



**PETRONAS**

# General Guidelines

## PETRONAS License and Registration



## Important Notice for Applicant

Applicant is advised to read and understand the content of these General Guidelines. Clear understanding is important to ensure the application submitted is complete and will be given due consideration. Requirements and procedures in these General Guidelines may be updated from time to time.

Applicant is also advised to contact the Licensing and Registration Section (LRS) directly for any general enquiry, including application matters as per the following contact details:

### PETRONAS Contact Centre

Tel: 1-800-88-0011

Email: [Irs\\_enquiries@petronas.com](mailto:Irs_enquiries@petronas.com)

Application related to PETRONAS License and Registration is based on self-service concept via online submission. Applicant must ensure that all information submitted are accurate.

PETRONAS does not appoint nor endorse any third party for the above purposes. PETRONAS shall not be liable for any issue that may arise in the event that the applicant engages a third party for submitting application of PETRONAS License or Registration.

# Contents

- [Glossary](#)
- [Introduction](#)
- [General Requirements of PETRONAS License or Registration](#)
- [Application Involving Foreign Company](#)
- [Standardised Work and Equipment Categories \(SWEC\)](#)
- [Procedure for Application of PETRONAS License or Registration](#)
- [Types of Application](#)
  - [New License or Registration](#)
  - [Renewal of License or Registration](#)
  - [Update of License or Registration](#)
  - [New SWEC](#)
  - [Renewal of SWEC](#)
  - [Update of SWEC](#)
  - [Cancellation of License or Registration](#)
  - [Cancellation of SWEC](#)
- [Application Process](#)
- [Application Result](#)
- [Opportunity to Participate in Tenders](#)
- [Reminder](#)
- [Appendices](#)

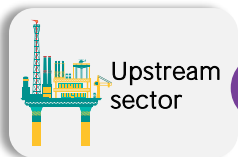


# Glossary

| Term                                | Definition or Explanation  |
|-------------------------------------|--|
| Employee                            | Employees of the vendor which include: <ul style="list-style-type: none"> <li>• Management employees for any employment status, i.e. permanent, contract, secondment, etc.</li> <li>• Non-management employees (executive and non-executive) on permanent basis only.</li> </ul>   |
| General SWEC                        | Products or services which are less complex, less critical to the business, require low investment and easily available in the market.   |
| License                             | <ul style="list-style-type: none"> <li>• License is required for any vendor that wishes to supply products and/or services to Upstream sector in the oil and gas industry in Malaysia.</li> <li>• With a valid License, a vendor is allowed to supply products and/or services to the Upstream (PETRONAS Group of Companies and Petroleum Arrangement Contractors (PACs) and the Downstream sector (PETRONAS Group of Companies).</li> </ul> |
| Management                          | Employees (permanent, contract or secondment) sitting in managerial positions and above, e.g., Project Manager, Finance Manager, Human Resource Manager, etc.  |
| Minimum Technical Requirement (MTR) | <ul style="list-style-type: none"> <li>• Set of requirements a vendor needs to comply when applying for a particular SWEC.</li> <li>• Not all SWECs are imposed with MTR.</li> <li>• It is normally required for Strategic SWECs.</li> </ul>   |
| Registration                        | Registration is required for any vendor that wishes to supply products and/or services to Downstream sector (PETRONAS Group of Companies).   |
| Special Condition                   | Condition imposed to vendor in which vendor is required to comply within the stipulated time given.  |
| Strategic SWEC                      | Products or services of high complexity, high business impact, and/or high investment.   |
| SWEC                                | SWEC (Standardised Work and Equipment Categories) is a product or service category relating to both Upstream and Downstream requirements in the oil and gas industry in Malaysia.  |
| Top Management                      | 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.  |



# Introduction

1. Vendor that has valid License or Registration for the relevant SWEC is eligible to participate in PETRONAS Group of Companies and Petroleum Arrangement Contractors (PACs) tenders, subject to procurement strategy.
2. Please refer below for the overview of License or Registration:

|             | License   | VS | Registration   |
|-------------|---|----|--|
| Governed by | <p>Based on the Petroleum Development Act 1974 and Petroleum Regulations 1974</p> <p>Based on this Act, an entity that wishes to provide products and/or services to the Upstream sector in the oil and gas industry in Malaysia must have a valid license. Upstream sector includes but not limited to exploration, development and production of oil and gas.</p> |    | <p>PETRONAS requirement</p> <p>PETRONAS requires an entity (Company) to register with PETRONAS before participating in tender for supply of products and/or services to the Downstream sector for PETRONAS Group of Companies.</p> |
| Sector      |  <p>Upstream sector</p> <p>+</p>  <p>Downstream sector</p>  |    |  <p>Downstream sector</p>  |
| Fee         | Applicable  |    | Not Applicable   |



# General Requirements of PETRONAS License or Registration

Vendor must comply with requirements below:

## 1 Locally incorporated

### Registration of Company (ROC)

or

### Registration of Business (ROB)

or

### Professional Bodies (PB)

Registered with the Companies Commission of Malaysia (CCM) or Suruhanjaya Syarikat Malaysia (SSM) as:

- "Sdn Bhd" (private limited) or
- "Berhad" (private limited) or
- "Berhad" (public limited) company.

- Registered with the Companies Commission of Malaysia (CCM) or Suruhanjaya Syarikat Malaysia (SSM) as Sole Proprietorship and Partnership.
- ROB is only applicable for West Malaysia.

Registered with the relevant professional bodies, i.e. Board of Land Surveyor for 'Land Surveyor', Board of Valuers, Appraisers and Estate Agents Malaysia for 'Valuer', Board of Architects Malaysia for 'Architectural firm' or other relevant professional bodies.

## 2 Meet the minimum paid-up capital requirement

License Sector

RM 100,000

VS

Registration Sector

RM 10,000

Note: For Professional Bodies (PB), paid-up capital **refers to vendor's Capital or Total Value of Contribution**. Vendor's capital or Total Value of Contribution must meet the minimum value as stated above.

## 3 Positive Net Worth

Vendor's latest Net Worth must be positive.

## 4 Be Licensed or Registered in at least one SWEC

Vendor needs to be Licensed or Registered in at least one approved SWEC for the License or Registration to be valid or effective.



# Application Involving Foreign Company

There are three ways for a foreign company to be Licensed or Registered with PETRONAS:

## Appointing a local vendor as Agent

- The appointed Agent serves as local representative and service provider.
- The appointed Agent must:
  - i. comply with the General Requirements.
  - ii. apply for the PETRONAS License or Registration.
- Foreign company is encouraged to select local Agent from the existing PETRONAS Licensed or Registered vendors to ensure that PETRONAS License or Registration requirements are fully met.

or

## Forming a local branch

- The branch must:
  - i. comply with the General Requirements.
  - ii. apply for the PETRONAS License or Registration.

or

## Forming a Joint Venture (JV) company with a local vendor or individual

- The JV must:
  - i. comply with the General Requirements.
  - ii. apply for the PETRONAS License or Registration.



# Standardised Work and Equipment Categories (SWEC)

## What is SWEC

SWEC (Standardised Work and Equipment Categories) is a product or service category relating to both Upstream and Downstream requirements in the oil and gas industry in Malaysia.

## SWEC Type

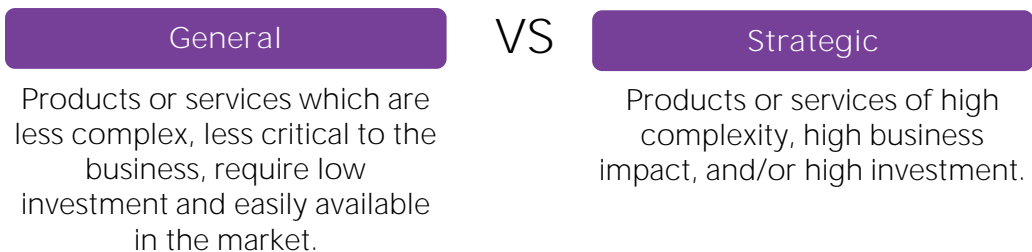
SWEC is divided into two types as follows:



When the supply involves both products and services, the SWEC shall be categorised as 'Service'.

