas.com

2. The General Requirements to become licensed/registered with PETRONAS are listed on the landing page.

   **Note:** Please refer to the latest PETRONAS General Guideline for the detailed requirements.

3. **Announcement** displays the latest update on PLMS or any other announcement related to License & Registration.

4. Click on 'Click here to register' button to sign up as a new user and create an account in PLMS.

5. If Supplier already has an existing account in PLMS, click on 'Sign In' button to access PLMS using existing credentials.

---

Please ensure Supplier is able to fulfill all requirements before starting the licensing and registration process.
Create New Account

New user is required to register by filling up the pop-up form.

1. Please complete the account registration form. Please note that all fields on this form are mandatory except for ‘Introducer’s email address’.

   IMPORTANT: Only company email address & Gmail are accepted for the creation of PLMS account.

2. Acceptance of the ‘Terms of Use’ is required before proceeding.

3. Please ensure that all information provided is correct before clicking ‘Continue with registration’ button.

4. If Supplier already has an existing account in PLMS, click on ‘I already have an account’ button to access PLMS using existing credentials.
Create New Account

Supplier is required to verify the new PLMS account via email before logging in for the first time.

5. Confirm your registration email

6. [Link to confirm registration]

5. Supplier will receive an email to confirm and verify the registered email.

This is an important step to enable Supplier to login into the system for the first time.

6. Click on the link provided to complete the account creation process.

Supplier will then be redirected to PLMS landing page to proceed with login.
Once PLMS account has been verified, Supplier may login into PLMS.

On the PLMS landing page, Supplier may proceed to login by clicking on the ‘Sign In’ button.
Login

A sign-in pop up will appear. Fill-in the registered email address and password to login.

2 Provide registered login credentials.

Note: Supplier shall accept the Terms of Use before proceeding.

3 Click on the ‘Sign in to my account’ button to proceed.

4 Supplier may click on the Forgot Password link to reset password and login using new password.
Login – Join Existing Company

If the Company Profile does not have any active existing Supplier Admin, a New User (of the same company) may use this feature to have access to the same Company profile.

1. Click on 'Join Existing Company' button.
2. Provide the required information & document.
3. Click 'Submit' button to submit the request.

Alternatively, Supplier Admin may invite additional user via User Management sidebar.
# APPLICATION DEEP DIVE

## General Functions

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<td>7</td>
<td>Cancellation Of Company</td>
<td>8</td>
<td>Cancellation Of SWEC</td>
</tr>
</tbody>
</table>

**Legend:**
- Blue: Active Process
- Green: Completed Process
- Red: Refused Process

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*Open*
Company Application

For New & Renewal, Supplier is required to submit Company Application prior to submission of SWEC Application.

LEARNING OBJECTIVES

Supplier will be able to perform new or renewal of company application.

1a New Company Application
1b Renewal Application

2 Company Information
3 Company Profile
4 Know your Counterparty (KYC) & Compliance to Law
5 Submission
6 Rejection & Resubmission
## Summary of Mandatory Requirements by Company Registration Type (1/2)

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<th>Company Information</th>
<th>Registration of Company</th>
<th>Registration of Business</th>
<th>Professional Body</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Corporation</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Share Capital</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Company Contribution</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Director &amp; Shareholder</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Owner &amp; Partner</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Beneficial Owner Information</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Annual Audited Report</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Management Account</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
## Summary of Mandatory Requirements by Company Registration Type (2/2)

<table>
<thead>
<tr>
<th>Company Profile</th>
<th>Registration of Company</th>
<th>Registration of Business</th>
<th>Professional Body</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Details</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Company Status</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Certifications</td>
<td>Yes</td>
<td>Yes</td>
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</tr>
<tr>
<td>Contact Person</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Employments</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Bumi Summary</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

- Initiated company application (e.g. draft application) cannot be deleted.
- Only one company application can be created at one time.
- SWEC application cannot be submitted when there is an ongoing/in progress Company Application.
New Company Application

For new Supplier, the system will guide Supplier to complete the company application submission.

1. Click the ‘+ Register a Company’ button.
2. Select ‘Company Registration Type’ (e.g. ROC, ROB or Professional Bodies).
   - Fill-in company Registration Number and click ‘Get Started’ button.
   - Please ensure the filled Company Registration Number is correct and in correct format.
   Note: Registration Number cannot be changed beyond this point
3. Click on ‘Get Started’ button.
   Note: Fetch SSM info is only applicable for ROC and ROB registration type.

Please ensure the filled Company Registration Number is correct and in correct format e.g. for ROC:
- To use 6–7 digit for Old Business Registration Number e.g. 12345X OR
- To use 12 digit for New Business Registration Number e.g. 2010010004321
Renewal Application

For existing Supplier, Supplier may submit Renewal of Company Application in PLMS starting four (4) months before the expiry date of the License/Registration.

1. Supplier will be prompted in PLMS dashboard and via email to *initiate* license/registration renewal process.

   **Note:** The validity period for PETRONAS License & Registration is 3 years. Supplier will receive automated email notifications starting 4 months before the expiry date of the License/Registration.

2. At 'Company Profile' page, click the 'Update details' button. Then, select 'Renew License' button to start renewal application.

   **Note:** The 'Renew License' button will only be visible starting 4 months before the expiry date of the License/Registration.

Supplier is **required to initiate and submit renewal of License/Registration as early as possible.** Delay in renewing the License/Registration will **affect** the company’s opportunity to participate in tender. All applications (including last minute submission) will be processed per stipulated timeline.
Company Information

Supplier to provide required information under Company Information.

For new company:
• For Supplier which is registered with SSM (e.g. Registration Type is ROC), Supplier SSM information will be auto-populated on the screen while other required information is to be provided manually.
• For Supplier which is not registered with SSM (e.g. Registration Type is Professional Bodies), all required information is to be provided manually.

For existing company, Supplier existing company information in PLMS will be populated in the Company Application.

Note: BO information will not be populated and need to be provided manually when Supplier fetches the latest information from SSM.

• In the event that the Supplier’s company information from SSM is out of date, Supplier is required to update the company information with SSM before proceeding with the application.
• Initiated company application (e.g. draft application) cannot be deleted.
• SWEC application cannot be submitted when there is an ongoing/in progress Company Application.
Company Information

Supplier to provide required information under Company Information.

- In the event that the Supplier's company information from SSM is out of date, Supplier is required to update the company information with SSM before proceeding with the application.
  - Initiated company application (e.g. draft application) cannot be deleted.
  - SWEC application cannot be submitted when there is an ongoing/in progress Company Application.

Please proceed to provide acknowledgement on the company information.
- Click 'Yes. This is my latest information.' button, if the information provided is the latest and accurate.
- Click 'No. I have recently updated my info with SSM.' button, if the information provided is out of date and/or inaccurate.

Upon clicking 'No. I have recently updated my info with SSM.' the Supplier SSM information will be populated to PLMS. The header message will indicate the date of information retrieved from SSM.

Note: If the Supplier SSM information date is not fetched, click the 'Fetch SSM' button at the top right to refresh company's information per SSM record.
Company Information

Supplier to provide required information under Company Corporation section.

4 Company Corporation section refers to company incorporation details e.g. company name, incorporation date, addresses.

5 For Supplier which is not registered with SSM e.g. Registration Type is Professional Bodies, please attach Notice of Registration.

Note: Please ensure information declared in PLMS is consistent with document submitted e.g. Registration Number, Company Name & Incorporated Date.

- In the event that the Supplier’s company information from SSM is out of date, Supplier is required to update the company information with SSM before proceeding with the application.
- Initiated company application (e.g. draft application) cannot be deleted.
- SWEC application cannot be submitted when there is an ongoing/in progress Company Application.
Company Information

Supplier to provide required information Share Capital/Company Contribution section.

Share capital section refers to company paid up capital details.

Note:
- Share Capital section is applicable for Supplier with Registration Type is ROC only.
- Company Contribution section is applicable for Supplier with others Registration Type e.g. ROB, PB.
- For PB Registration Type, paid-up capital refers to company’s Capital or Total Value of Contribution.

For Supplier with Preference Share, kindly:
- Provide latest Form of Annual Return (FoAR) or Section 68 as supporting document.
- Specify the FoAR/Section 68 date.

Please ensure preference shares information declared in PLMS is consistent with document submitted.
Company Information

Supplier to provide required information under Director & Shareholder/Owner & Partner section.

8 Director & Shareholder/Owner & Partner section refers to company director, shareholder, subdirector & subshareholder details.

