

GROUP PROCUREMENT



PETRONAS LICENSING MANAGEMENT SYSTEM (PLMS) SUPPLIER USER GUIDE

SEPTEMBER 2020



PETRONAS

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Objectives

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

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

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

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

3 To recognise the **high-level benefits** of the system and the **new ways of working** around it.



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**OVERVIEW &
NEW WAYS OF WORKING**

Introducing PLMS

We have upgraded our previous licensing and registration system (ROS) to a new platform named PETRONAS Licensing Management System (PLMS).

Not limited to just a facelift, the new system is designed around improved efficiency, intuitive navigation and will complement the **SMART** by **GEP**® procurement platform to create a seamless end-to-end procurement experience.

PETRONAS LICENSING MANAGEMENT SYSTEM

1

Simplified Licensing and Registration Process

Easy reference and transparency on application status



2

Intuitive System Navigation

A responsive interface that enhances user experience



PLMS at a glance

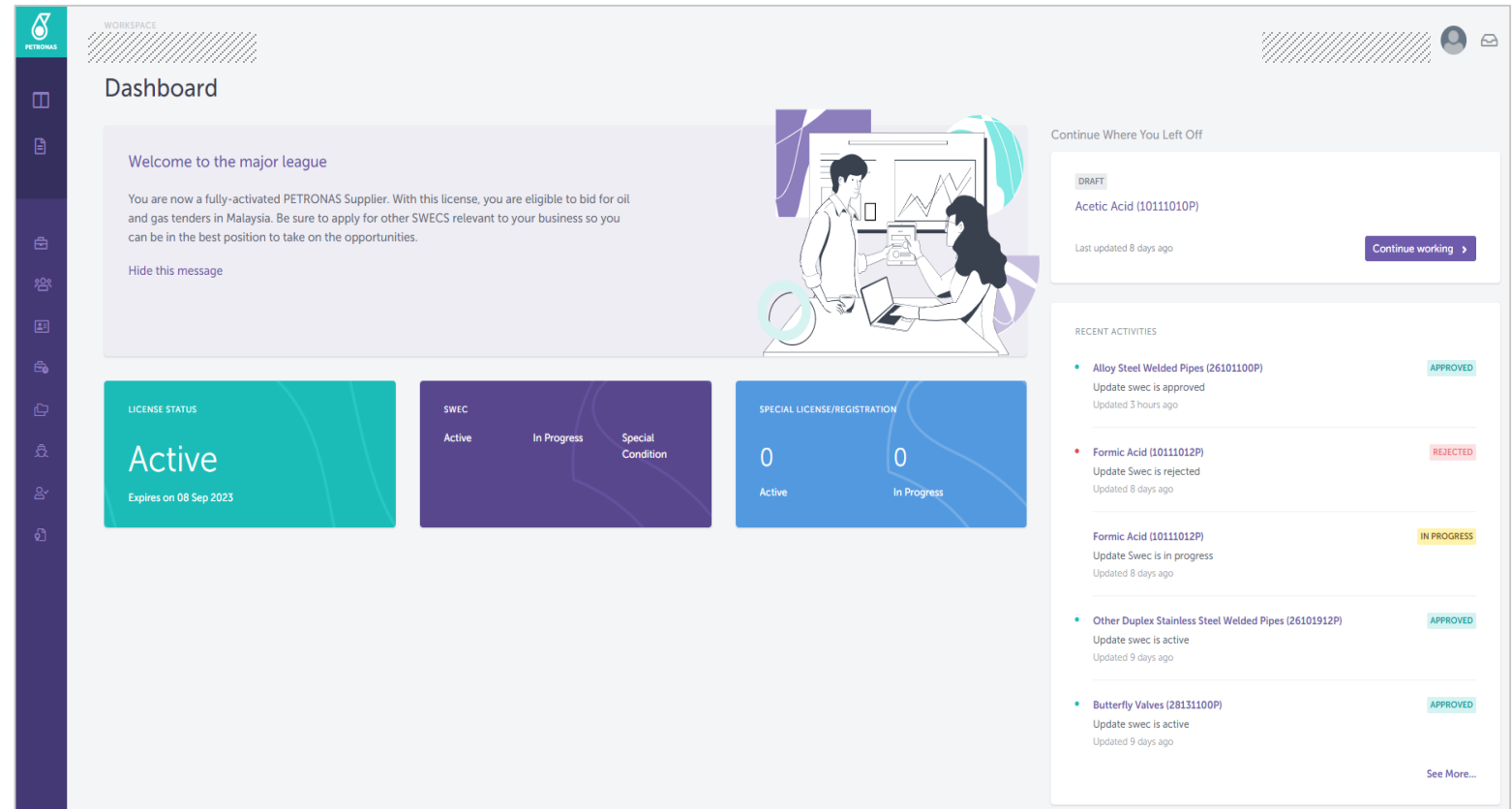
Dashboard view for the new Home Page.