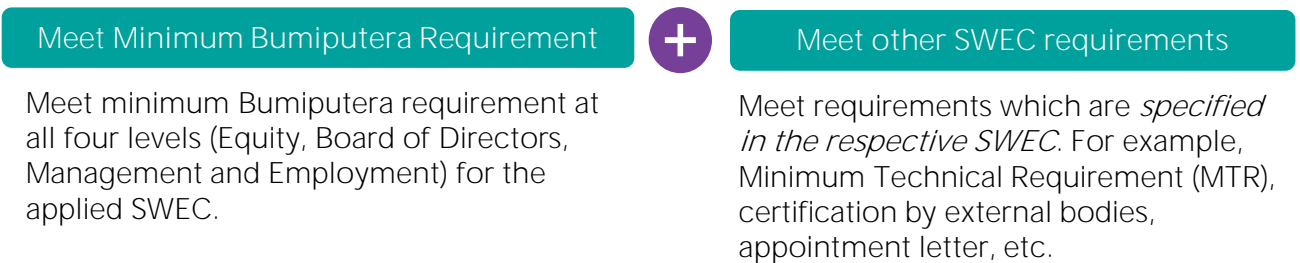
## SWEC Categories

SWEC is divided into two categories as follows:



## SWEC Requirement

Vendor must comply with the respective SWEC's requirements as follows:





# Standardised Work and Equipment Categories (SWEC)

## Minimum Bumiputera Requirement for SWEC

1. The SWEC's minimum Bumiputera requirement is set at 100% or 51% or 30% or 0%.
2. Please refer to the table below for further information on the SWEC minimum Bumiputera requirement based on company type, i.e. Sdn Bhd/Berhad/ROB/PB:

| SWEC Minimum Bumiputera Requirement | Minimum Required Bumiputera Composition of a Vendor   |                    |            |            |
|-------------------------------------|---|--------------------|------------|------------|
|                                     | Equity  | Board of Directors | Management | Employment |
| 100%                                | 100%  | 75%                | 75%        | 51%        |
| 51%                                 | 51%<br>for <b>'Sdn Bhd'/'Berhad'</b> (private-limited)/ROB/PB   | 51%                | 51%        | 51%        |
|                                     | 35%<br>for <b>'Berhad'</b> (public-listed) vendor   |                    |            |            |
|                                     | 35%<br>for <b>'Sdn Bhd'</b> vendor which is owned at least 51% by a Berhad (public-listed)  |                    |            |            |
|                                     | 17.85%<br>for <b>'Berhad'</b> (public-listed) vendor which is owned at least 51% by a Berhad (public-listed)  |                    |            |            |
| 30%                                 | 30%<br>for 'Sdn Bhd'/'Berhad' (private-limited)/ROB/PB/'Berhad' (public-listed) company/'Sdn Bhd' company which is owned at least 51% by a Berhad (public-listed) | 30%                | 30%        | 30%        |
|                                     | 17.85%<br>for <b>'Berhad'</b> (public-listed) vendor which is owned at least 51% by a Berhad (public-listed)  |                    |            |            |
| 0%                                  | 0%  | 0%                 | 0%         | 0%         |



# Standardised Work and Equipment Categories (SWEC)

## SWEC List and MTR

1. Vendor is advised to always refer to the latest SWEC and MTR List which is available at [PETRONAS website](#).
2. Each SWEC is indicated by Application Type, Mode of Operation, Minimum Bumiputera Percentage and SWEC MTR indicator as illustrated below:

| Updated SWEC |             |                     |                           |                    |                     |           | Updated SWEC Attributes   |                     |     |   |                     |              |     |           |
|--------------|-------------|---------------------|---------------------------|--------------------|---------------------|-----------|---|---------------------|-----|---|---------------------|--------------|-----|-----------|
| No           | New Level 1 | New Level 2         | New Level 3               | New Level 4        | Products / Services | New Code  | Description   | Strategic / General | L/R | Other Registration Requirement /Remarks | Mode of Operation   | BM% Required | MTR | No of MTR |
| 31           | Chemicals   | Commodity Chemicals | Other Commodity Chemicals |                    | Product             | 10112400P | To supply and deliver Other Commodity Chemicals excluding Acids, Amines, Ammonia, API Class G Cement, Base Oil, Chloralkali, Disinfectants/Cleaner/Degreasing Agent, Fertilizer, Glycols, Industrial Detergents, Inks, Pigments, Coatings, Varnishes & Paints, Methanol, Oils & Lubricants, Oleochemicals, Resins, Salts, Solvents, Surfactants and Waste Water Treatment Chemicals | General             | L/R |   | Manufacturer Dealer | 30<br>51     | No  | 0         |
| 32           | Chemicals   | Commodity Chemicals | Resins                    | ION Exchange Resin | Product             | 10112510P | To supply and provision of associated support services for Ion Exchange Resin   | Strategic           | L/R | Refer to MTR                            | Manufacturer Agent  | 30<br>51     | Yes | 1         |

### Application Type Indicator

| Application Type | Description  |
|------------------|--------------|
| L                | License      |
| R                | Registration |

### Mode of Operation (MOO) Indicator

| MOO Type for Product SWEC   | MOO Type for Service SWEC  |
|---|--|
| <ul style="list-style-type: none"> <li>Dealer</li> <li>Agent</li> <li>Chemical Blender</li> <li>Assembler</li> <li>System Integrator</li> <li>Manufacturer</li> <li>Fabricator</li> </ul> | <ul style="list-style-type: none"> <li>Agent</li> <li>Self-operated</li> <li>Rig Operator</li> <li>Rig Owner-Operator</li> <li>Vessel Operator</li> <li>Vessel Owner-Operator</li> </ul> |

### Minimum Bumiputera Requirement Indicator

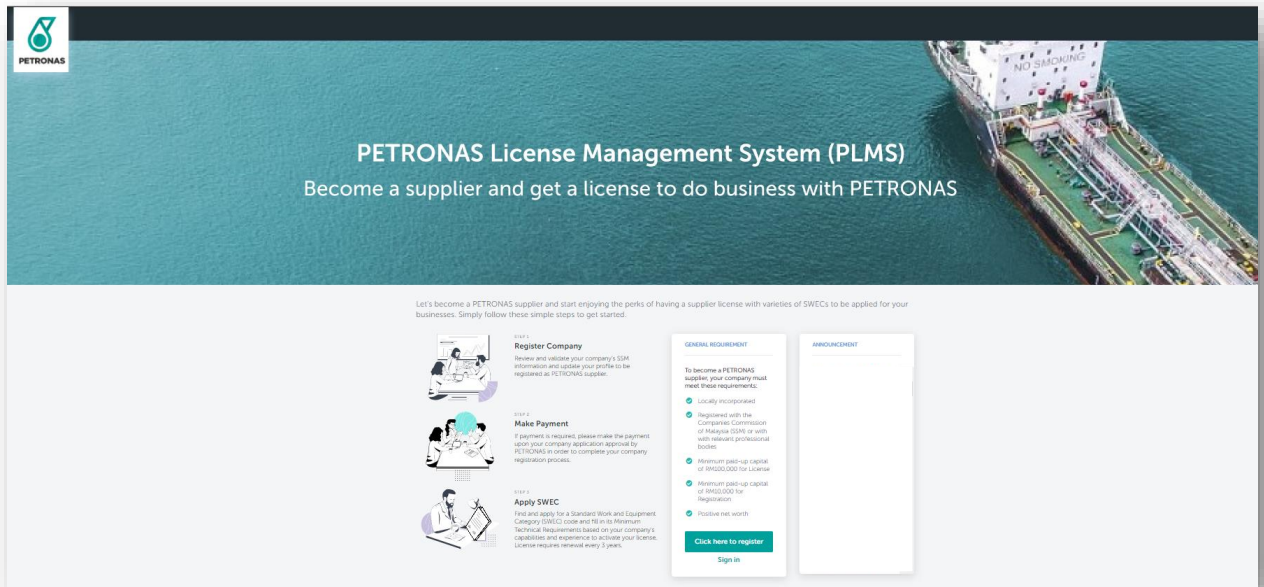
### SWEC MTR Indicator

| Remarks Type | Description     |
|--------------|-----------------|
| Yes          | SWEC has MTR    |
| No           | SWEC has no MTR |



# Procedure for Application of License or Registration

All types of applications for PETRONAS License or Registration are based on self-service concept via online submission through [PETRONAS License Management System \(PLMS\)](#).