9 Please indicate the Bumiputera status for each of the company’s shareholders, directors, subshareholder & subdirector.
   - Bumiputera - Bumiputera of Malaysian Citizen.
   - Local - Non-Bumiputera of Malaysian Citizen.
   - Foreign - Non-Malaysian Citizen.

In further verification is required, the following supporting document(s) may be requested:
   - Bumiputera Status – Latest FOAR/Section 68.
   - State Code K or H – Copy of IC.
Company Information

Supplier to provide required information under Director & Shareholder/Owner & Partner section.

For Position:
- For Supplier which is registered with SSM e.g. Registration Type is ROC, position will be auto-populated on the screen per company’s SSM information.
- For Supplier which is not registered with SSM e.g. Registration Type is Professional Bodies, please indicate the position accordingly i.e. Director, Shareholder or Director & Shareholder.

For Supplier which is not registered with SSM e.g. Registration Type is Professional Bodies, please indicate the **Value of Contribution** per Total of Contribution (or share) owned by the Shareholder/Owner & Partner.

For Supplier which is not registered with SSM e.g. Registration Type is Professional Bodies, click on ‘+ Add Owner & Partner’ to add additional owner or partner.

Note: Please declare all director and shareholder of the company.
Company Information

Supplier to provide required information under Director & Shareholder/Owner & Partner section.

Please indicate the **State Code** for each of each of the company’s shareholders, directors, subshareholder & subdirector.

- **State Code K** is only applicable for individual from Sarawak with K Code on his/her IC.
- **State Code H** is only applicable for individual from Sabah with H Code on his/her IC.
- If any of the above selection is not applicable, please choose **NA**.

For Shareholder with Preference Share, please ensure preference shares information declared in PLMS is consistent with document submitted.

In further verification is required, the following supporting document(s) may be requested:

- Bumiputera Status – Latest FOAR/Section 68.
- State Code K or H – Copy of IC.
Company Information

Supplier to provide required information under Director & Shareholder/Owner & Partner section.

When prompted, please indicate the Address State for shareholder or director.

- For **individual**, please declare based on the state of the individual residential address.
- For **company**, please declare based on the state of company’s registration address.
Company Information

Supplier to provide required information under Beneficial Owner Information section.

Beneficial Owner Information section consists two (2) parts which are the Legal Owner and Beneficial Owner.

**Note:** The Beneficial Owner Information form displayed is based on Company type and in accordance with BO form illustrated in SSM's guideline i.e., company with share capital, company without share capital and limited liability partnerships.

Legal Owner is auto-populated based on either Shareholder or Owner & Partner whose shareholding percentages is more than or equal to 20%.

There are three (3) types of Legal Owner:
- **Company** – Legal Owner which can have one (1) or more than (1) BO.
- **Individual** – Legal Owner who can only have one (1) BO only.
- **No Legal Owner** – BO which has no tie to any Legal Owner.

- The information will only be used solely internally by PETRONAS and will not be disclosed to any third-party.
- Please consult your Company Secretary on BO Declaration. Do not attempt to interpret it yourself.
- All information must be declared in order for you to submit Company Application.
Company Information

Supplier to provide required information under Beneficial Owner Information section.

- The information will only be used solely internally by PETRONAS and will not be disclosed to any third-party.
- Please consult your Company Secretary on BO Declaration. Do not attempt to interpret it yourself.
- All information must be declared in order for you to submit Company Application.

For Legal Owner Type: Company, by default, the system will only prompt Supplier to declare one BO for the Company.

Please fill-in the BO information accordingly.

Note: Public listed company (e.g., Berhad) is exempted from BO declaration. Supplier may fill-in "Not Applicable" remarks and fill-in dummy selection (e.g. dummy date) in the form.

Percentage of Ownership/Voting Rights is in relation to the control of applicant company.

Please select the Type of Beneficial Owner:
- Direct – BO is tied to a Shareholder.
- Indirect – BO has no tie to any Shareholder.

Note: PETRONAS adopts BO definition per SSM guideline.
Company Information

Supplier to provide required information under Beneficial Owner Information section.

For Criteria of Beneficial Owner, at least one checkbox must be ticked, or tick Exempted checkbox if it is not applicable.

Note:
- Please submit exemption letter to license.management@petronas.com when Exempted checkbox is ticked.
- PETRONAS adopts BO criteria per SSM guideline.

If the Company has more than one BO, click Add Beneficial Owner icon inside the Legal Owner section to add additional BO.

Note: Button will not be available if Legal owner Type is Individual.

The information will only be used solely internally by PETRONAS and will not be disclosed to any third-party.

Please consult your Company Secretary on BO Declaration. Do not attempt to interpret it yourself.

All information must be declared in order for you to submit Company Application.
Company Information

Supplier to provide required information under Beneficial Owner Information section.

26 For Legal Owner Type: Individual, only one BO can be declared.

27 Please fill-in the BO information accordingly.

28 Percentage of Ownership/Voting Rights is in relation to the control of applicant company.

Note: Total percentage of ownership for all owners shall not exceed 100%.

29 Please select the Type of Beneficial Owner:
   - Direct – BO is tied to a Shareholder.
   - Indirect – BO has no tie to any Shareholder.

Note: PETRONAS adopts BO definition per SSM guideline.

- The information will only be used solely internally by PETRONAS and will not be disclosed to any third-party.
- Please consult your Company Secretary on BO Declaration. Do not attempt to interpret it yourself.
- All information must be declared in order for you to submit Company Application.
Company Information

Supplier to provide required information under Beneficial Owner Information section.

For Criteria of Beneficial Owner, at least one checkbox must be ticked, or tick Exempted checkbox if it is not applicable.

Note:
- Please submit exemption letter to license.management@petronas.com when Exempted checkbox is ticked.
- PETRONAS adopts BO criteria per SSM guideline.

Click +Add Beneficial Owner icon outside the Legal Owner section to add additional BO which has no tie to any Legal Owner.

- The information will only be used solely internally by PETRONAS and will not be disclosed to any third-party.
- Please consult your Company Secretary on BO Declaration. Do not attempt to interpret it yourself.
- All information must be declared in order for you to submit Company Application.
Company Information

Supplier to provide required information under Beneficial Owner Information section.

- The information will only be used solely internally by PETRONAS and will not be disclosed to any third-party.
- Please consult your Company Secretary on BO Declaration. Do not attempt to interpret it yourself.
- All information must be declared in order for you to submit Company Application.

32. If there is no legal owner, manual declaration need to be made by clicking on +Add Beneficial Owner icon outside the Legal Owner section. Then, tick on ‘No Legal Owner’ radio button.

Note: Please submit exemption/no legal owner letter or email to license.management@petronas.com if there is no legal owner declared.

33. Please fill-in the BO information accordingly. Supplier may fill-in “Not Applicable” remarks and fill-in dummy selection (e.g. dummy date) in the form.

34. Click +Add Beneficial Owner icon outside the Legal Owner section to add additional BO which has no tie to any Legal Owner.
Company Information

Supplier to provide required information under Annual Audited Report/Management Account section.

- PETRONAS License & Registration (L&RG) General Guidelines indicates that Supplier is required to submit their latest Audited Financial Statement (AFS) on an annual basis to PETRONAS. **Failure to do so may result in Supplier status become Non-Compliance.**
- Supplier must ensure the filing of AFS to SSM and update of latest AFS to PETRONAS are done timely.

**Note:** This section is not applicable (or visible) for newly incorporated company i.e. Incorporation date is less than 20 months from date of application submitted.

**Financial date shall be the latest.**

For ROC Registration Type, date shall be within 8 months of its latest Financial Year End from company’s application submission date.

For other Registration Type, Supplier must submit either one of the following:

- **Annual Financial Statement** – Date not exceeding 8 months from 31 December of the year.
- **Management Account** – Date not exceeding 3 months from Company Application submission date.
Company Information

Supplier to provide required information under Annual Audited Report/Management Account section.

- PETRONAS License & Registration (L&R) General Guidelines indicates that Supplier is required to submit their latest Audited Financial Statement (AFS) on an annual basis to PETRONAS. **Failure to do so may result in Supplier status become Non-Compliance.**
- Supplier must ensure the filing of AFS to SSM and update of latest AFS to PETRONAS are done timely.
Company Information

Supplier to provide required information under Annual Audited Report/Management Account section.

The company’s **Net Worth must be positive**. Otherwise, application will be rejected.

Supplier is required to **perform capital injection** in order to turn their Net Worth from negative to positive.

