



PETRONAS

General Guidelines

PETRONAS License and Registration

(Effective April 2026)



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 accurate.** 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 enquiry, including application matters as per the following contact details:

PETRONAS Contact Centre

Tel: 1-800-88-0011

Email: lrs_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"> • Management employees for any employment status, i.e. permanent, contract, secondment, etc. • Non-management employees (executive and non-executive) on permanent basis only.
General Requirement	The minimum entry requirement that a company must fulfil to obtain or maintain a PETRONAS License or Registration.
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"> • 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. • 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).
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"> • Set of requirements a vendor needs to comply with when applying for a particular SWEC. • Not all SWECs are imposed with MTR. • It is normally required for Strategic SWECs.
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 with within the stipulated time given.
Strategic SWEC	Products or services of high complexity, high business impact, and/or high investment.
SWEC	Standardised Work and Equipment Categories (SWEC) 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><i>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 is not limited to exploration, development, and production of oil and gas.</i></p>		<p>PETRONAS requirement</p> <p><i>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.</i></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 the following requirements:

1 Locally incorporated

<div style="background-color: #4a4a8a; color: white; padding: 5px; margin-bottom: 10px;">Registration of Company (ROC)</div> <p>Registered with the Companies Commission of Malaysia (CCM) or Suruhanjaya Syarikat Malaysia (SSM) as:</p> <ul style="list-style-type: none"> • "Sdn Bhd" (private limited) or • "Berhad" (private limited) or • "Berhad" (public limited) company. 	or	<div style="background-color: #4a4a8a; color: white; padding: 5px; margin-bottom: 10px;">Registration of Business (ROB)</div> <ul style="list-style-type: none"> • 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. 	or	<div style="background-color: #4a4a8a; color: white; padding: 5px; margin-bottom: 10px;">Professional Bodies (PB)</div> <p>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.</p>
---	----	--	----	--

2 Meet the minimum paid-up capital requirement



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 (3) ways for a foreign company to be Licensed or Registered with PETRONAS:

Appointing a local vendor as an 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)

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

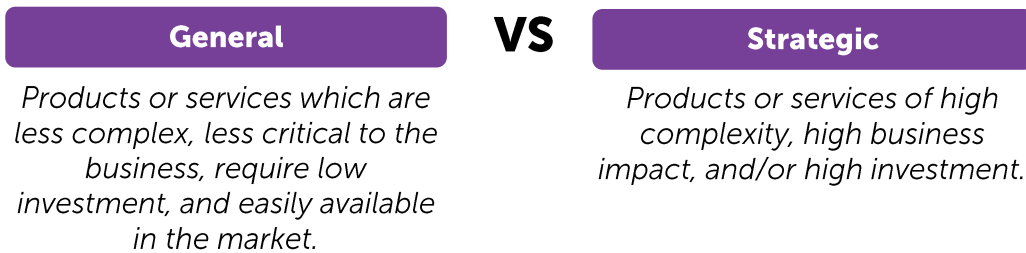
SWEC is divided into two (2) types as follows:



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

SWEC Categories

SWEC is divided into two (2) categories as follows:



SWEC Requirement

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

1 Meet minimum Bumiputera requirements

Meet minimum Bumiputera requirement at **all four (4) levels** (Equity, Board of Directors, Management, and Employment) for the applied SWEC.

2 Meet other SWEC requirements

Meet requirements which are **specified in the respective SWEC**. For example, Minimum Technical Requirement (MTR), certification by external bodies, appointment letter, etc.



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% for 'Sdn Bhd'/'Berhad' (private-limited)/ROB/PB	51%	51%	51%
	35% for 'Berhad' (public-listed) vendor			
	35% for 'Sdn Bhd' vendor which is owned at least 51% by a Berhad (public-listed)			
	17.85% for 'Berhad' (public-listed) vendor which is owned at least 51% by a Berhad (public-listed)			
30%	30% 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% for 'Berhad' (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 on the PETRONAS website.** Please refer to the links below:
 - SWEC List: [New SWEC List \(20 April 2023\).pdf](#)
 - MTR List: [New SWECs MTR \(15 June 2023\).pdf](#)
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 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 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"> • Dealer • Agent • Chemical Blender • Assembler • System Integrator • Manufacturer • Fabricator 	<ul style="list-style-type: none"> • Agent • Self-operated • Rig Operator • Rig Owner-Operator • Vessel Operator • Vessel Owner-Operator