## Types of Applications

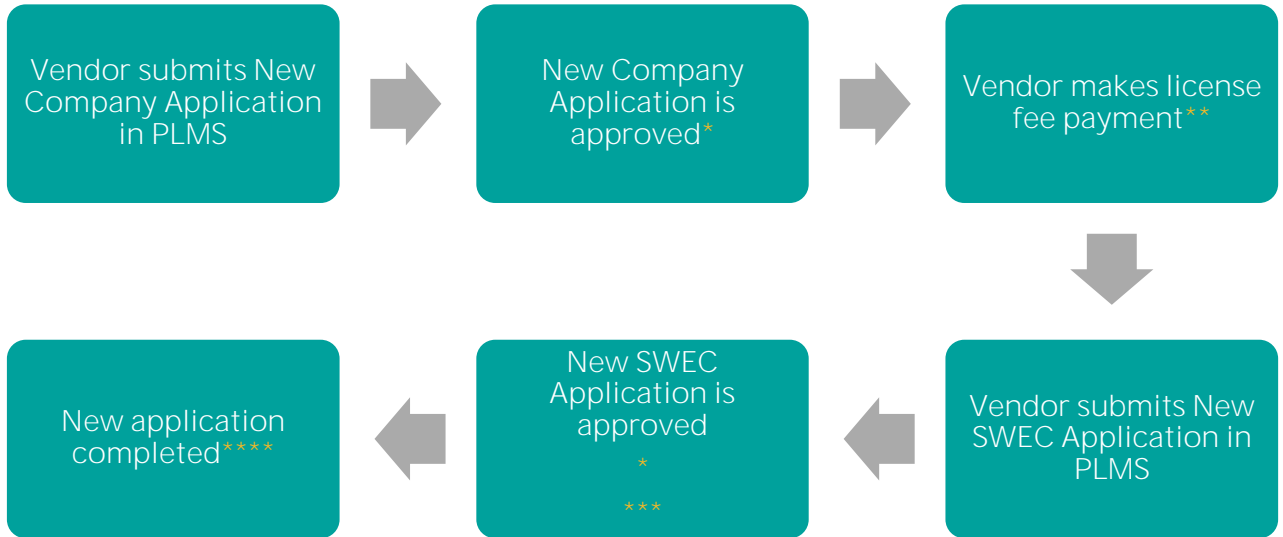
The following are the types of applications which are available in PLMS:



# Types of Applications

## New License or Registration

1. Applicable for vendor which has never been Licensed or Registered with PETRONAS.
2. Please refer to the following process flow:



\* Application may be returned to vendor for further clarification/amendment/when not meeting requirement.

\*\* License fee is applicable for License sector only.

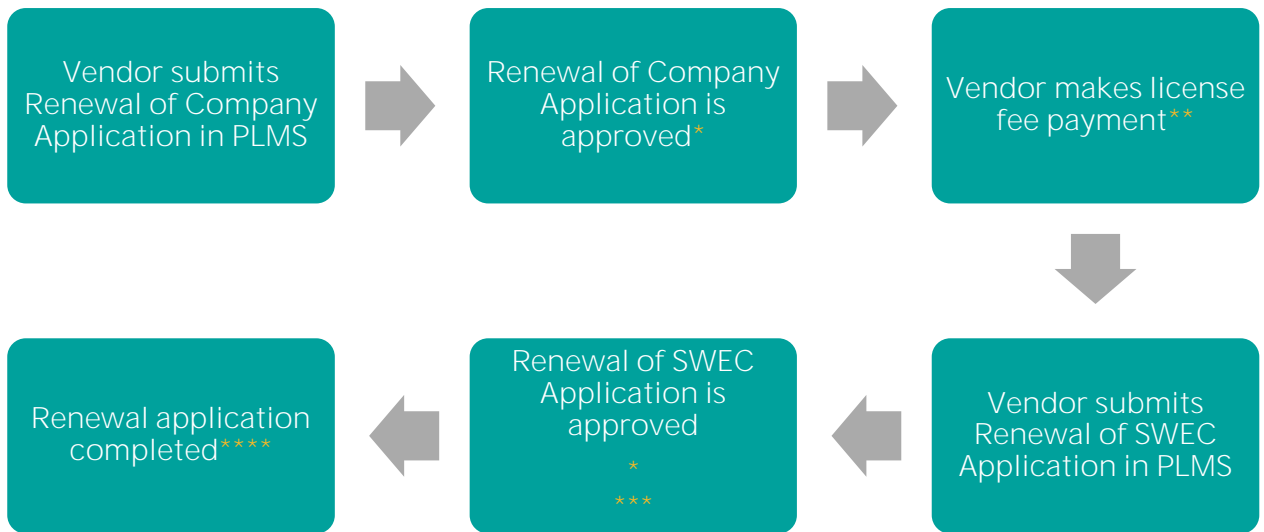
\*\*\* Prior to submission of SWEC application, please refer to the latest SWEC and MTR List.

\*\*\*\* Vendor needs to be Licensed or Registered in at least one approved SWEC for the License or Registration to be valid or effective.

# Types of Applications

## Renewal of License or Registration

1. Applicable for vendor to renew its License or Registration that is near expiry date or its validity period had expired.
2. Vendor is able to submit Renewal of company application in PLMS starting four months before the expiry date of the License or Registration.
3. Vendor is required to initiate and submit renewal of License or Registration as early as possible. Delay in renewing the License or Registration will **affect** the vendor's opportunity to participate in tender. All applications (including last minute submission) will be processed per stipulated timeline, i.e. 10 working days from date of submission (subject to complete and accurate submission).
4. Please refer to the following process flow:



\* Application may be returned to vendor for further clarification/amendment/when not meeting requirement.

\*\* License fee is applicable for License sector only.

\*\*\* Prior to submission of SWEC application, please refer to the latest SWEC and MTR List.

\*\*\*\* Vendor needs to be Licensed or Registered in at least one approved SWEC for the License or Registration to be valid or effective.



# Types of Applications

## Update of License or Registration

1. Vendor is required to perform company update:

### i. When there is a change on Vendor Profile or Vendor Information

When there is a change in the following:

- Vendor Name.
- Registered Business or Branch Address.
- Telephone Number.
- Email Address.
- Shareholders' Equity.
- Board of Directors.
- Beneficial Ownership.
- Management.
- Number of Employees.
- Sector, i.e. change sector from License to Registration, vice versa.

Note:

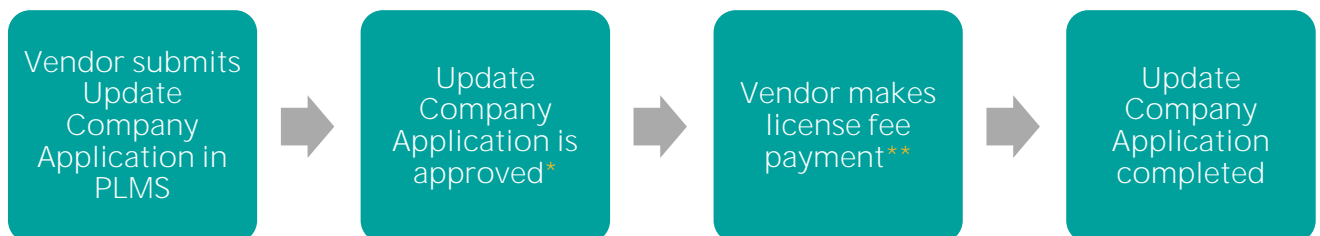
- a) Updating must be done *within fourteen days* from the date of such change.
- b) For Net Worth, vendor is required to *submit its latest Audited Financial Statement (AFS) on annual basis to PETRONAS, i.e. within 8 months of its Financial Year End.* As such, Vendor must ensure that *filing to SSM is done timely.*

### ii. To comply with Special Conditions

Vendor must adhere to PETRONAS License or Registration Special Conditions to ensure that the vendor's name is listed in the PETRONAS' List of Licensed or Registered Companies (LLRC) throughout the License or Registration validity period.

2. Failure to comply with the required company Update as stated in item i and ii may be a breach of License or Registration General Condition, resulting in Non-Compliance status of Vendor.

3. Please refer to the following process flow:



\* Application may be returned to Vendor for further clarification/amendment/when not meeting requirement.

\*\* License Fee is applicable when Vendor update its Sector from Registration to License.