In case of capital injection has been performed & Net Worth has turned positive, but not reflected in the latest financial report in SSM, system will not allow submission from Supplier. For assistance, Supplier may submit the following documents to PETRONAS Contact Centre:

- Latest Company Profile report from SSM.
- Latest Management Account at the end of recent month, duly signed by Supplier’s Top Management.
Company Information

Supplier to provide required information under Annual Audited Report/Management Account section.

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Please ensure to attach the latest and complete financial document in the application.

For ROC Registration Type, the AFS document shall be:
- Audited by Auditor.
- Endorsed by Commissioner of Oath.
- Duly signed by Directors.
- Include Auditor’s Report

For others Registration Type, Supplier must submit either Annual Financial Statement or Management Account which is duly signed by Top Management.
Company Information

Supplier to provide required information under Annual Audited Report/Management Account section.

41. Click on the ‘Save’ button to save the progress.

42. Click on the ‘Save & Next’ button to save the information and proceed to the next page.

43. Upon clicking on ‘Save & Next’ button, a reminder message box is prompted to ensure Supplier is providing the correct financial information.
   - Click ‘Yes’ button to proceed with the next page.
   - Click ‘No’ button to maintain in the same page and make the necessary amendments.
Company Profile

Supplier to provide required information under Company Details section.

Select the **Company Sector** based on the following definition:

- **License** – able to participate in tenders for **Upstream** and **Downstream** sector.
- **Registration** – able to participate in tenders for **Downstream** sector only.

**Note:** For license, Supplier will be notified to make **license fee payment** once company application is approved.

Supplier is reminded to **declare the location of company branch** (if applicable).
- **OTHERS** refers to location outside of Malaysia.
- Supplier may tick none of the checkbox or more than one checkbox.
Company Profile
Supplier to provide required information under Company Status section.

3 Indicate if the company is a manufacturing company:
- **Private manufacturer** – Private limited company (e.g. Sdn Bhd) that uses components or raw materials to make a finished food.
- **Public manufacturer** – Public limited company (e.g. Bhd) that uses components or raw materials to make a finished good.
- **Non-manufacturer** – Any company other than manufacturing company.
Company Profile
Supplier to provide required information under Certifications section.

4 Indicate if the company has **valid Bumiputra License certificate** (Sijil Taraf Bumiputera) from Ministry of Finance or MEDAC.

- **If Yes**, Supplier is required to enter the certificate number, start date, end date and attach a copy of the certificate.

Supplier is encouraged to obtain STB if Supplier would like to apply for SWEC with >51% Bumiputera requirement.

5 For Sabah companies, indicate if the company has **valid PUKONSA License certificate**.

- **If Yes**, Supplier is required to enter the certificate number, start date, end date and attach a copy of the certificate.

6 For Sarawak companies, indicate if the company has **valid UPKJ License certificate**.

- **If Yes**, Supplier is required to enter the certificate number, start date, end date and attach a copy of the certificate.

- **All documents submitted must be scanned from original document and in colored version.**
- **Please ensure information declared in PLMS is consistent with document(s) submitted.**
Company Profile

Supplier to provide required information under Certifications section.

For Sabah companies, indicate if the company has **valid Sijil Perniagaan Anak Negeri Sabah**.

If Yes, Supplier is required to enter the certificate number, start date, end date and attach a copy of the certificate.

**Note:**
- The certificate may be used to determine locality of Sabahan vendors, subject to approval by Joint Working Committee (JWC) between Sabah State Government and PETRONAS.
- For details on how to apply / renew, please refer to [www.jehans.gov.my](http://www.jehans.gov.my). You may also contact the following persons-in charge and scan the QR code below to save the details:
  1. Pn Nur Asyikin Mohd Yunus
     (NurAsyikin.MohdYunus@sabah.gov.my)
  2. Pn Sheila Ipang
     (Sheila.Ipang@sabah.gov.my)

- **All documents submitted** must be scanned from original document and in colored version.
- **Please ensure information declared** in PLMS is consistent with document(s) submitted.
Company Profile

Under **Contact Person**, Supplier is required to provide details of company’s Licensing & Registration focal.

This information is **IMPORTANT** as the focal will be contacted by PETRONAS and will receive notification on PLMS or any licensing & registration matters. Thus, please ensure the contact details is correct and update in timely manner.
Company Profile

Under **Employments**, Supplier is required to provide details of company’s top management, management team and employment summary.

9. Provide details of the **Top Management** personnel.
   - **Bumiputera** - Bumiputera of Malaysian Citizen.
   - **Local** - Non-Bumiputera of Malaysian Citizen.
   - **Foreign** - Non-Malaysian Citizen.

**Note:** Top Management shall be a **salaried** employee with the **highest-ranking position** in the company (e.g. Chairman, Chief Executive Officer, Managing Director and President) who is responsible for the entire corporation.

- For **Email address**, please provide the Top Management email address (not email address of other individual or company’s general email e.g. generalenquiries@company.com
- For **Handphone No.**, please provide the Top Management Handphone Number (not landline number).
Company Profile

Under **Employments**, Supplier is required to provide details of company's top management, management team and employment summary.

If further verification for Bumiputera Status is required, the following supporting document(s) may be requested:

a) Birth certificate which states the individual's race OR
b) Bumiputera status confirmation letter from:
   - Pejabat Hal Ehwal Anak Negeri Sabah (PHEANS)
   - Mahkamah Anak Negeri Wilayah Persekutuan Labuan (MANWPL)

**Note:**
- For management team who is also a Director/Shareholder and FOAR/Section 68 has been provided, no additional supporting document is required.
- All documents submitted must be scanned from original document and in colored version.
- NRIC is for Malaysian citizen only. For Non-Malaysian citizen, please tick Passport.

**Note:**
- Management shall be employees (permanent, contract or secondment) sitting in managerial positions e.g. Vice President, Senior General Manager, General Manager, Senior Manager, Manager etc.
- Top Management shall not be part of Management team (Duplicated declaration is not acceptable/allowed).

Supplier may add more management team details by clicking on '+ Add More Team' icon.
Company Profile

Under **Employments**, Supplier is required to provide details of company's top management, management team and employment summary.

1. Declare total number of employees based on:
   - Permanent staff
   - Contract staff
   - Others

   **Note:**
   - The declaration shall be according to their 'BUMIPUTERA', 'LOCAL' and 'FOREIGN' status.
   - The total number of employees shall also include the management team.
   - Contract staff shall be declared under OTHERS.

2. At least two (2) employees shall be declared.
3. Please indicate 0 (zero) if none of company employees fall under the categories.
Company Profile

Under Bumi Summary, information is derived based on information keyed-in at the respective sections (Director & Shareholder & Employments).

Bumi Summary

<table>
<thead>
<tr>
<th>Status</th>
<th>Equity (%)</th>
<th>Board of Director (%)</th>
<th>Management (%)</th>
<th>Employment (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bumiputera</td>
<td>100.0</td>
<td>100.0</td>
<td>100.0</td>
<td>100.0</td>
</tr>
<tr>
<td>Local</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Foreign</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Total</td>
<td>100.0</td>
<td>100.0</td>
<td>100.0</td>
<td>100.0</td>
</tr>
</tbody>
</table>

If the information appeared in the table is incorrect, company to verify whether the information keyed-in at the respective section is correct or not.
- If information keyed-in is incorrect, then please do necessary amendment.
- If information keyed-in is correct and technical issue is suspected, please log ticket to PETRONAS ICT.

Bumi Summary table shows the Bumiputera composition at Equity, Board of Director, Management and Employment level.

The information is derived based on information keyed-in at the respective sections (Director & Shareholder & Employments).

Note: The total of each column shall be 100%.
KYC & Compliance to Law

Supplier is required to complete the KYC self-declaration and provide declaration on Compliance to Law before submission of company application.

1. Supplier is required to answer all listed questions under the **KYC section** which include sanctions and data privacy.
   
   **Note:** This section will be required for all company application (new, renewal & update).

2. Supplier is required to provide **declaration on Compliance to Law**.
   
   **Note:** The declaration is required for all company application (new, renewal & update).

3. Click ‘Save & Submit’ button to proceed.
   
   **Note:** The ‘Save’ button allows to save progress as ‘Draft’ to resume later.
Submission

Once all required sections are completed, Supplier is required to accept the Terms & Conditions and submit the application for approval.

1 Proceed to submit the company application by clicking on ‘Save & Submit’ button at the bottom right of the company profile screen.