Minimum Bumiputera Requirement Indicator

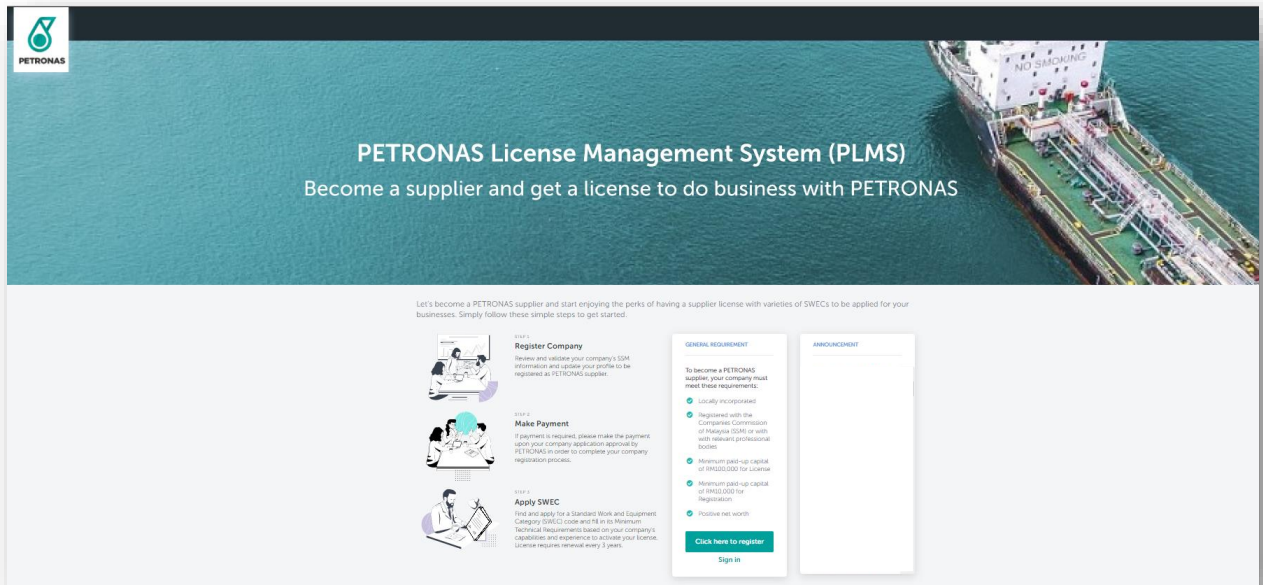
SWEC MTR Indicator

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



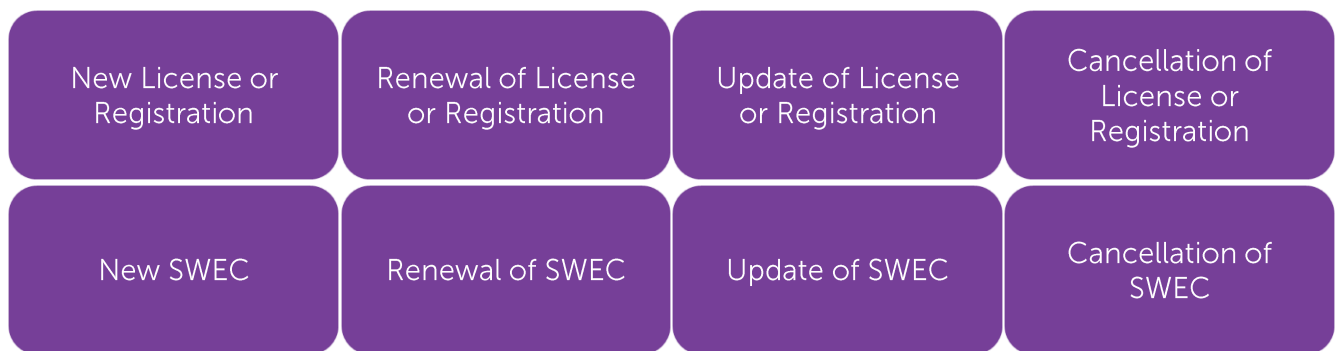
Procedure for Application of License or Registration