# Types of Applications

## New SWEC

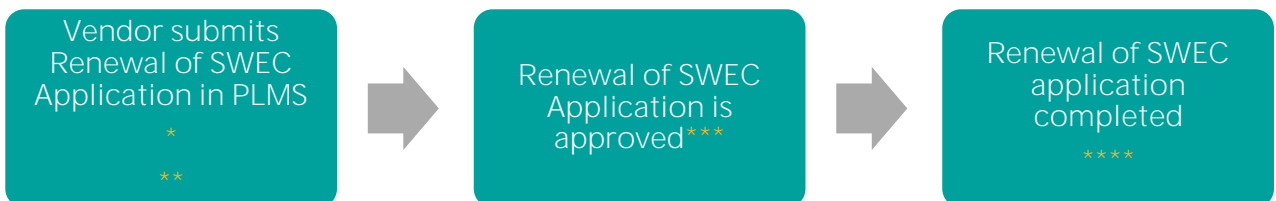
1. Applicable for Vendor to add new SWEC(s) to the existing Licensed or Registered scopes.
2. Prior to submission of this application, please refer to the latest SWEC and MTR List.
3. Please refer to the following process flow:



- \* Vendor cannot submit SWEC application when there is an ongoing or in progress Company Application.
- \*\* Vendor may submit multiple SWEC application at the same time.
- \*\*\* Application may be returned to Vendor for further clarification/amendment/when not meeting requirement.
- \*\*\*\* Vendor needs to be Licensed or Registered in at least one approved SWEC for the License or Registration to be valid or effective.

## Renewal of SWEC

1. Applicable for Vendor to renew its SWEC(s) upon renewal of its License or Registration.
2. Prior to submission of this application, please refer to the latest SWEC and MTR List.
3. Please refer to the following process flow:



- \* Vendor cannot submit SWEC application when there is an ongoing or in progress Company Application.
- \*\* Vendor may submit multiple SWEC application at the same time.
- \*\*\* Application may be returned to Vendor for further clarification/amendment/when not meeting requirement.
- \*\*\*\* Vendor needs to be Licensed or Registered in at least one approved SWEC for the License or Registration to be valid or effective.



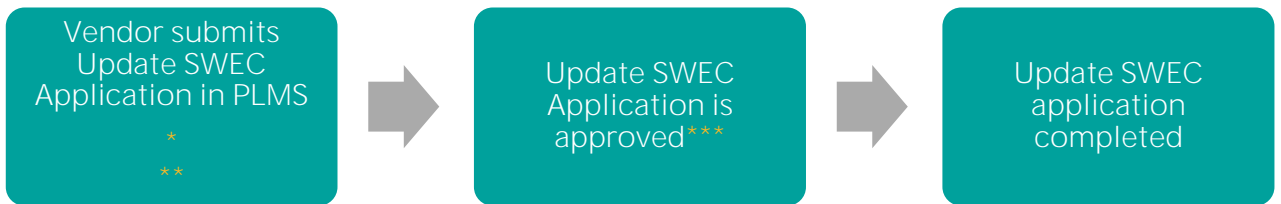
# Types of Applications

## Update of SWEC

1. Vendor is required to perform SWEC Update:

|  |   |
|--|---|
| <b>i. When there is a change of information and document declared in current Licensed or Registered SWEC</b> | <b>ii. To comply with Special Conditions</b>  |
| For example, when there is a change of principal, key personnel, certification, facilities, equipment, etc.  | Vendor must adhere to PETRONAS License or Registration Special Conditions to ensure that the vendor's name is listed in the PETRONAS' List of Licensed or Registered Companies (LLRC) throughout the License or Registration validity period. |

2. Please refer to the following process flow:



- \* Vendor cannot submit SWEC application when there is an ongoing or in progress Company Application.
- \*\* Vendor may submit multiple SWEC application at the same time.
- \*\*\* Application may be returned to Vendor for further clarification/amendment/when not meeting requirement.





# Types of Applications

## Cancellation of License or Registration

1. Applicable if Vendor no longer wishes to supply products and/or services to PETRONAS Group of Companies and/or the Petroleum Arrangement Contractors (PACs).
2. Please refer to the following process flow:



\*\*Application may be returned to Vendor for further clarification/amendment/when not meeting requirement.

3. Please refer to the following requirement when submitting Company Cancellation application in PLMS:

Provide summary of cancellation in PLMS



Attach official letter

The summary shall comprise of the following:

- i. Reason of cancellation.
- ii. Must be in accordance with the attached official letter.

The letter shall comprise of the following:

- i. State the reason for License or Registration cancellation.
- ii. State and verify that there is no on-going tenders or contracts.
- iii. Duly signed by the majority shareholder and Top Management.

4. Vendor with License or Registration expiry more than one year will be automatically cancelled by the system due to non-renewal.
5. In the event the Vendor wishes to renew its License or Registration after the cancellation, the Vendor is required to submit "Renewal of Company Application" in PLMS.

# Types of Applications

## Cancellation of SWEC

1. Applicable if Vendor no longer supplies products and/or services under the SWEC which has been approved earlier.
2. Please refer to the following process flow:



- \* Vendor cannot submit SWEC Cancellation application when there is an ongoing or in progress Company Application.
- \*\* Vendor may submit multiple SWEC cancellation application at the same time.
- \*\*\* Application may be returned to Vendor for further clarification/amendment/when not meeting requirement.

3. Please refer to the following requirement when submitting SWEC Cancellation application in PLMS:

### Provide summary of cancellation in PLMS

The summary shall comprise of the following:

- i. Reason of cancellation.
- ii. Must be in accordance with attached official letter.



### Attach official letter

The letter shall comprise of the following:

- i. State the reason for SWEC cancellation.
- ii. State and verify that there is no on-going tenders or contracts.
- iii. Duly signed by the majority shareholder and Top Management.



## Application Process

1. Average duration for application process are as follows:

| Application Type                              | Average duration  |
|---|---|
| New/Renewal/Update of License or Registration | 10 working days from date of submission<br>*subject to complete and accurate submission |
| New/Renewal/Update of SWEC                    | 10 working days from date of submission<br>*subject to complete and accurate submission |
| Cancellation of SWEC/License/Registration     | 5 working days from date of submission<br>*subject to complete and accurate submission  |

2. Vendor will automatically receive email notifications on the following:
  - i. Application returned for amendment.
  - ii. Application rejected due to not meeting requirement.
  - iii. Application approved.
  - iv. License fee payment (if applicable).
  - v. Reminder to comply with Special Condition.
3. If Vendor does not receive any email with regards to the status of the application after the stipulated processing time, Vendor may **check the application's status in the PLMS**.
4. Vendor is reminded to ensure that the latest contact details declared in PLMS is accurate and updated in timely manner.

## Application Result

1. Validity period for PETRONAS License and Registration is three years.
2. License fee is imposed on a Licensed vendor based on Paid-up Capital or Total Contribution as follows:

| Paid-up Capital or Total Value of Contribution | Annual license fee |
|--|--------------------|
| RM100,000 - RM1,000,000                        | RM 250             |
| Above RM1,000,000 - RM5,000,000                | RM 500             |
| Above RM5,000,000                              | RM 1,000           |

3. License fee is only **applicable for 'New License' and 'License Renewal' and 'Update to License Sector'** applications.
4. License fee payment must be made within five days from the date of email notification sent to the Vendor.
5. **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.
6. 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.

## Opportunity to Participate in Tenders

1. Vendor that has valid License or Registration for the relevant SWEC is eligible to participate in PETRONAS Group of Companies and Petroleum Arrangement Contractors (PACs) tenders (subject to procurement strategy) as the **Vendor's name is listed in the PETRONAS 'List of Licensed or Registered Companies (LLRC)'**.
2. Vendor is encouraged to promote and introduce its products and/or services to PETRONAS Group of Companies and PACs.
3. If a Licensed or Registered Vendor is invited to participate in a tender, the Vendor is required to duly respond to the invitation. Failure to either respond or decline without valid reason repeatedly in a particular SWEC code may result in the Vendor not being invited for future tenders for that particular scope.
4. If Vendor fails to comply with Special Conditions imposed, the Vendor will be automatically excluded from PETRONAS' LLRC **even though the Vendor's License or Registration is still valid.**

## Reminder

1. Applicant is advised to **understand this General Guidelines** thoroughly before submitting application through PLMS. Application will be rejected if information submitted is:
  - incomplete; or
  - missing required documents; or
  - non-compliance with General Guidelines and/or SWEC requirements.
2. Application by Vendor which has the same Shareholder(s) or Directors(s) of another Licensed or Registered Vendor in the same SWEC is not allowed to avoid any conflict of interest.
3. During the application process, Licensing and Registration Section (LRS) personnel may contact the applicant if clarification is required. Applicant is required to give his or her best cooperation.
4. Required certificates shall be valid throughout the License or Registration validity period.
5. **All documents** submitted **must be scanned from the original document** and in colored version. If the original document is in Black and White, the document shall be stamped as Certified True Copy (CTC).