2 A submission confirmation pop-up will appear. Supplier is required to read and understand the privacy policy and the terms & conditions for PLMS.

3 Check the confirmation box for each declaration.

4 Finally, submit the Company Application for evaluation by clicking on ‘Agree & Submit’ button.
Rejection & Resubmission

In the event of company application rejection, Supplier will receive a notification via email and the status will be reflected in the recent activities card.

1 Supplier will be notified on the rejection of company application from the ‘Recent Activities’ card.

However, Supplier may only view the rejection remarks but will not be able to modify or update the company application.

2 Click on ‘Company Profile’ at the sidebar to view rejection and perform amendments for resubmission.
Rejection & Resubmission

To initiate the resubmission, click on Update Company from Company Profile.

3 Click on ‘Update Details’ button then on ‘Update Company’ button.
Rejection & Resubmission

Supplier may review which section that requires amendment prior to resubmission.

4 Sections that are acceptable and do not require changes are labeled as ‘SUCCESS’.

5 Sections that require amendments are labeled as ‘REJECTED’.

6 Supplier may review the rejection remarks in the field highlighted in red. Supplier may proceed to update rejected sections (if any) for the rest of Company Information & Company Profile.

Note: Supplier is required to update/amend the information based on the rejection remark provided.
Rejection & Resubmission

Once all the required sections have been completed, you are required to acknowledge the Terms & Conditions and submit the application for approval.

1. New Company Application
2. Company Information
3. Company Profile
4. KYC & Compliance to Law
5. Submission
6. Rejection & Resubmission
7. Proceed to resubmit the company application by clicking on ‘Save & Submit’ button at the bottom right of the company profile screen.
8. A submission confirmation pop-up will appear. Supplier is required to read and understand the privacy policy and the terms & conditions for PLMS.
9. Check the confirmation box for each declaration.
10. Finally, resubmit the Company Application for evaluation by clicking on ‘Agree & Submit’ button.
APPLICATION DEEP DIVE

1. Account Creation
2. Company Application
3. SWEC Application
4. Approval & License Fee Payment
5. Update Company Application
6. Update SWEC & MTR
7. Cancellation Of Company
8. Cancellation Of SWEC
SWEC Application

Supplier needs to be licensed/registered in at least one (1) approved SWEC for the License/Registration to be valid/effective.

LEARNING OBJECTIVES

Supplier will be able to perform new or renewal of SWEC application.

1a
New SWEC Application

2
SWEC MTR

3
Submission

4
Rejection & Resubmission

1b
SWEC Renewal Application
New SWEC Application

Supplier can search from the SWEC library and quickly view the SWEC MTR prior to application.

- SWEC application cannot be submitted when there is an ongoing/in progress Company Application.
- Multiple SWEC applications can be submitted at the same time.
- Please ensure that Supplier can comply with the Minimum Technical Requirement (MTR) prior to submission of SWEC application.

At the sidebar, click the ‘SWEC’ icon to open the ‘SWEC library’.

Supplier can search for SWECs by navigating the SWEC hierarchy in the left column.

Supplier can use the ‘Search’ function to search for the SWEC i.e. by SWEC number or any keywords. To search, fill-in search criteria and press Enter.

Note: icon is a picture, not a functional button.

Click on ‘SWEC Name’ to view the SWEC information and requirement (which will be displayed on the right sidebar).

Select the ‘Mode of Operation’ to view the SWEC requirement based on the available Mode of Operations for the SWEC.

Click the ‘Apply SWEC as...’ button to apply for the SWEC.

---

<table>
<thead>
<tr>
<th>Mode of Operation</th>
<th>Code</th>
<th>Type</th>
<th>SWEC Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active</td>
<td>1311014</td>
<td>General</td>
<td></td>
</tr>
<tr>
<td>L/R</td>
<td>1311013</td>
<td>General</td>
<td></td>
</tr>
<tr>
<td>Site/Field Layout</td>
<td>1311015</td>
<td>General</td>
<td></td>
</tr>
<tr>
<td>Dust Requirement</td>
<td>1311016</td>
<td>General</td>
<td></td>
</tr>
<tr>
<td>TE</td>
<td>1311017</td>
<td>General</td>
<td></td>
</tr>
<tr>
<td>Key Personnel</td>
<td>1311018</td>
<td>General</td>
<td></td>
</tr>
</tbody>
</table>

---

New SWEC Application

SWEC MTR

SWEC Renewal Application

1a

1b

2

3

4

5

6
SWEC Renewal Application

Existing Supplier will be able to renew its SWEC(s) upon renewal of its License/Registration.

- SWEC application cannot be submitted when there is an ongoing/in progress Company Application.
- Multiple SWEC applications can be submitted at the same time.
- Please ensure that Supplier can comply with the Minimum Technical Requirement (MTR) prior to submission of SWEC application.
SWEC Renewal Application

Existing Supplier will be able to renew its SWEC(s) upon renewal of its License/Registration.

5. Certification

Office documents as proof of formal qualifications or achievements
Board of Land Surveyor

Success

Certificate Number: Certificate Start Date: 17 Feb 2018; Certificate End Date: 31 Dec 2022

6. SWEC information will be displayed accordingly e.g. SWEC status, information of approved SWEC (if any).

7. Click the 'Modify' button to initiate SWEC application.

Click the 'Change Mode of Operation' button to change the mode of operation for SWEC applied if required.

Note: Change on SWEC Mode of Operation cannot be performed when the company status is not ACTIVE.

- SWEC application cannot be submitted when there is an ongoing/in progress Company Application.
- Multiple SWEC applications can be submitted at the same time.
- Please ensure that Supplier can comply with the Minimum Technical Requirement (MTR) prior to submission of SWEC application.
For a successful SWEC application, Supplier is required to comply with the MTR of the applied SWEC. Below are possible MTR required for the SWEC.

### Application Progress

- **Minimum Technical Requirements**
  - Principal
  - Key Personnel
  - Experience
  - Facilities & Equipment
  - Certification
  - Vessel/Rig

#### Notes
- SWEC with different Mode of Operation may have different MTR.
- Not all SWECs are imposed with MTR. The MTR will only appear if its applicable.

**1. Principal** – the company for whom the applicant company (company applying for license/registeration) is representing as an agent. This could be the product manufacturer or service provider.

**2. Key Personnel** – employees who are essential to carry out work relevant to the SWEC.

**3. Experience** – the required company experience with regards to the SWEC.

**4. Facilities & Equipment** – the required building, process or production equipment to carry out work relevant to the SWEC.

**5. Certification** – the certification required to carry out work relevant to the SWEC.

**6. Vessel/Rig** – the required vessel or rig to carry out work relevant to the SWEC.
SWEC MTR

View Principal requirements summary.

Principal
Third party in-charge to be represented for this SWEC application

Project/Technical Manager

Select principal

1. Select...

Requirements
Principal in-charge

Principal
Principal must have a valid appointment date

1a New SWEC Application
1b SWEC Renewal Application
2 Submission
3 Rejection
4 Resubmission

1 Begin selecting principal by clicking the 'Select' button.
SWEC MTR

Select existing principal from principal list or add a new principal.

2. Principal List
   - Select principal from the list of principals below
   - Search keyword
   - Sort by newest
   - Add Principal

3. Add Principal
   - Principal Name
   - Contact Person
   - Address
   - Appointment Start Date
   - Appointment End Date
   - Person In-Charge
   - Email

4. Confirm Selection
   - Add Principal

**Notes:**
- All documents submitted must be scanned from original document and in colored version.
- Please ensure information declared in PLMS is consistent with document(s) submitted.

2. A pop-up which shows principal list will appear.

3. To add principal, click on ‘+Add Principal’ button.

4. Please fill-in principal details.

5. Please attach Appointment Letter.

   **Note:** Please refer PETRONAS General Guideline for the requirement.

6. Once completed, click the ‘Add Principal’ button.

   **Note:** The newly added principal will appear in the principal list.

7. Select principal by ticking the check box next to the principal’s name.

8. Click ‘Confirm Selection’ to proceed.
SWEC MTR

Confirm compliance for Principal section.

9 The selected principal(s) from the principal list will appear on the SWEC.

10 Click ‘+’ button to add more than one principal (if applicable).

**Note:** Multiple principals can be added for the same SWEC.

11 Click  icon to make changes to the selected principal.

12 • Click ‘Edit Details’ button to edit the principal details.
   • Click ‘Remove Principal’ button to remove the principal.