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



Types of Applications

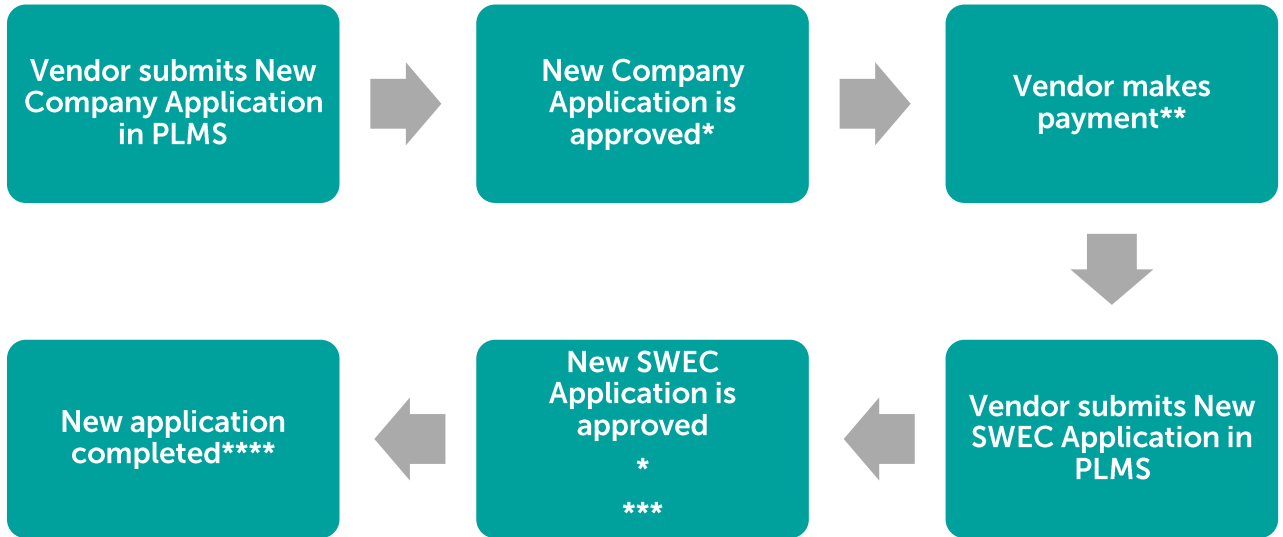
The following are the types of applications which are available in the PLMS:



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:

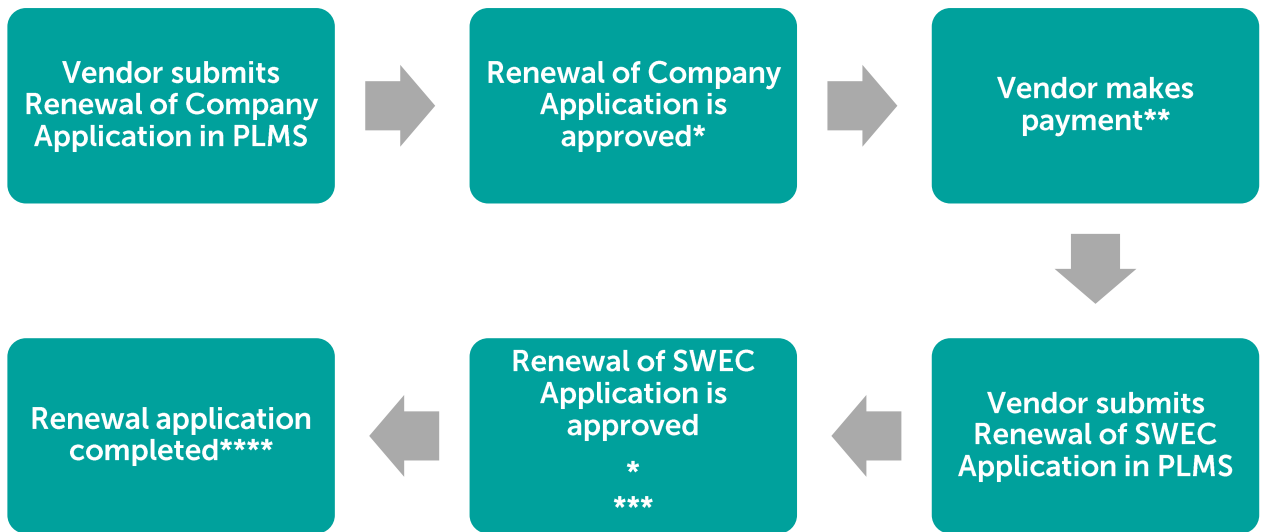


- * An application may be returned to vendor for further clarification/amendment, as necessary.
- ** License fee is applicable for License sector only.
- *** Prior to submission of SWEC application, please refer to the latest SWEC and MTR List.
- **** Vendor needs to be Licensed or Registered in at least one (1) 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 (4) 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:



* An application may be returned to vendor for further clarification/amendment, as necessary.