Note: The above is applicable for Company and SWEC applications.

6. Vendor is responsible to **ensure** that the **latest contact details** declared in PLMS is accurate and updated in timely manner.
7. Vendor shall allow PETRONAS representatives for inspection visit/site/company audit and review or copy of documents and interview of employees and related parties.



# Appendices

- [Appendix 1: Definition of Mode of Operation \(MOO\)](#)
- [Appendix 2: Document Checklist for New/Renewal/Update License or Registration Application](#)
- [Appendix 3: Document Checklist Based on the Mode of Operation of Applied SWEC](#)
- [Appendix 4: Agency Appointment – Guideline for Agency Appointment Letter](#)
- [Appendix 5: Agency Appointment – Template for Agency Appointment Letter](#)
- [Appendix 6: Template for Manufacturer, Assembler, Chemical Blender, Fabricator and System Integrator](#)



## Appendix 1: Definition of Mode of Operation (MOO)

| Mode of Operation (MOO)      | Definition  |
|------------------------------|---|
| Dealer                       | Vendor that can supply products from any supplier or manufacturer.  |
| Agent                        | Vendor that represents a local or foreign Principal in providing products and/or services in Malaysia.  |
| Self-operated                | Vendor that carries-out works using its internal resources such as internal expertise, workforce, facilities and equipment.                               |
| Manufacturer                 | Vendor that makes and/or produces any material or product for usage which includes installation of parts through a manufacturing process.                 |
| Assembler                    | Vendor that install various parts of products and put them together to make finished products.  |
| Chemical Blender             | Vendor that mix or blend raw materials into mixture of chemical products.   |
| Fabricator                   | Vendor that involves in the construction of machines and structures from various raw materials and usually based on the engineering drawings and designs. |
| System Integrator            | Vendor that builds systems by integrating hardware and software products.   |
| Rig or Vessel Operator       | Vendor that operates the rig or vessel using their internal manpower (expertise) but does not own the vessel.   |
| Rig or Vessel Owner-Operator | Vendor that owns and operates the rig or vessel.  |

## Appendix 2: Document Checklist for New/Renewal/Update License or Registration Application (1 of 3)

| No. | Requirement or Documentation  | Explanation and Important Attachments   |
|-----|---|---|
| 1   | Registered with Companies Commission of Malaysia (CCM) or Suruhanjaya Syarikat Malaysia (SSM) | <ul style="list-style-type: none"> <li>i. Vendor must be locally incorporated as:               <ul style="list-style-type: none"> <li>a) "Sdn Bhd" (private limited) or</li> <li>b) "Berhad" (private limited) company or</li> <li>c) "Berhad" (public limited) company or</li> <li>d) Sole Proprietorship and Partnership (Note: ROB only applicable for West Malaysia).</li> </ul> </li> <li>ii. Vendor needs to ensure its latest company information is updated in SSM.</li> <li>iii. Exception is given to professional bodies, e.g. Board of Land Surveyor for 'Land Surveyor', Board of Valuers, Appraisers and Estate Agents Malaysia for 'Valuer', Board of Architects Malaysia for 'Architectural firm' or other relevant professional bodies. Vendor is required to submit the relevant registration or certification of the professional body.</li> <li>iv. Information which is not available in SSM is self-declared (manually) by Vendor.</li> </ul>                      |
| 2   | Declaration of Vendor Beneficial Ownership (BO)   | <ul style="list-style-type: none"> <li>i. Vendor is required to declare BO information to PETRONAS. The information will only be used internally by PETRONAS and will not be disclosed to any third-party. Vendor may update BO information via the following:               <ul style="list-style-type: none"> <li>a) If Vendor License or Registration is expiring in less than four months, to provide during Renewal of Company Application.</li> <li>b) Otherwise, Vendor to provide during Update Company Application.</li> </ul> </li> <li>ii. All information must be declared in order for Vendor to submit application for Renewal or Update of Company Application in PLMS.</li> <li>iii. Vendor is reminded and advised to consult own Company Secretary on the information to be provided.</li> <li>iv. Please refer to the Supplemental System User Guide (How to Declare Beneficial Ownership inside PLMS) for detailed guideline on how to declare BO in PLMS.</li> </ul> |



## Appendix 2: Document Checklist for New/Renewal/Update License or Registration Application (2 of 3)

| No. | Requirement or Documentation             | Explanation and Important Attachments   |
|-----|--|---|
| 3   | Latest Audited Financial Statement (AFS) | <p>i. The AFS shall be the latest and complete. Please refer to the following criteria:</p> <ul style="list-style-type: none"> <li>a) The submission of latest AFS should be done within 8 months of Vendor's latest Financial Year End.</li> <li>b) For 'Sdn Bhd' or 'Berhad' company, if the latest AFS is not available:               <ul style="list-style-type: none"> <li>• The application will not be able to be submitted in PLMS.</li> <li>• In case Company obtained Extension of Time (EOT) approval from SSM on AFS lodgement date to SSM. Vendor may submit SSM approval letter to PETRONAS Contact Centre.</li> </ul> </li> <li>c) Vendor which has Group or Consolidated financial information declared at SSM:               <ul style="list-style-type: none"> <li>• To declare manually the Vendor financial information (not Group or Consolidated financial information) in PLMS.</li> <li>• To attach a copy of the latest AFS in PLMS.</li> </ul> </li> <li>d) Vendor with Exempt Private Company status at SSM:               <ul style="list-style-type: none"> <li>• To declare manually the Vendor financial information in PLMS.</li> <li>• To attach a copy of the latest AFS in PLMS.</li> </ul> </li> <li>e) Submitted AFS document shall be:               <ul style="list-style-type: none"> <li>• Audited by Auditor.</li> <li>• Endorsed by Commissioner for Oaths.</li> <li>• Duly signed by Directors.</li> <li>• Including Auditor's Report.</li> </ul> </li> <li>f) Exception is given to Vendor which is:               <ul style="list-style-type: none"> <li>• Incorporated less than 20 months from date of application submitted.</li> <li>• Not a 'Sdn Bhd' or 'Berhad' (i.e. under ROB and professional body category). However, Vendor must submit either one of the following:                   <ul style="list-style-type: none"> <li>▪ Audited Financial Statement date not exceeding 8 months from 31 December of the year, duly <b>signed by Vendor's Top Management</b>.</li> <li>▪ Management Account date not exceeding 3 months from <b>Vendor's application submission date</b>, duly signed by <b>Vendor's Top Management</b>.</li> </ul> </li> </ul> </li> </ul> <p>ii. The vendor's Net Worth must be positive. Vendor with negative Net Worth is not acceptable.</p> |





## Appendix 2: Document Checklist for New/Renewal/Update License or Registration Application (3 of 3)

| No. | Requirement or Documentation  | Explanation and Important Attachments   |
|-----|---|---|
| 4   | Bumiputera status verification for Shareholder, Director, and Management team | <p>i. For Shareholder and Director Bumiputera verification purposes, Vendor to provide:</p> <p>a) Latest Form of Annual Return (FoAR) of a Company having a Share Capital</p> <p>ii. For management team Bumiputera verification, Vendor to provide:</p> <p>a) Birth certificate which state the race or</p> <p>b) Bumiputera status confirmation letter from:</p> <ul style="list-style-type: none"> <li>• Pejabat Hal Ehwal Anak Negeri Sabah (PHEANS)</li> <li>• Mahkamah Anak Negeri Wilayah Persekutuan Labuan (MANWPL)</li> <li>• Or any other applicable or relevant authorities.</li> </ul> <p><i>Note: For management team who is also a Shareholder or Director and Form of Annual Return already been provided, no additional supporting document is required.</i></p>   |
| 5   | Meet requirements for the applied SWEC  | <p>i. Vendor must comply with the respective SWEC's requirements as follows:</p> <p>a) Meet minimum Bumiputera requirement at all four levels (Equity, Board of Directors, Management and Employment) for the applied SWEC.</p> <p>b) Meet requirements which are specified in the respective SWEC. For example, Minimum Technical Requirement (MTR), certification by external bodies, appointment letter, etc.</p> <p>ii. Required documents shall be valid throughout the License or Registration validity period.</p> <p>iii. All documents submitted must be scanned from the original document and in colored version. If the original document is in Black and White, the document shall be stamped as Certified True Copy (CTC).</p> <p>Note: The above is applicable for Company and SWEC application.</p> <p>iv. For qualification requirement, a copy of certificate (e.g. Certificate, Diploma, Degree and PhD) is required. Resume or Curriculum Vitae is not acceptable.</p> <p>v. Vendor needs to be Licensed or Registered in at least one approved SWEC for the License or Registration to be valid and effective.</p> |