13 System will notify that the submission is complying with the requirements.

However, this is still subject to PETRONAS’ approval.
SWEC MTR

View Key Personnel requirements summary.

Key Personnel

Important members of your team who qualifies for the SWEC requirement

Supervisor

Employee

[Select employee...]

Technician

Employee

[Select employee...]

1 The number of required key personnel is displayed in the ‘Requirements’ box on each MTR section.

2 The requirements on the qualification and experience for each personnel is displayed next to each key personnel.

Note: Click ‘More’ to view complete requirement.

3 Begin selecting key personnel by clicking on the ‘Select Employee’ button.
SWEC MTR

Select existing key personnel from Employee List or add new employee into the employee list.

4. A pop-up which shows employee list will appear.

Note: Added employee (if any) is listed under the employee list.

5. To add employee, click on ‘+Add Employee’ button.

6. To edit employee details, click on icon for the relevant employee.

Note: Upon changing the employee details, please remove the selected employee and reselect the employee again. This is in order for the changes made to be reflected on SWEC application.
Add new employee details (e.g. general information, qualification, certification, and experience) into the employee list.

7 Please fill-in employee mandatory details.

8 To add qualification, click on ‘+Add Qualification’ button.
   **Note:** Please provide qualification certificate (CV or Resume is not acceptable).

9 To add experience, click on ‘+Add Experience’ button.
   **Note:**
   - Please do not combine several projects/experience in one entry.
   - Please provide details of experience per SWEC applied i.e. experience stated is not vague e.g. several clients, Supply of CE12.
   - Please provide valid experience e.g. experience with future date is not an experience.

10 Once completed, click the ‘Add Employee’ button.
   **Note:** The newly added employee will appear in the employee list.

*All documents submitted must be scanned from original document and in colored version.
Please ensure information declared in PLMS is consistent with document(s) submitted.*
Select existing key personnel from Employee List or add new employee into the employee list.

11 Select employee by ticking the check box next to the employee’s name.

12 Select the employee’s experience which is relevant to the SWEC applied.

Note: Please select experience which is relevant to the SWEC applied only.

13 Click ‘Confirm Selection’ to proceed.

Note: Kindly ensure that the selected employee and details for qualification and experience is sufficient to comply with the SWEC MTR.
SWEC MTR

Confirm compliance for Key Personnel section.

The selected employee(s) and experience (from the employee list) will appear on the SWEC.

System will notify that the submission is complying with the requirements.

However, this is still subject to PETRONAS' approval.
View Principal/Company Experience requirements summary

1. The description of required experience is displayed in the **Requirements** box on each MTR section.

2. The detailed requirements on the experience displayed on each MTR section.

   **Note:** Click 'More' to view complete requirement.

3. Begin selecting principal/company experience by clicking the ‘Add project’ button.
SWEC MTR

Select existing experience from Project List or add experience into the Project List.

4. **Project List**
   - Select project from the list of projects below

   5. All
   6. My Projects
   7. Principal Projects

   ![Table Example]

   - **Name & Description**
   - **Client Name**
   - **Total Experience**

   - **Project List**
   - **Project Description**
   - **Client Name**
   - **1 year**

   1 - 1 of 1 entries  1 row selected

   ![Search Filter Buttons]
   - Items per page
   - of 1 pages

   ![Next Button]

   ![Add Project Button]

   ![Confirm Selection Button]

4. A pop-up which shows Project List will appear.
5. All tab shows all principal/experience which was added (if any).
7. Principal Projects tab shows added principal experience.
8. To add project, click on ‘+Add Project’ button.
SWEC MTR

Select existing experience from Project List or add experience into the Project List.

9. Please fill-in project experience details.
   - **Note:** Please do not combine several projects/experience in one entry.
   - Please provide details of experience per SWEC applied i.e. experience stated is not vague e.g. several clients, Supply of CE12.
   - Please provide valid experience e.g. experience with future date is not an experience.

10. Once completed, click the ‘Add Project’ button.
    - **Note:** The newly added project will appear in the project list.

11. Tick the check box next to the project name and click ‘Confirm Selection’ to proceed.
Confirm compliance for **Principal/Company Experience** section.

12 The selected experience(s) from the project list will appear on the SWEC.

13 System will notify that the submission is complying with the requirements.

However, this is still subject to PETRONAS’ approval.
SWEC MTR

View Facilities & Equipment requirements summary.

1. The detailed requirements displayed on each MTR section.
2. Begin by declaring the **Ownership of the facilities** and attach any supporting documents (if required).
3. Begin by declaring the **Ownership of the equipment** and attach any supporting documents (if required).
4. To attach supporting document, click on **Browse** button.
5. A pop-up which shows Document List will appear. **Note**: Added document (if any) is listed under the document list.
6. To add document, click on **+Add Document** button.

- All documents submitted must be scanned from original document and in colored version.
- Please ensure information declared in PLMS is consistent with document(s) submitted.
View Facilities & Equipment requirements summary.

- All documents submitted must be scanned from original document and in colored version.
- Please ensure information declared in PLMS is consistent with document(s) submitted.
SWEC MTR

Confirm compliance for Facilities & Equipment section.

Facilities & Equipment
This is your company’s track record with relevant projects and contracts related to this SWEC.

Facilities - Proper Office Setup

Ownership of the facilities *
- Own
- Lease
- Own & Lease

Equipment - Company To Provide The List Of Engineering Workstation/Hardware/Software

Ownership of the equipment *
- Own
- Lease
- Own & Lease

Attachment *
- 15 Bytes

11 The selected document from the document list will appear on the SWEC.
12 System will notify that the submission is complying with the requirements.

However, this is still subject to PETRONAS’ approval.
SWEC MTR

View Certification requirements summary.

1. The detailed requirements on the displayed on each MTR section.

2. Please proceed to attach copy of required Certificate by clicking on 'Browse' button.

- All documents submitted must be scanned from original document and in colored version.
- Please ensure information declared in PLMS is consistent with document(s) submitted.
SWEC MTR

Select existing document from Document List or add a new document into the Document List.

3 Document List
Select document from the list of documents below

- Search Keyword
- Sort by newest

+ Add Document

- File Name
- Document Type
- File Size

1 - 1 of 1 entries 1 row selected

16 Bytes

Confirm Selection

3 A pop-up which shows Document List will appear.

Note: Added document (if any) is listed under the document list.

4 To add document, click on ‘+Add Document’ button.
Select existing document from Document List or add a new document into the Document List.

5. Attach the supporting document and provide mandatory details of attached document.

6. Once completed, click the ‘Add Document’ button.

7. Note: The newly added document will appear in the Documents list.

7. Tick the check box next to the document name.

8. Click ‘Confirm Selection’ button to proceed.
SWEC MTR

Confirm compliance for Certification section.

9 The selected document from the document list will appear on the SWEC.

10 System will notify that the submission is complying with the requirements.

However, this is still subject to PETRONAS' approval.
View Vessel/Rig requirements summary.

1. Begin selecting vessel/rig by clicking the 'Add vessel/rig...' button.

Please refer to PETRONAS General Guideline for further details on the requirement e.g. documents requirement.
Select existing vessel or rig from **Vessel/Rig List** or add a new vessel or rig into the list.

A pop-up which shows Vessel/Rig List will appear.

**Note:** Added vessel/rig (if any) is listed under the Vessel/Rig list.

To add vessel/rig, click on ‘**Add Vessel/Rig**’ button.
SWEC MTR

Select existing vessel or rig from Vessel/Rig List or add a new vessel or rig into the list.

4. Attach the supporting document and provide mandatory details of vessel/rig.

5. Once completed, click the ‘Add Project’ button.

Note: The newly added document will appear in the vessel/rig list.

6. Tick the check box next to the document name.

7. Click ‘Confirm Selection’ button to proceed.
SWEC MTR

Confirm compliance for Vessel/Rig section.

<table>
<thead>
<tr>
<th>Vessel/Rig</th>
</tr>
</thead>
<tbody>
<tr>
<td>The vessel/rig registered at which work will be performed</td>
</tr>
<tr>
<td>Required Vessel Rig</td>
</tr>
</tbody>
</table>

8 The selected document from the document list will appear on the SWEC.

9 System will notify that the submission is complying with the requirements.

However, this is still subject to PETRONAS’ approval.
Submission

Once all the required sections have been completed, Supplier is required to acknowledge the Terms & Conditions and submit the application for approval.