** 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 (1) 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 of sector from License to Registration, vice versa

Note:

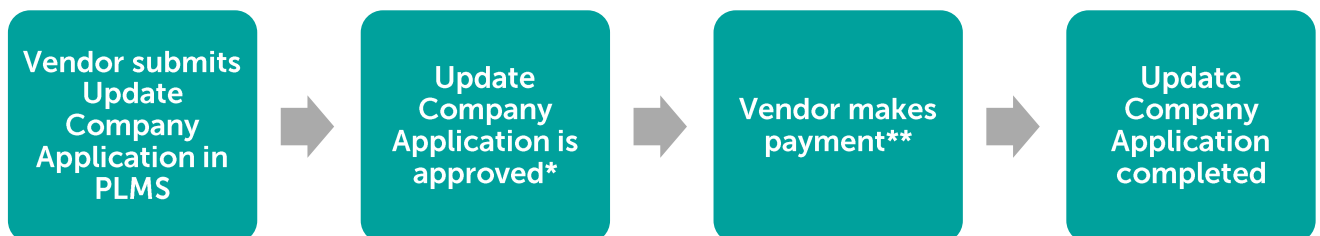
- a) Updating must be done **within 14 days** from the date of such change.
- b) For Net Worth, vendor is required to **submit its latest Audited Financial Statement (AFS) on annual basis to PETRONAS, i.e. within eight (8) months of its Financial Year End**. As such, Vendor must ensure that **filing 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:



* An application may be returned to vendor for further clarification/amendment, as necessary.

** 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 New SWEC application when there is an ongoing Company Application.
- ** Vendor may submit multiple SWEC applications at the same time.
- *** An application may be returned to vendor for further clarification/amendment, as necessary.
- **** Vendor needs to be Licensed or Registered in at least one (1) 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:



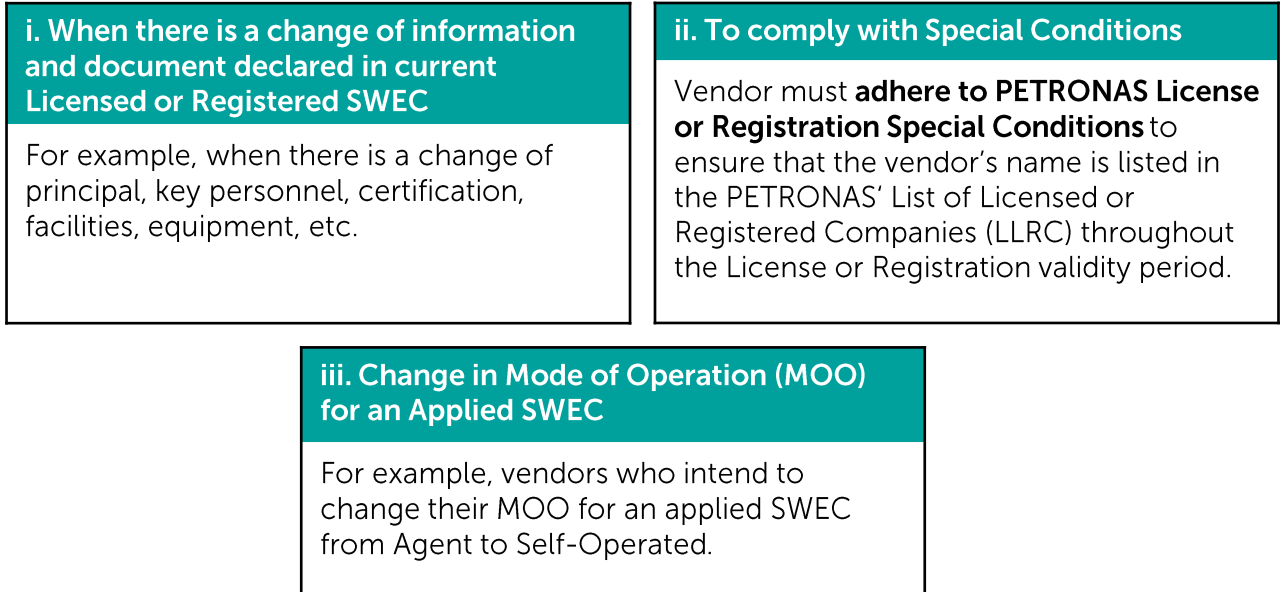
- * Vendor cannot submit Renewal of SWEC application when there is an ongoing Company Application.
- ** Vendor may submit multiple SWEC applications at the same time.
- *** An application may be returned to vendor for further clarification/amendment, as necessary.
- **** Vendor needs to be Licensed or Registered in at least one (1) 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**:



2. Please refer to the following process flow:



* Vendor cannot submit Update SWEC application when there is an ongoing Company Application.

** Vendor may submit multiple SWEC applications at the same time.

*** An application may be returned to vendor for further clarification/amendment, as necessary.



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:



* An application may be returned to vendor for further clarification/amendment, as necessary.

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

Provide **summary of cancellation** in PLMS



Attach **official letter**

The summary shall comprise the following:

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

The letter shall comprise the following:

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

4. Vendor with **License or Registration expiry more than one (1) 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 the 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 Company Application.

** Vendor may submit multiple SWEC cancellation application at the same time.

*** An application may be returned to vendor for further clarification/amendment, as necessary.

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

Provide **summary of cancellation** in PLMS

The summary shall comprise the following:

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



Attach **official letter**

The letter shall comprise the following:

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

4. Vendor with **SWEC expiry more than three (3) months will be automatically cancelled due to non-renewal.**

5. In the event the Vendor wishes to renew its SWEC after the cancellation, the Vendor is required to submit "Renewal of SWEC Application" in the PLMS.

Application Process

1. **Average duration** for application process is **10 working days**, 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 information submitted for the application including the contact details declared in the PLMS is accurate and updated within 14 days of change**.

Application Result

1. **Upon successful application, the validity period** for PETRONAS License and Registration is **three (3) 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
RM100,000 - RM1,000,000	RM250
Above RM1,000,000 - RM5,000,000	RM500
Above RM5,000,000	RM1,000

3. **License fee** is only **applicable for 'New License' and 'License Renewal' and 'Update to License Sector'** applications. The license fee paid is **non-refundable**.
4. **License fee payment** must be **made within one (1) month** from the date of email notification sent to the Vendor. **Failure** to make the payment **within the time period mentioned herein** will result in the application being **automatically rejected**.
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. The **registration certificate is issued virtually** through PLMS **after approval of both the Company Application and SWEC application**. The **license certificate is issued virtually** via PLMS once the **Company Application is approved, payment is made, and the SWEC application is approved**.

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, decline, or participate 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 **returned for amendment/rejected** in the event if information submitted is:
 - incomplete; or
 - missing required documents; or
 - non-compliance with General Guidelines and/or SWEC requirements.
2. 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.
3. **Required certificates** shall be **valid throughout the License or Registration validity period**. Should the certificate **expire during this period**, vendor is responsible for submitting a **renewed or updated certificate**.
4. Vendor is encouraged to provide all documents **scanned from the original document** and **in colored**.
5. Vendor is responsible to ensure that the **latest information** declared in PLMS is **accurate and updated within 14 days from the effective date of any change** e.g., contact details, key personnel in SWEC etc.
6. 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) (1 of 2)

Mode of Operation (MOO)	Definition
Dealer	'Dealer' shall mean a Vendor that supplies products sourced from any supplier, manufacturer, and/or the Principal. In respect of OEM Products, the Vendor shall be duly appointed as an authorised dealer and/or authorised representative of the relevant Original Equipment Manufacturer to sell, distribute, provide services for, and/or supply such OEM Products to end users within the territory of Malaysia.
Agent	Vendor that represents a local or foreign Principal in providing products and/or services in Malaysia. <u>Principal Definition</u> 'Principal' means a company, whether local or foreign, that manufactures, owns, controls, or holds the intellectual property rights to the products and/or services being offered, and authorizes an agent or vendor to represent, market, or supply such products and/or services in Malaysia. The Principal is not a distributor, dealer, or sub-agent, but the original source or manufacturer of the goods or services provided*.
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.