## Appendix 3: Document Checklist Based on the Mode of Operation of Applied SWEC (1 of 3)

| No. | SWEC Mode of Operation (MOO)   | Explanation and Important Attachments   |
|-----|--|---|
| 1   | Dealer (for products)  | i. Dealer is a Vendor that can supply products from any supplier or manufacturer.<br>ii. To provide other documents requested for the applied SWEC.   |
| 2   | Agent (for products or services)   | i. Agent is a vendor that represents a local or foreign Principal in providing products and/or services in Malaysia.<br>ii. For the same SWEC:<br>a) Principal may choose to provide products and/or services through one Agent or through multiple Agents (appointment can be on exclusive or non-exclusive basis).<br>b) A Vendor may be an Agent for more than one Principal.<br>iii. The minimum duration of agency appointment shall be three years. Longer duration (more than three years) is highly encouraged, e.g. five years agency appointment.<br>iv. To <b>provide 'agency appointment letter' from Principal</b> Please refer to <a href="#">Appendix 4</a> for further information on Agency appointment letter and <a href="#">Appendix 5</a> for the acceptable format.<br>v. The agency appointment letter must be renewed three months before expiry date to ensure SWEC validity is maintained.<br>vi. To provide other documents requested for the applied SWEC, e.g. certified true copy by principal, principal's official stamp or principal Director(s) signature, etc. |
| 3   | Self-operated (for services)   | i. Self-operated is a Vendor that carries-out works using its internal resources such as internal expertise, workforce, facilities and equipment.<br>ii. To provide other documents requested for the applied SWEC, e.g. certified true copy by Vendor, Vendor's official stamp or Vendor Director(s) signature, etc.<br>iii. All required certifications and/or documents shall be under the name of the Vendor.   |
| 4   | <ul style="list-style-type: none"> <li>• Manufacturer</li> <li>• Assembler</li> <li>• Chemical Blender</li> <li>• Fabricator</li> <li>• System Integrator</li> </ul> | i. Vendor to provide the following documents:<br>a) List of equipment/machine/hardware/software/vehicle.<br>b) Manufacturing license from Malaysian Industrial Development Authority (MIDA) or Local Council. <ul style="list-style-type: none"> <li>• Vendor to attach exemption letter from MIDA in case the Vendor is eligible for exemption.</li> </ul> c) Technical or commercial brochure for products.<br>d) Factory details and layout plan.<br>e) Flow chart for the process, e.g. manufacturing processes.<br>f) To provide other documents requested for the applied SWEC, e.g. certified true copy by Vendor, Vendor's official stamp or Vendor Director(s) signature, etc.<br>ii. Please refer <a href="#">Appendix 6</a> for the template.  |



## Appendix 3: Document Checklist Based on the Mode of Operation of Applied SWEC (2 of 3)

| No.  | SWEC Mode of Operation (MOO)   | Explanation and Important Attachments  |  |       |              |                    |                               |                                |  |  |                    |                        |  |                |         |   |  |  |                |                    |  |                                |   |                                |  |  |         |  |
|--|--|--|--|-------|--------------|--------------------|-------------------------------|--------------------------------|--|--|--------------------|------------------------|--|----------------|---------|---|--|--|----------------|--------------------|--|--------------------------------|---|--------------------------------|--|--|---------|--|
| 5  | Rig applications <ul style="list-style-type: none"> <li>• Agent</li> <li>• Rig Operator</li> <li>• Rig Owner-Operator</li> </ul>   | <p>i. The following documents are required to be submitted for 'New SWEC' and 'Renewal of SWEC' application based on the respective Mode of Operation applied:</p> <table border="1" data-bbox="435 607 1358 1178"> <thead> <tr> <th data-bbox="435 607 676 716">MOO \ Document</th> <th data-bbox="676 607 815 716">Agent</th> <th data-bbox="815 607 1029 716">Rig Operator</th> <th data-bbox="1029 607 1358 716">Rig Owner-Operator</th> </tr> </thead> <tbody> <tr> <td data-bbox="435 716 676 799">Certificate of Registry (CoR)</td> <td colspan="3" data-bbox="676 716 1358 799">Must be under rig owner's name</td> </tr> <tr> <td data-bbox="435 799 676 882">Appointment Letter</td> <td colspan="2" data-bbox="676 799 1029 882">Must be from rig owner</td> <td data-bbox="1029 799 1358 882">Not Applicable</td> </tr> <tr> <td data-bbox="435 882 676 1178">Remarks</td> <td colspan="2" data-bbox="676 882 1029 1178"> <ul style="list-style-type: none"> <li>• CoR and Appointment Letter from Rig Owner's group of companies is acceptable, with minimum 51% equity.</li> <li>• To provide supporting document to verify the company's structure.</li> </ul> </td> <td data-bbox="1029 882 1358 1178"> <ul style="list-style-type: none"> <li>• CoR from Rig Owner's group of companies is acceptable, with minimum 51% equity.</li> <li>• To provide supporting document to verify the company's structure.</li> </ul> </td> </tr> </tbody> </table> <p>ii. The following additional documents are required to be submitted for 'New SWEC' and 'Renewal of SWEC' as Rig Owner-Operator:</p> <table border="1" data-bbox="435 1311 1358 1854"> <thead> <tr> <th data-bbox="435 1311 791 1394">MOO \ Document</th> <th data-bbox="791 1311 1358 1394">Rig Owner-Operator</th> </tr> </thead> <tbody> <tr> <td data-bbox="435 1394 791 1477">Rig Sales and Purchase Agreement (SPA)</td> <td data-bbox="791 1394 1358 1477">Must be under rig owner's name</td> </tr> <tr> <td data-bbox="435 1477 791 1591">Loan Facilities Agreement from Local Bank</td> <td data-bbox="791 1477 1358 1591">Must be under rig owner's name</td> </tr> <tr> <td data-bbox="435 1591 791 1694">Proof of Ownership or Ultimate Beneficiary</td> <td data-bbox="791 1591 1358 1694">Official Letter from the Vendor showing the breakdown of the rig ownership in percentage (%)</td> </tr> <tr> <td data-bbox="435 1694 791 1854">Remarks</td> <td data-bbox="791 1694 1358 1854"> <ul style="list-style-type: none"> <li>• SPA and Loan Facilities Agreement from Rig Owner's group of companies is acceptable, with minimum 51% equity.</li> <li>• To provide supporting document to verify the company's structure.</li> </ul> </td> </tr> </tbody> </table> <p>iii. To provide other documents requested for the applied SWEC.</p> | MOO \ Document   | Agent | Rig Operator | Rig Owner-Operator | Certificate of Registry (CoR) | Must be under rig owner's name |  |  | Appointment Letter | Must be from rig owner |  | Not Applicable | Remarks | <ul style="list-style-type: none"> <li>• CoR and Appointment Letter from Rig Owner's group of companies is acceptable, with minimum 51% equity.</li> <li>• To provide supporting document to verify the company's structure.</li> </ul> |  | <ul style="list-style-type: none"> <li>• CoR from Rig Owner's group of companies is acceptable, with minimum 51% equity.</li> <li>• To provide supporting document to verify the company's structure.</li> </ul> | MOO \ Document | Rig Owner-Operator | Rig Sales and Purchase Agreement (SPA) | Must be under rig owner's name | Loan Facilities Agreement from Local Bank | Must be under rig owner's name | Proof of Ownership or Ultimate Beneficiary | Official Letter from the Vendor showing the breakdown of the rig ownership in percentage (%) | Remarks | <ul style="list-style-type: none"> <li>• SPA and Loan Facilities Agreement from Rig Owner's group of companies is acceptable, with minimum 51% equity.</li> <li>• To provide supporting document to verify the company's structure.</li> </ul> |
| MOO \ Document                             | Agent  | Rig Operator   | Rig Owner-Operator   |       |              |                    |                               |                                |  |  |                    |                        |  |                |         |   |  |  |                |                    |  |                                |   |                                |  |  |         |  |
| Certificate of Registry (CoR)              | Must be under rig owner's name   |  |  |       |              |                    |                               |                                |  |  |                    |                        |  |                |         |   |  |  |                |                    |  |                                |   |                                |  |  |         |  |
| Appointment Letter                         | Must be from rig owner   |  | Not Applicable   |       |              |                    |                               |                                |  |  |                    |                        |  |                |         |   |  |  |                |                    |  |                                |   |                                |  |  |         |  |
| Remarks                                    | <ul style="list-style-type: none"> <li>• CoR and Appointment Letter from Rig Owner's group of companies is acceptable, with minimum 51% equity.</li> <li>• To provide supporting document to verify the company's structure.</li> </ul>        |  | <ul style="list-style-type: none"> <li>• CoR from Rig Owner's group of companies is acceptable, with minimum 51% equity.</li> <li>• To provide supporting document to verify the company's structure.</li> </ul> |       |              |                    |                               |                                |  |  |                    |                        |  |                |         |   |  |  |                |                    |  |                                |   |                                |  |  |         |  |
| MOO \ Document                             | Rig Owner-Operator   |  |  |       |              |                    |                               |                                |  |  |                    |                        |  |                |         |   |  |  |                |                    |  |                                |   |                                |  |  |         |  |
| Rig Sales and Purchase Agreement (SPA)     | Must be under rig owner's name   |  |  |       |              |                    |                               |                                |  |  |                    |                        |  |                |         |   |  |  |                |                    |  |                                |   |                                |  |  |         |  |
| Loan Facilities Agreement from Local Bank  | Must be under rig owner's name   |  |  |       |              |                    |                               |                                |  |  |                    |                        |  |                |         |   |  |  |                |                    |  |                                |   |                                |  |  |         |  |
| Proof of Ownership or Ultimate Beneficiary | Official Letter from the Vendor showing the breakdown of the rig ownership in percentage (%)   |  |  |       |              |                    |                               |                                |  |  |                    |                        |  |                |         |   |  |  |                |                    |  |                                |   |                                |  |  |         |  |
| Remarks                                    | <ul style="list-style-type: none"> <li>• SPA and Loan Facilities Agreement from Rig Owner's group of companies is acceptable, with minimum 51% equity.</li> <li>• To provide supporting document to verify the company's structure.</li> </ul> |  |  |       |              |                    |                               |                                |  |  |                    |                        |  |                |         |   |  |  |                |                    |  |                                |   |                                |  |  |         |  |