1. Click ‘Save & Submit’ button to proceed.

   **Note:** The ‘Save as Draft’ button allows to save progress as ‘Draft’ to resume later.

2. A submission confirmation pop-up will appear. Supplier is required to read and understand the privacy policy and the terms & conditions for PLMS.

3. Finally, submit the Company Application for evaluation by clicking on ‘Agree & Submit’ button.

- SWEC application cannot be submitted when there is an ongoing/in progress Company Application.
- Multiple SWEC applications can be submitted at the same time.
- Please ensure that Supplier can comply with the Minimum Technical Requirement (MTR) prior to submission of SWEC application.
Rejection & Resubmission

In the event of SWEC application rejection, Supplier will receive a notification via email and the status will be reflected in the recent activities card.

1. Supplier will be notified on the rejection of SWEC application from the ‘Recent Activities’ card.

However, Supplier may only view the rejection remarks but will not be able to modify or update the company application.

2. Click on the rejected SWEC notification at the ‘Recent Activities’ card to view rejection remarks and perform amendments for resubmission.
Rejection & Resubmission

Supplier may review which section that requires amendment prior to resubmission.

1a. New SWEC Application
1b. SWEC Renewal Application
2. SWEC MTR
3. Submission Rejection & Resubmission

3. Supplier may review the summary of rejection remarks on top of the SWEC application.
4. Sections that requires amendments are labeled as 'REJECTED'.
   Supplier may proceed to update rejected sections (if any).
   **Note:** Supplier is required to update/amend the information based on the rejection remark provided.
5. Sections that are unacceptable and do not require changes are labeled as 'SUCCESS'.

---

Key Personnel

Important members of your team who qualifies for the SWEC requirement:

ICT/EE Personnel:

- [ICT/EE Personnel Details]
  - Selected Employee
    - Rejection: Required personnel must be a ICT/EE Personnel
Rejection & Resubmission

Supplier may review which section that requires amendment prior to resubmission.

6. Click the ‘Modify’ button to update the SWEC application.

7. Click the ‘Change Mode of Operation’ button to change the mode of operation for SWEC applied if required.

Note: Change on SWEC Mode of Operation cannot be performed when the company status is not ACTIVE.
Rejection & Resubmission

Once all the required sections have been completed, you are required to acknowledge the Terms & Conditions and resubmit the application for approval.

- SWEC application cannot be submitted when there is an ongoing/in progress Company Application.
- Multiple SWEC applications can be submitted at the same time.
- Please ensure that Supplier can comply with the Minimum Technical Requirement (MTR) prior to submission of SWEC application.

Proceed to resubmit the SWEC application by clicking on ‘Update’ button at the bottom right of the SWEC application screen.

Note: The ‘Save as Draft’ button allows to save progress as ‘Draft’ to resume later.

A submission confirmation pop-up will appear. Supplier is required to read and understand the privacy policy and the terms & conditions for PLMS.

Check the confirmation box for each declaration.

Finally, resubmit the SWEC Application for evaluation by clicking on ‘Agree & Submit’ button.
APPROVAL & LICENSE FEE PAYMENT
# APPLICATION DEEP DIVE

## General Functions

<table>
<thead>
<tr>
<th></th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Account Creation</td>
</tr>
<tr>
<td>2</td>
<td>Company Application</td>
</tr>
<tr>
<td>3</td>
<td>SWEC Application</td>
</tr>
<tr>
<td>4</td>
<td>Approval &amp; License Fee Payment</td>
</tr>
<tr>
<td>5</td>
<td>Update Company Application</td>
</tr>
<tr>
<td>6</td>
<td>Update SWEC &amp; MTR</td>
</tr>
<tr>
<td>7</td>
<td>Cancellation Of Company</td>
</tr>
<tr>
<td>8</td>
<td>Cancellation Of SWEC</td>
</tr>
</tbody>
</table>
Approval & License Fee Payment

Supplier will be notified when their Company or SWEC Applications are approved. A license fee payment is only applicable for New License, License Renewal and Update to License Sector only.

LEARNING OBJECTIVES

Supplier will be able to perform license fee payment and download License/Registration certificate.

1. Receive Notification
2. Pay License Fee
3. Download Certificate
4. Receive GEP SMART™ Invitation
Receive Notification

For a License application, Supplier is required to pay a license fee to complete the process.

1. Once the company application has been approved, Supplier will be notified to pay the license fee.

   This notification is sent via email and is also highlighted on the PLMS portal dashboard.

   To begin the license fee payment, click the ‘Pay license fee’ button.

   Note: License fee is not applicable for Registration sector.

   - A valid license enables Supplier to supply goods or services to both Upstream and Downstream sectors.
   - A valid registration enables Supplier to supply to the Downstream sector only.
Pay License Fee

Perform license fee payment as per invoice generated.

1. Review the ‘License Invoice’ details and check that the new license validity period and amount is correct.

2. Click the ‘Make Payment’ button to proceed.

3. Choose the payment method:
   - **Online Banking** – for payment through Malaysian Bank only.

   **Note:** License fee payment shall be made via online payment (FPX) only. Other payment methods e.g. cash, money order, personal cheque or credit card are not acceptable.
Pay License Fee

Perform license fee payment via Online Banking (FPX).

1. Receive Notification
2. Pay License Fee
3. Download Certificate
4. Receive GEP SMART Invitation

4. Choose your relevant ‘Bank Type’ and ‘Payment Bank Services’.

5. Acknowledge the Terms & Condition to proceed.

6. Proceed with ‘Make Payment’ to complete the process.
Download Certificate

Registration certificate is issued virtually via PLMS once Company Application is approved, while License certificate is issued virtually via PLMS once the Company Application is approved and license fee payment has been made.

1. The Official Payment Receipt will be displayed.

**Note:** The License Certificate can be retrieved via Company Profile > click on License Information tab > click on the ... button and then click on the ‘View Certificate’ button to view the certificate.

2. To download the receipt, click ‘Download Receipt’.

3. Click the ‘View Certificate’ button to view License/Registration certificate.

4. To download the License/Registration certificate, click on ‘Download Certificate’ button.
Receive GEP SMART™ Invitation

Upon obtaining license or registration, Supplier is required to create GEP SMART™ account to start procurement transactions.

1. **New Supplier** (without GEP SMART™ account) will receive a GEP SMART™ invitation via email upon the approval of first SWEC application.

   Supplier is required **to complete and obtain approval for Supplier profile in GEP SMART™** to ensure Supplier is not missing out on any business opportunity with PETRONAS.

   To learn more about GEP SMART™, go to the link below to obtain FAQs, user guide and system briefing video:

   PETRONAS Official Website > Partner Us > Licensing & Procurement in Malaysia > Procurement Platform

2. Supplier may login to GEP SMART™ via this [link](#) upon creating SMART account.
APPLICATION DEEP DIVE

General Functions

1. Account Creation
2. Company Application
3. SWEC Application
4. Approval & License Fee Payment
5. Update Company Application
6. Update SWEC & MTR
7. Cancellation Of Company
8. Cancellation Of SWEC
Update Company Application

Post-approval, Supplier shall ensure that Company Information & Company Profile in PLMS is always accurate and up-to-date.

Supplier will be able to perform update for any changes to the Company Information & Company Profile and to comply with Special Condition.

1. Initiate Update Company Application
2. Update Company Information
3. Update Company Profile
4. Submit Update Company Application
Initiate Update Company Application

Once registration or license has been approved, Supplier to perform update when there are changes to the company information & profile.

1. Click on 'Company Profile' from the sidebar to view company profile.
2. On the company profile page, click the 'Update Details' button to initiate Update Company Application.

- Supplier’s SSM information is not automatically updated in PLMS. Supplier need to submit Update Company Application to update the company information & profile to PETRONAS.
- In the event that the Supplier’s company information is out of date, Supplier is required to update the company information with SSM before proceeding with the application.
Initiate Update Company Application

The imposed Special Condition (if any) will be displayed under Company Profile.

- Initiated company application (e.g. draft application) cannot be deleted.
- SWEC application cannot be submitted when there is an ongoing/in progress Company Application.

Under Company Profile, Supplier will also be able to view imposed Special Condition (if any).

Note:
- Special Condition is condition imposed to Supplier in which Supplier is required to comply within the stipulated time given.
- If Supplier fails to comply with Special Condition imposed, the Supplier status will be automatically changed to “Non-Compliance”. As a result, Supplier will be automatically excluded from PETRONAS List of Licensed/Registered Companies even though the License/Registration is still valid.
Update Company Information

Supplier to proceed with updating the changes related to Company Information (if any).