** For the avoidance of doubt, the definitions of 'Principal' and 'Agent' herein are applicable solely for the purposes of procurement, licensing, and contractual arrangements as stipulated under this Guideline to define the applicable Mode of Operation (MOO), and shall not affect, modify, override, or prejudice any statutory definitions of 'Principal' and 'Agent' under Contract Act 1950 or under any other applicable laws.*



Appendix 1: Definition of Mode of Operation (MOO) (2 of 2)

Mode of Operation (MOO)	Definition
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"> i. Vendor must be locally incorporated as: <ul style="list-style-type: none"> a) "Sdn Bhd" (private limited) or b) "Berhad" (private limited) company or c) "Berhad" (public limited) company or d) Sole Proprietorship and Partnership (<i>Note: ROB only applicable for West Malaysia</i>). ii. Vendor must ensure its latest company information is updated in SSM. 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. iv. Information which is not available in SSM is self-declared (manually) by Vendor.
2	Declaration of Vendor Beneficial Ownership (BO)	<ul style="list-style-type: none"> i. Vendor is required to declare latest BO information to PETRONAS. The information will only be used internally by PETRONAS and will not be disclosed to any third-party, except where it is required by the applicable laws. ii. All information must be declared in order for Vendor to submit application for Renewal or Update of Company Application in PLMS. iii. Vendor is reminded and advised to consult own Company Secretary on the information to be provided. iv. Please refer to the PLMS Supplier User Guide (Company Application) for detailed guideline on how to declare BO in PLMS.