## Appendix 3: Document Checklist Based on the Mode of Operation of Applied SWEC (3 of 3)

| No.                             | SWEC Mode of Operation (MOO)  | Explanation and Important Attachments   |   |  |  |                |       |                 |                       |                                |                                   |  |  |                                 |                             |  |  |                                |                                   |                                      |                                   |                    |                           |  |                |         |   |  |   |
|---------------------------------|---|---|---|--|--|----------------|-------|-----------------|-----------------------|--------------------------------|-----------------------------------|--|--|---------------------------------|-----------------------------|--|--|--------------------------------|-----------------------------------|--------------------------------------|-----------------------------------|--------------------|---------------------------|--|----------------|---------|---|--|---|
| 6                               | Marine Vessel applications <ul style="list-style-type: none"> <li>• Agent</li> <li>• Vessel Operator</li> <li>• Vessel Owner-Operator</li> </ul>  | i. The following documents are required to be submitted based on the respective Mode of Operation applied: <table border="1" data-bbox="436 576 1368 1612"> <thead> <tr> <th data-bbox="436 576 686 696">MOO / Document</th> <th data-bbox="686 576 869 696">Agent</th> <th data-bbox="869 576 1061 696">Vessel Operator</th> <th data-bbox="1061 576 1368 696">Vessel Owner-Operator</th> </tr> </thead> <tbody> <tr> <td data-bbox="436 696 686 783">Certificate of Registry (CoR)*</td> <td colspan="3" data-bbox="686 696 1368 783">Must be under vessel owner's name</td> </tr> <tr> <td data-bbox="436 783 686 907">Safety Management Certificate**</td> <td colspan="3" data-bbox="686 783 1368 907">Must be under vessel's name</td> </tr> <tr> <td data-bbox="436 907 686 1083">Document of Compliance (DOC)**</td> <td data-bbox="686 907 869 1083">Must be under vessel owner's name</td> <td data-bbox="869 907 1061 1083">Must be under vessel operator's name</td> <td data-bbox="1061 907 1368 1083">Must be under vessel owner's name</td> </tr> <tr> <td data-bbox="436 1083 686 1170">Appointment Letter</td> <td colspan="2" data-bbox="686 1083 1061 1170">Must be from vessel owner</td> <td data-bbox="1061 1083 1368 1170">Not Applicable</td> </tr> <tr> <td data-bbox="436 1170 686 1612">Remarks</td> <td colspan="2" data-bbox="686 1170 1061 1612"> <ul style="list-style-type: none"> <li>• CoR, DoC and Appointment Letter from Vessel Owner's group of companies is acceptable, with minimum 51% equity.</li> <li>• To provide supporting document to verify the company's structure.</li> </ul> </td> <td data-bbox="1061 1170 1368 1612"> <ul style="list-style-type: none"> <li>• Application within the same group of companies is acceptable, with minimum 51% equity.</li> <li>• To provide supporting document to verify the company's structure.</li> </ul> </td> </tr> </tbody> </table> <p data-bbox="465 1643 1296 1705">* For vessel registered in Denmark, please submit Certificate of Nationality.</p> <p data-bbox="465 1711 976 1742">** Applicable for vessel &gt; 500 MT only.</p> ii. To provide other documents requested for the applied SWEC. |   |  |  | MOO / Document | Agent | Vessel Operator | Vessel Owner-Operator | Certificate of Registry (CoR)* | Must be under vessel owner's name |  |  | Safety Management Certificate** | Must be under vessel's name |  |  | Document of Compliance (DOC)** | Must be under vessel owner's name | Must be under vessel operator's name | Must be under vessel owner's name | Appointment Letter | Must be from vessel owner |  | Not Applicable | Remarks | <ul style="list-style-type: none"> <li>• CoR, DoC and Appointment Letter from Vessel Owner's group of companies is acceptable, with minimum 51% equity.</li> <li>• To provide supporting document to verify the company's structure.</li> </ul> |  | <ul style="list-style-type: none"> <li>• Application within the same group of companies is acceptable, with minimum 51% equity.</li> <li>• To provide supporting document to verify the company's structure.</li> </ul> |
| MOO / Document                  | Agent   | Vessel Operator   | Vessel Owner-Operator   |  |  |                |       |                 |                       |                                |                                   |  |  |                                 |                             |  |  |                                |                                   |                                      |                                   |                    |                           |  |                |         |   |  |   |
| Certificate of Registry (CoR)*  | Must be under vessel owner's name   |   |   |  |  |                |       |                 |                       |                                |                                   |  |  |                                 |                             |  |  |                                |                                   |                                      |                                   |                    |                           |  |                |         |   |  |   |
| Safety Management Certificate** | Must be under vessel's name   |   |   |  |  |                |       |                 |                       |                                |                                   |  |  |                                 |                             |  |  |                                |                                   |                                      |                                   |                    |                           |  |                |         |   |  |   |
| Document of Compliance (DOC)**  | Must be under vessel owner's name   | Must be under vessel operator's name  | Must be under vessel owner's name   |  |  |                |       |                 |                       |                                |                                   |  |  |                                 |                             |  |  |                                |                                   |                                      |                                   |                    |                           |  |                |         |   |  |   |
| Appointment Letter              | Must be from vessel owner   |   | Not Applicable  |  |  |                |       |                 |                       |                                |                                   |  |  |                                 |                             |  |  |                                |                                   |                                      |                                   |                    |                           |  |                |         |   |  |   |
| Remarks                         | <ul style="list-style-type: none"> <li>• CoR, DoC and Appointment Letter from Vessel Owner's group of companies is acceptable, with minimum 51% equity.</li> <li>• To provide supporting document to verify the company's structure.</li> </ul> |   | <ul style="list-style-type: none"> <li>• Application within the same group of companies is acceptable, with minimum 51% equity.</li> <li>• To provide supporting document to verify the company's structure.</li> </ul> |  |  |                |       |                 |                       |                                |                                   |  |  |                                 |                             |  |  |                                |                                   |                                      |                                   |                    |                           |  |                |         |   |  |   |