Once initiated, Supplier is able to make changes to company information (if any).

Note: In the event that the Supplier’s company information is out of date, Supplier is required to update the company information with SSM.

Special Condition (if any) will appear at respective section and the Special Condition remarks is highlighted.
Update Company Profile

Under the Company Details section, Supplier may upgrade sector from Registration to License.

Select the Company Sector based on the following definition:

- **License** – able to participate in tenders for *Upstream* and *Downstream* sector.
- **Registration** – able to participate in tenders for *Downstream* sector only.

**Note:** For license, Supplier will be notified to make **license fee payment** once company application is approved.
Update Company Profile

Under **Company Status**, Supplier can update manufacturing status.

2 Indicate if the company is a manufacturing company:

- **Private manufacturer** – Private limited company (e.g. Sdn Bhd) that uses components or raw materials to make a finished food.
- **Public manufacturer** – Public limited company (e.g. Bhd) that uses components or raw materials to make a finished good.
- **Non-manufacturer** – Any company other than manufacturing company.
Update Company Profile

Under Certifications, Supplier can update certifications.

3 Indicate if the company has valid Bumiputera License certificate (Sijil Traf Bumiputera) from Ministry of Finance or MEDAC.

If Yes, Supplier is required to enter the certificate number, start date, end date and attach a copy of the certificate.

Supplier is encouraged to obtain STB if Supplier would like to apply for SWEC with >51% Bumiputera requirement.

4 For Sabah companies, indicate if the company has valid PUKONSA License certificate.

If Yes, Supplier is required to enter the certificate number, start date, end date and attach a copy of the certificate

5 For Sarawak companies, indicate if the company has valid UPKJ License certificate.

If Yes, Supplier is required to enter the certificate number, start date, end date and attach a copy of the certificate

- All documents submitted must be scanned from original document and in colored version.
- Please ensure information declared in PLMS is consistent with document(s) submitted.
Update Company Profile

Under Certifications, Supplier can update certifications.

For Sabah companies, indicate if the company has valid Sijil Perniagaan Anak Negeri Sabah.

If Yes, Supplier is required to enter the certificate number, start date, end date and attach a copy of the certificate.

Note:
- The certificate may be used to determine locality of Sabahan vendors, subject to approval by Joint Working Committee (JWC) between Sabah State Government and PETRONAS.
- For details on how to apply/renew, please refer to www.jehans.gov.my. You may also contact the following persons-in-charge and scan the QR code below to save the details:
  1. Pn Nur Asyikin Mohd Yunus (NurAsyikin.MohdYunus@sabah.gov.my)
  2. Pn Sheila Ipang (Sheila.Ipang@sabah.gov.my)

• All documents submitted must be scanned from original document and in colored version.
• Please ensure information declared in PLMS is consistent with document(s) submitted.
Update Company Profile

Under **Contact Person**, Supplier to update the latest License & Registration focal for the Company.

---

This information is **IMPORTANT** as the focal will be contacted by PETRONAS and will receive notification on PLMS or any licensing & registration matters. Thus, please ensure the contact details is correct and update in timely manner.
Update Company Profile

Under **Employments**, Supplier to update details of company's top management, management team and employment summary.

**Provide details of the Top Management personnel.**

- **Bumiputera** - Bumiputera of Malaysian Citizen.
- **Local** - Non-Bumiputera of Malaysian Citizen.
- **Foreign** - Non-Malaysian Citizen.

**Note:** Top Management shall be a **salaried** employee with the **highest-ranking position** in the company (e.g. Chairman, Chief Executive Officer, Managing Director and President) who is responsible for the entire corporation.

- For **Email address**, please provide the Top Management email address (not email address of other individual or company’s general email) e.g. generalenquiries@company.com
- For **Handphone No.**, please provide the Top Management Handphone Number (not landline number).
Update Company Profile

Under **Employments**, Supplier to update details of company's top management, management team and employment summary.

If further verification for Bumiputera Status is required, the following supporting document(s) may be requested:

- a) Birth certificate which states the individual's race OR
- b) Bumiputera status confirmation letter from:
  - Pejabat Hal Ehwal Anak Negeri Sabah (PHEANS)
  - Mahkamah Anak Negeri Wilayah Persekutuan Labuan (MANWPL)

**Note:**
- For management team who is also a Director/Shareholder and FOAR/Section 68 has been provided, no additional supporting document is required.
- All documents submitted must be scanned from original document and in colored version.
- NRIC is for Malaysian citizen only. For Non-Malaysian citizen, please tick Passport.
Update Company Profile

Under **Employments**, Supplier to update details of company's top management, management team and employment summary.

- **Declare total number of employees based on:**
  - Permanent staff
  - Contract staff
  - Others

**Note:**
- The declaration shall be according to their ‘BUMIPUTERA’, ‘LOCAL’ and ‘FOREIGN’ status.
- The total number of employees shall also include the management team.
- Contract staff shall be declared under OTHERS.

- At least two (2) employees shall be declared.
- Please indicate 0 (zero) if none of company employees fall under the categories.
Update Company Profile

Under **Employments**, Supplier to update details of company's top management, management team and employment summary.

<table>
<thead>
<tr>
<th>Status</th>
<th>Equity (%)</th>
<th>Board of Director (%)</th>
<th>Management (%)</th>
<th>Employment (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bumiputera</td>
<td>100.0</td>
<td>100.0</td>
<td>100.0</td>
<td>100.0</td>
</tr>
<tr>
<td>Local</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Foreign</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Total</td>
<td>100.0</td>
<td>100.0</td>
<td>100.0</td>
<td>100.0</td>
</tr>
</tbody>
</table>

Bumi Summary table shows the **Bumiputera composition** at Equity, Board of Director, Management and Employment level.

The information is derived based on information keyed-in at the respective sections (Director & Shareholder & Employments).

**Note:** The total of each column shall be 100%.

If the information appeared in the table is incorrect, company to verify whether the information keyed-in at the respective section is correct or not.

- If information keyed-in is incorrect, then please do necessary amendment.
- If information keyed-in is correct and technical issue is suspected, please log ticket to PETRONAS ICT.
Submit Update Company Application

Supplier is required to complete the KYC self-declaration and provide declaration on Compliance to Law before submission of company application.

1. Supplier is required to answer all list questions under the **KYC section** which include sanctions and data privacy.
   
   **Note:** This section will be required for all company application (new, renewal & update).

2. Supplier is required to provide **declaration on Compliance to Law**.
   
   **Note:** The declaration is required for all company application (new, renewal & update).

3. Click ‘Save & Submit’ button to proceed.
   
   **Note:** The ‘Save’ button allows to save progress as ‘Draft’ to resume later.
Submit Update Company Application

Supplier is required to complete the KYC self-declaration and provide declaration on Compliance to Law before submission of company application.

4 Proceed to submit the company application by clicking on 'Save & Submit' button at the bottom right of the company profile screen.

5 A submission confirmation pop-up will appear. Supplier is required to read and understand the privacy policy and the terms & conditions for PLMS.

6 Finally, submit the Company Application for evaluation by clicking on 'Agree & Submit' button.
APPLICATION DEEP DIVE

General Functions

1. Account Creation
2. Company Application
3. SWEC Application
4. Approval & License Fee Payment
5. Update Company Application
6. Update SWEC & MTR
7. Cancellation Of Company
8. Cancellation Of SWEC
Update SWEC & MTR

Post-approval, Supplier shall ensure that their SWEC information in PLMS is always accurate and up-to-date.

Learning Objectives: Supplier will be able to perform update for any changes to the SWEC information, changes to document declared and to comply with special condition.

1. Initiate SWEC Update
2. Update SWEC & MTR
3. Submit SWEC Updates
Initiate SWEC Update

After SWEC is approved, Supplier to perform update for any changes to the SWEC information, changes to document declared and to comply with special condition.

1. Click on ‘SWEC’ from the sidebar to view list of SWEC.
2. From the SWEC list page, click ‘My SWEC’ to view the applied SWECs.
Initiate SWEC Update

After SWEC is approved, Supplier to perform update for any changes to the SWEC information, changes to document declared and to comply with special condition.

Under My SWEC list > Special Condition column, Supplier will also be able to identify whether the SWEC has Special Condition (if any).

Note:
- Special Condition is a condition imposed to Supplier in which Supplier is required to comply within the stipulated time given.
- If Supplier fails to comply with the Special Condition imposed, the SWEC status will be automatically changed to “Non-Compliance”. As a result, Supplier will be automatically excluded from PETRONAS List of Licensed/Registered Companies even though the License/Registration is still valid.