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> <p>a) The submission of latest AFS should be done within eight (8) months of Vendor's latest Financial Year End.</p> <p>b) For 'Sdn Bhd' or 'Berhad' company, if the latest AFS is not available:</p> <ul style="list-style-type: none"> • The application will not be able to be submitted in the PLMS. • 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 via email at lrs_enquiries@petronas.com. <p>c) Vendor which has Group or Consolidated financial information declared at SSM:</p> <ul style="list-style-type: none"> • To declare manually the Vendor financial information (not Group or Consolidated financial information) in PLMS. • To attach a copy of the latest AFS in PLMS. <p>d) Vendor with Exempt Private Company status at SSM:</p> <ul style="list-style-type: none"> • To declare manually the Vendor financial information in PLMS. • To attach a copy of the latest AFS in PLMS. <p>e) Submitted AFS document shall be:</p> <ul style="list-style-type: none"> • Audited by Auditor. • Endorsed by Commissioner for Oaths. • Duly signed by Directors. • Including Auditor's Report. <p>f) Exception is given to Vendor which is:</p> <ul style="list-style-type: none"> • Incorporated less than 20 months from date of application submitted. • Not a 'Sdn Bhd' or 'Berhad' (i.e. under ROB and professional body category). However, Vendor must at least submit the Management Account, with financial date not exceeding three (3) months from Vendor's application submission date, duly signed by Vendor's Top Management. <p>ii. The AFS must contain an Unqualified Opinion from the auditor, and the Net Worth must be positive.</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 or any other supporting documents which is acceptable to PETRONAS for the verification purpose.</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"> • Pejabat Hal Ehwal Anak Negeri Sabah (PHEANS) • Mahkamah Anak Negeri Wilayah Persekutuan Labuan (MANWPL) • Or any other applicable or relevant authorities. <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. Vendor is encouraged to provide all documents scanned from the original document and in colored.</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. 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. ii. For the same SWEC : 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). b) A Vendor may be an Agent for more than one Principal. 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. iv. To provide 'agency appointment letter' from Principal. Please refer to Appendix 5 for further information on Agency appointment letter and Appendix 6 for the acceptable format. v. The agency appointment letter must be renewed three months before expiry date to ensure SWEC validity is maintained. 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. 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. iii. All required certifications and/or documents shall be under the name of the Vendor.
4	<ul style="list-style-type: none"> • Manufacturer • Assembler • Chemical Blender • Fabricator • System Integrator 	i. Vendor to provide the following documents: a) List of equipment/machine/hardware/software/vehicle. b) Manufacturing license from Malaysian Industrial Development Authority (MIDA) and business license from Local Authority. <ul style="list-style-type: none"> • Vendor to attach exemption letter from MIDA in case the Vendor is eligible for exemption. c) Technical or commercial brochure for products. d) Factory details and layout plan. e) Flow chart for the process, e.g. manufacturing processes. 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. ii. Please refer Appendix 7 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"> • Agent • Rig Operator • Rig Owner-Operator 	<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="436 607 1358 1178"> <thead> <tr> <th data-bbox="436 607 676 721">MOO / Document</th> <th data-bbox="676 607 815 721">Agent</th> <th data-bbox="815 607 1029 721">Rig Operator</th> <th data-bbox="1029 607 1358 721">Rig Owner-Operator</th> </tr> </thead> <tbody> <tr> <td data-bbox="436 721 676 803">Certificate of Registry (CoR)</td> <td colspan="3" data-bbox="676 721 1358 803">Must be under rig owner's name</td> </tr> <tr> <td data-bbox="436 803 676 886">Appointment Letter</td> <td colspan="2" data-bbox="676 803 1029 886">Must be from rig owner</td> <td data-bbox="1029 803 1358 886">Not Applicable</td> </tr> <tr> <td data-bbox="436 886 676 1178">Remarks</td> <td colspan="2" data-bbox="676 886 1029 1178"> <ul style="list-style-type: none"> • CoR and Appointment Letter from Rig Owner's group of companies is acceptable, with minimum 51% equity. • To provide supporting document to verify the company's structure. </td> <td data-bbox="1029 886 1358 1178"> <ul style="list-style-type: none"> • CoR from Rig Owner's group of companies is acceptable, with minimum 51% equity. • To provide supporting document to verify the company's structure. </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="436 1313 1358 1856"> <thead> <tr> <th data-bbox="436 1313 791 1396">MOO / Document</th> <th data-bbox="791 1313 1358 1396">Rig Owner-Operator</th> </tr> </thead> <tbody> <tr> <td data-bbox="436 1396 791 1479">Rig Sales and Purchase Agreement (SPA)</td> <td data-bbox="791 1396 1358 1479">Must be under rig owner's name</td> </tr> <tr> <td data-bbox="436 1479 791 1593">Loan Facilities Agreement from Local Bank</td> <td data-bbox="791 1479 1358 1593">Must be under rig owner's name</td> </tr> <tr> <td data-bbox="436 1593 791 1696">Proof of Ownership or Ultimate Beneficiary</td> <td data-bbox="791 1593 1358 1696">Official Letter from the Vendor showing the breakdown of the rig ownership in percentage (%)</td> </tr> <tr> <td data-bbox="436 1696 791 1856">Remarks</td> <td data-bbox="791 1696 1358 1856"> <ul style="list-style-type: none"> • SPA and Loan Facilities Agreement from Rig Owner's group of companies is acceptable, with minimum 51% equity. • To provide supporting document to verify the company's structure. </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"> • CoR and Appointment Letter from Rig Owner's group of companies is acceptable, with minimum 51% equity. • To provide supporting document to verify the company's structure. 		<ul style="list-style-type: none"> • CoR from Rig Owner's group of companies is acceptable, with minimum 51% equity. • To provide supporting document to verify the company's structure. 	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"> • SPA and Loan Facilities Agreement from Rig Owner's group of companies is acceptable, with minimum 51% equity. • To provide supporting document to verify the company's structure.
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"> • CoR and Appointment Letter from Rig Owner's group of companies is acceptable, with minimum 51% equity. • To provide supporting document to verify the company's structure. 		<ul style="list-style-type: none"> • CoR from Rig Owner's group of companies is acceptable, with minimum 51% equity. • To provide supporting document to verify the company's structure. 																									
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"> • SPA and Loan Facilities Agreement from Rig Owner's group of companies is acceptable, with minimum 51% equity. • To provide supporting document to verify the company's structure. 																											



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"> • Agent • Vessel Operator • Vessel Owner-Operator 	<p>i. The following documents are required to be submitted based on the respective Mode of Operation applied:</p> <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"> • CoR, DoC and Appointment Letter from Vessel Owner's group of companies is acceptable, with minimum 51% equity. • To provide supporting document to verify the company's structure. </td> <td data-bbox="1061 1170 1368 1612"> <ul style="list-style-type: none"> • Application within the same group of companies is acceptable, with minimum 51% equity. • To provide supporting document to verify the company's structure. </td> </tr> </tbody> </table> <p>* For vessel registered in Denmark, please submit Certificate of Nationality. ** Applicable for vessel > 500 MT only.</p> <p>ii. To provide other documents requested for the applied SWEC.</p>	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"> • CoR, DoC and Appointment Letter from Vessel Owner's group of companies is acceptable, with minimum 51% equity. • To provide supporting document to verify the company's structure. 		<ul style="list-style-type: none"> • Application within the same group of companies is acceptable, with minimum 51% equity. • To provide supporting document to verify the company's structure.
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"> • CoR, DoC and Appointment Letter from Vessel Owner's group of companies is acceptable, with minimum 51% equity. • To provide supporting document to verify the company's structure. 		<ul style="list-style-type: none"> • Application within the same group of companies is acceptable, with minimum 51% equity. • To provide supporting document to verify the company's structure. 																							