## Appendix 4: Agency Appointment – Guideline for Agency Appointment Letter (1 of 2)









| No.                         | Key Items                   | Explanation   |           |                   |                                   |                             |                             |                                       |                |                    |  |
|-----------------------------|-----------------------------|---|-----------|-------------------|-----------------------------------|-----------------------------|-----------------------------|---------------------------------------|----------------|--------------------|--|
| 1                           | Principal's Information     | <ul style="list-style-type: none"> <li>i. Principal can either be a local or foreign company.</li> <li>ii. Must consist the following Principal's details :               <ul style="list-style-type: none"> <li>a) Principal's official letterhead.</li> <li>b) Company name.</li> <li>c) Address.</li> <li>d) Telephone number.</li> <li>e) Email address.</li> </ul> </li> </ul>   |           |                   |                                   |                             |                             |                                       |                |                    |  |
| 2                           | Agent's Information         | Agent must be a local vendor which complies with the License or Registration general requirements.  |           |                   |                                   |                             |                             |                                       |                |                    |  |
| 3                           | Agent Terminology           | Agent terminology to be stated clearly in the letter. Other relationship, e.g. distributor, dealer is not acceptable.   |           |                   |                                   |                             |                             |                                       |                |                    |  |
| 4                           | Coverage of Appointment     | <ul style="list-style-type: none"> <li>i. The appointment can either be exclusive or non-exclusive. This is to be stated clearly in the letter, i.e. either 'exclusive' or 'non-exclusive', but not both.</li> <li>ii. The coverage for the appointment should also be stated clearly, i.e. Southeast Asia, West Malaysia, East Malaysia, Sabah, Sarawak, etc.</li> </ul>   |           |                   |                                   |                             |                             |                                       |                |                    |  |
| 5                           | Scope of Product or Service | <ul style="list-style-type: none"> <li>i. Product or Service supplied must be specified clearly in the appointment letter. Vendor must follow the following format:               <table border="1" data-bbox="435 1311 1353 1612" style="margin-left: 20px;"> <thead> <tr> <th>SWEC Code</th> <th>Scope Description</th> <th>Information of Product or Service</th> </tr> </thead> <tbody> <tr> <td>Refer to PETRONAS SWEC List</td> <td>Refer to PETRONAS SWEC List</td> <td>Details of product or service offered</td> </tr> <tr> <td>E.g. 16221100P</td> <td>E.g. Motor Vehicle</td> <td>E.g. Passenger car, motorcycle, pickup truck, etc.</td> </tr> </tbody> </table> </li> <li>ii. List of product or service must be clustered according to categories and the applied SWEC must be highlighted, i.e. bold or color.</li> <li>iii. Specify the scope description and use the exact terminology as per latest SWEC list.</li> </ul> | SWEC Code | Scope Description | Information of Product or Service | Refer to PETRONAS SWEC List | Refer to PETRONAS SWEC List | Details of product or service offered | E.g. 16221100P | E.g. Motor Vehicle | E.g. Passenger car, motorcycle, pickup truck, etc. |
| SWEC Code                   | Scope Description           | Information of Product or Service   |           |                   |                                   |                             |                             |                                       |                |                    |  |
| Refer to PETRONAS SWEC List | Refer to PETRONAS SWEC List | Details of product or service offered   |           |                   |                                   |                             |                             |                                       |                |                    |  |
| E.g. 16221100P              | E.g. Motor Vehicle          | E.g. Passenger car, motorcycle, pickup truck, etc.  |           |                   |                                   |                             |                             |                                       |                |                    |  |



## Appendix 4: Agency Appointment – Guideline for Agency Appointment Letter (2 of 2)

| No. | Key Items               | Explanation  |
|-----|-------------------------|--|
| 6   | Duration of Appointment | i. The agency appointment Start and End Date must be stated in the appointment later. <ul style="list-style-type: none"> <li>• The date shall be stated in complete date, i.e. consisting day, month and year. Both Start and End Date must be highlighted in bold.</li> </ul> ii. The minimum duration of agency appointment shall be three years. Longer duration (more than three years) is highly encouraged, e.g. five years agency appointment.<br>iii. The agency appointment letter must be renewed three months before expiry date. |
| 7   | Letter Signatory        | i. Must consist the following signatory's details: <ol style="list-style-type: none"> <li>a) <b>Duly signed by Principal's Top Management</b> or personnel on behalf of Top Management (must at least be Managerial position and above).</li> <li>b) Signatory's full name.</li> <li>c) Signatory's designation.</li> </ol> ii. Digital signatory is acceptable.   |

# Appendix 5: Agency Appointment – Template for Agency Appointment Letter

| Complete Principal's Name<br>Full Address<br>Postcode Country.<br>Tel: +49 (0) XXXX / XXXX-X<br>E-mail Address: xxx@xy.de Website: www.xx.de  | Letter Head   |  <b>1</b>     |                                   |   |   |   |  |  |
|---|---|---|-----------------------------------|---|---|---|--|--|
| Date of Letter  |   |   |                                   |   |   |   |  |  |
| Complete Agent's Name<br>Full Address<br>Postcode Country.<br><br>Attention: Full Name<br>Designation   |   |  <b>2</b>     |                                   |   |   |   |  |  |
| Dear Sir,   |   |   |                                   |   |   |   |  |  |
| RE: APPOINTMENT LETTER  |   |  <b>3</b>     |                                   |   |   |   |  |  |
| We, (name of principal) hereby confirm that your company, (name of Agent) has been appointed as our AGENT on exclusive / non-exclusive basis in the territory of Malaysia for our product as follows:   |   |  <b>4</b>   |                                   |   |   |   |  |  |
| <table border="1"> <thead> <tr> <th style="background-color: #008080; color: white;">SWEC Code</th> <th style="background-color: #008080; color: white;">Scope Description</th> <th style="background-color: #008080; color: white;">Information of Product or Service</th> </tr> </thead> <tbody> <tr> <td>           Refer to PETRONAS SWEC List<br/><br/>           E.g. 16221100P         </td> <td>           Refer to PETRONAS SWEC List<br/><br/>           E.g. Motor Vehicle         </td> <td>           Details of product or service offered<br/><br/>           E.g. Passenger car, motorcycle, pickup truck, etc.         </td> </tr> </tbody> </table> | SWEC Code   | Scope Description   | Information of Product or Service | Refer to PETRONAS SWEC List<br><br>E.g. 16221100P | Refer to PETRONAS SWEC List<br><br>E.g. Motor Vehicle | Details of product or service offered<br><br>E.g. Passenger car, motorcycle, pickup truck, etc. |  |  <b>5</b> |
| SWEC Code   | Scope Description                                     | Information of Product or Service   |                                   |   |   |   |  |  |
| Refer to PETRONAS SWEC List<br><br>E.g. 16221100P   | Refer to PETRONAS SWEC List<br><br>E.g. Motor Vehicle | Details of product or service offered<br><br>E.g. Passenger car, motorcycle, pickup truck, etc. |                                   |   |   |   |  |  |
| This appointment shall be for a period of ____ (years) effective from ____ (day, month, year) to ____ (day, month, year) and must be renewed in writing before expiration.  |   |  <b>6</b>  |                                   |   |   |   |  |  |
| Thank you.  |   |   |                                   |   |   |   |  |  |
| Yours faithfully,<br><br> Principal Authorised Signature<br>Full Name<br>Designation   |   |  <b>7</b>   |                                   |   |   |   |  |  |



## Appendix 6: Document Checklist for Manufacturer, Assembler, Chemical Blender, Fabricator and System Integrator

### Factory/Workshop and List of Equipment

#### Factory/fabrication yard/workshop/store

|   |  |                                |            |        |
|---|--|--------------------------------|------------|--------|
| Factory/fabrication yard/workshop/store |  |                                |            |        |
| Address                                 |  |                                |            |        |
| Area                                    |  | Ownership<br>(please tick '√') | Self-owned | Rented |
| Name of Owner<br>(if rented)            |  |                                |            |        |
| Address of<br>Owner (if rented)         |  |                                |            |        |

#### Manufacturing license from Malaysian Industrial Development Authority (MIDA)/Local Council

|                |  |                     |  |
|----------------|--|---------------------|--|
| License number |  | License<br>duration |  |
|----------------|--|---------------------|--|

\* Please include *copy of certificate* for the above manufacturing license.

#### List of Equipment

| No. | Equipment/machine/hardware/<br>software/vehicle | Quantity/<br>Size/Area | Ownership<br>(self-owned/<br>rented) | Owner (if rented) |
|-----|---|------------------------|--------------------------------------|-------------------|
|     |   |                        |                                      |                   |