To view the submitted information for the SWEC, click on the SWEC name.
Initiate SWEC Update

After SWEC is approved, Supplier to perform update for any changes to the SWEC information, changes to document declared and to comply with special condition.

- SWEC application cannot be submitted when there is an ongoing/in progress Company Application.
- Multiple SWEC applications can be submitted at the same time.
- Please ensure that Supplier can comply with the Minimum Technical Requirement (MTR) prior to submission of SWEC application.

5. Supplier will be redirected to the summary page of the SWEC.
6. Click on the ‘Modify’ button to proceed with the SWEC update.
7. Special Condition (if any) will appear at respective section and the Special Condition remarks is highlighted.
8. Click the ‘Modify’ button to initiate SWEC application.
9. Click the ‘Change Mode of Operation’ button to change the mode of operation for SWEC applied if required.

Note: Change on SWEC Mode of Operation cannot be performed when the company status is not ACTIVE.

Once initiated, Supplier is able to make changes to SWEC information (if any).
Update SWEC & MTR (Principal)

Supplier may proceed to make changes to SWEC MTR details including, updating principal information and adding new principal.

1. Click the icon to make changes to the selected principal.
2. Click 'Edit Details' button to edit the principal details.
3. Click 'Remove Principal' button to remove the principal.
   
   **Note:** Upon changing the principal details, please remove the selected principal and reselect the principal again. This is in order for the changes made to be reflected on SWEC application.

4. Click 'Select Principal...' to begin reselecting the principal.
Update SWEC & MTR (Key Personnel)

Supplier may proceed to make changes to SWEC MTR details including updating key personnel information and changing key personnel.

1. Click ••• icon to make changes to the selected key personnel.
2. Click ‘Edit Details’ button to edit the key personnel details.
3. Click ‘Remove’ button to remove the key personnel.

Note: Upon changing the key personnel details, please remove the selected key personnel and reselect the key personnel again. This is in order for the changes made to be reflected on SWEC application.

4. Click ‘Select employee...’ to begin reselecting the key personnel.

- Please do not combine several projects/experience in one entry.
- Please provide details of experience per SWEC applied i.e. experience stated is not vague e.g. several clients, Supply of CE12.
- Please provide valid experience e.g. experience with future date is not an experience.
Update SWEC & MTR (Company Experience)

Supplier may proceed to make changes to SWEC MTR details including, updating experience and changing declared experience.

1. Click ••• icon to make changes to the selected experience.
2. Click **Edit Details** button to edit the experience details.
3. Click **Remove** button to remove the experience.

**Note:** Upon changing the experience details, please remove the selected experience and reselect the experience again. This is in order for the changes made to be reflected on SWEC application.

4. Click **Add project...** to begin reselecting the experience.

- Please **do not combine several projects/experience in one entry.**
- Please **provide details of experience** per SWEC applied i.e. experience stated is not vague e.g. several clients, Supply of CE12.
- Please **provide valid experience** e.g. experience with future date is not an experience.
Update SWEC & MTR (Facilities & Equipment)

Supplier may proceed to make changes to SWEC MTR details including, updating ownership or listing of facilities/equipment.

1. To change the declaration on the ‘Ownership of the facilities’ or ‘Ownership of the Equipment’, tick any of the applicable type of ownership.

2. Click icon to make changes to the attached supporting document.

3. To attach supporting document, click on ‘Browse’ button.

- All documents submitted must be scanned from original document and in colored version.
- Please ensure information declared in PLMS is consistent with document(s) submitted.
Update SWEC & MTR (Certification)

Supplier may proceed to make changes to SWEC MTR details including, updating latest valid certification.

- All documents submitted must be scanned from original document and in colored version.
- Please ensure information declared in PLMS is consistent with document(s) submitted.
Update SWEC & MTR (Vessel/Rig)

Supplier may proceed to make changes to SWEC MTR details including, updating vessel/rig information and changing declared vessel/rig.

1. Click ‘...’ icon to make changes to the selected vessel/rig.
2. Click ‘Edit Details’ button to edit the vessel/rig details.
3. Click ‘Remove’ button to remove the vessel/rig.

Note: Upon changing the vessel/rig details, please remove the selected vessel/rig and reselect the vessel/rig again. This is in order for the changes made to be reflected on SWEC application.
4. Click ‘Add vessel/rig...’ to begin reselecting the vessel/rig.

Please refer to PETRONAS General Guideline for further details on the requirement e.g. documents requirement.
Submit SWEC Updates

Once all the required sections have been updated, you are required to acknowledge the Terms & Conditions and submit the application for approval.

- SWEC application cannot be submitted when there is an ongoing/in progress Company Application.
- Multiple SWEC applications can be submitted at the same time.
- Please ensure that Supplier can comply with the Minimum Technical Requirement (MTR) prior to submission of SWEC application.
CANCELLATION OF COMPANY
APPLICATION DEEP DIVE

1. Account Creation
2. Company Application
3. SWEC Application
4. Approval & License Fee Payment
5. Update Company Application
6. Update SWEC & MTR
7. Cancellation Of Company
8. Cancellation Of SWEC
Cancellation of Company

Supplier can apply for cancellation of license or registration when Supplier no longer wishes to supply product/services to PETRONAS Group of Companies and/or the Petroleum Arrangement Contractors (PAC).

LEARNING OBJECTIVES
Supplier can submit cancellation application for company license or registration.

1
Perform Company Cancellation

2
Submit Company Cancellation
Perform Company Cancellation

Supplier can perform cancellation to the license or registration with PETRONAS.

1. Click on 'Company Profile' from the sidebar to view company profile.

2. On the company profile page, click the 'Cancel License or Registration' button to initiate Company Cancellation application.

- Company with License/Registration expiry more than one (1) year will be automatically cancelled by the system due to non-renewal.
- In the event the Company wishes to renew its License/Registration after the cancellation, Supplier is required to submit “Renewal Company Application” in PLMS.
Submit Company Cancellation

Once your cancellation is initiated, you are required to enter the justification and to attach supporting documents.

1. Supplier to provide the summary of cancellation. The summary shall comprise of the following:
   - Reason of cancellation.
   - Must be in accordance with the attached official letter.

2. Supplier to attach an official letter. The letter shall comprise of the following:
   - Reason for License/Registration cancellation.
   - Declaration that there are no ongoing tenders/contracts.
   - Duly signed by the majority shareholder and Top Management.

3. Click 'Submit' button, to submit the cancellation application

4. A confirmation popup will be displayed, click on OK to confirm.

Note: Once submitted, changes to company profile and SWEC is no longer allowed.
CANCELLATION OF SWEC
APPLICATION DEEP DIVE

General Functions

1. Account Creation
2. Company Application
3. SWEC Application
4. Approval & License Fee Payment
5. Update Company Application
6. Update SWEC & MTR
7. Cancellation Of Company
8. Cancellation Of SWEC
Cancellation of SWEC

Supplier can apply for cancellation of SWEC when Supplier no longer wishes to supply product/services under the SWEC which has been approved earlier.

LEARNING OBJECTIVES

Supplier can submit SWEC cancellation.

1. Perform SWEC Cancellation
2. Submit SWEC Cancellation
Perform SWEC Cancellation

You can perform cancellation to the licensed or registered SWEC with PETRONAS.

1. Click on 'Company Profile' from the sidebar to view company profile.

2. On the company profile page, click on the 'List of SWEC' tab.

3. Click on the *** icon for the SWEC which want to be cancelled. Then, click on 'Cancel SWEC' button to initiate SWEC Cancellation application.
Submit SWEC Cancellation

Once your cancellation is initiated, you are required to enter the justification and to attach supporting documents.

1. Supplier to provide the summary of cancellation. The summary shall comprise of the following:
   - Reason of cancellation.
   - Must be in accordance with the attached official letter.

2. Supplier to attach an official letter. The letter shall comprise of the following:
   - Reason for SWEC cancellation.
   - Declaration that there are no ongoing tenders/contracts.
   - Duly signed by the majority shareholder and Top Management.

3. Click ‘Submit’ button, to submit the cancellation application

4. A confirmation popup will be displayed, click on OK to confirm.

Note: Once submitted, changes to the to-be-cancelled SWEC is no longer allowed.
Support Contact

Should you require any support, please reach out to us via the following channels:

E-MAIL: lrs_enquiries@petronas.com

CALL: 1-800-88-0011

PETRONAS CONTACT CENTRE