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


No.	Key Items	Explanation				
1	Principal's Information	<p>i. Principal can either be a local or foreign company.</p> <p>ii. Must consist the following Principal's details :</p> <ol style="list-style-type: none"> Principal's official letterhead. Company name. Address. Telephone number. Email address. Website address. 				
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	Type and Coverage of Appointment	<p>i. Type of Appointment The appointment can either be exclusive or non-exclusive. This shall be stated clearly in the appointment letter, i.e. either 'exclusive' or 'non-exclusive', but not both.</p> <p>ii. Coverage of Appointment</p> <ol style="list-style-type: none"> The coverage location for the appointment shall be clearly stated, i.e. Southeast Asia, West Malaysia, East Malaysia, Sabah, Sarawak, etc. The coverage for the appointment shall not be limited to specific entities, sectors, projects etc. 				
5	Scope of Product or Service	<p>i. Product or Service supplied must be specified clearly in the appointment letter. Vendor must follow the following format:</p> <table border="1" data-bbox="472 1520 1348 1703"> <thead> <tr> <th>SWEC Code</th> <th>SWEC Name</th> </tr> </thead> <tbody> <tr> <td>Refer to PETRONAS SWEC List E.g. 16221100P</td> <td>Refer to PETRONAS SWEC List E.g. Motor Vehicle</td> </tr> </tbody> </table> <p>ii. List of product or service must be clustered according to categories and the applied SWEC must be highlighted, i.e. bold or color.</p> <p>iii. Specify the scope description and use the exact terminology as per latest SWEC list.</p>	SWEC Code	SWEC Name	Refer to PETRONAS SWEC List E.g. 16221100P	Refer to PETRONAS SWEC List E.g. Motor Vehicle
SWEC Code	SWEC Name					
Refer to PETRONAS SWEC List E.g. 16221100P	Refer to PETRONAS SWEC List E.g. Motor Vehicle					



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

No.	Key Items	Explanation
6	Duration of Appointment	<p>i. The agency appointment Start and End Date must be stated in the appointment later.</p> <ul style="list-style-type: none"> • 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. <p>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.</p> <p>iii. The agency appointment letter must be renewed three months before expiry date.</p>
7	Letter Signatory	<p>i. Must consist the following signatory's details:</p> <ol style="list-style-type: none"> Duly signed by Principal's Top Management or personnel on behalf of Top Management (must at least be Managerial position and above). Signatory's full name. Signatory's designation. <p>ii. Digital signatory is acceptable.</p>

Appendix 5: Agency Appointment – Template for Agency Appointment Letter

Complete Principal's Name Full Address Postcode Country. Tel: +49 (0) XXXX / XXXX-X E-mail Address: xxx@xy.de Website: www.xx.de	Letter Head	1				
Date of Letter						
Complete Agent's Name Full Address Postcode Country. Attention: Full Name Designation		2				
Dear Sir,						
RE: APPOINTMENT LETTER		3				
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:		4				
<table border="1"> <thead> <tr> <th style="background-color: #008080; color: white;">SWEC Code</th> <th style="background-color: #008080; color: white;">SWEC Name</th> </tr> </thead> <tbody> <tr> <td> Refer to PETRONAS SWEC List E.g. 16221100P </td> <td> Refer to PETRONAS SWEC List E.g. Motor Vehicle </td> </tr> </tbody> </table>	SWEC Code	SWEC Name	Refer to PETRONAS SWEC List E.g. 16221100P	Refer to PETRONAS SWEC List E.g. Motor Vehicle		5
SWEC Code	SWEC Name					
Refer to PETRONAS SWEC List E.g. 16221100P	Refer to PETRONAS SWEC List E.g. Motor Vehicle					
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.		6				
Thank you.						
Yours faithfully,  Principal Authorised Signature Full Name Designation		7				



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 (please tick '√')	Self-owned	Rented
Name of Owner (if rented)				
Address of Owner (if rented)				

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

License number		License duration	
----------------	--	------------------	--

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

List of Equipment

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