BEFORE

Previously, there is limited information available on ROS home page.

AFTER

The new dashboard highlights relevant information at your current application stage, with an intuitive and dynamic design.



PLMS at a glance

Streamlined Company Profile submission.

BEFORE

Supplier needs to enter their company details and make reference to SSM information.

AFTER

Company information is fetched and populated from SSM. For any changes in information, suppliers must update them in SSM first. Once approved by SSM, supplier can then fetch updated info via PLMS.



Company Application (ROC) **DRAFT**

COMPANY APPLICATION

- ✓ Company Information
 - Company Corporation
 - Company Contribution
 - Owner, Director & Shareholder
 - Management Account
- Company Profile
 - Company Details
 - Company Status
 - Certifications
- Review
- Approved!

Fetch SSM

Company Corporation

Please review the fetched company corporation information below

Company Name		
Registration Number	Registration Date	
	12/09/2000	
Registered Address		
Business Address		

Company Corporation

An authorized company by the authorization body to act as a single entity and recognized as such in law for certain purposes

DRAFT Last updated 18 mins ago

Cancel **Save** **Save & Review**

PLMS at a glance

Company and SWEC application are separate processes.

BEFORE

A single submission that combines Company Profile and SWEC, for all registration and license applications.

AFTER

While waiting for company approval, suppliers can start drafting their SWEC application.



The screenshot displays the Petromas PLMS interface. The top section, titled 'Company Application', features a banner with the text 'Time to register your company!' and a sub-message: 'Before you start applying for any SWEC, let's start with registering your company.' Below this, the 'Standardised Work & Equipment Categories (SWEC)' section is visible. It includes a search bar and a list of categories with their respective counts. The 'Results' section shows a table of SWEC categories with columns for 'Name & Description' and 'Code'.

SWEC CATEGORIES	Count
All Categories	1134
Chemicals	91
Civil, Marine, Infrastructure & Building Maintenance	37
Digital & ICT	56
Electrical Equipment & Services	59
Engineering, Construction & Projects (EC&P)	52
General Equipment, Maintenance & Spares	70
Geological & Geophysical (G&G)	41

Name & Description	Code
Internal Media Changeout Provision of manpower, materials, consumables, equipment and facilities necessary for Unloading, Cleaning, Internal Parts Repair and Loading of Internal Media (e.g. clay, resin, salt, ACF, etc.) of vessel (e.g. Moisture removal, Chloride removal, Mercury removal, Sulphur removal, Molecular sieve, Propane treater, Butane treater, Feedgas drier, etc.)	10101
Moving Bed Provision of manpower, materials, consumables, equipment and facilities necessary for Unloading, Cleaning, Internal Parts Repair and Loading of Moving Bed Reactor or Moving Bed Absorber inclusive of Sock Loading (e.g. Continuous Catalyst Regeneration (CCR), etc.)	10101
Multi Bed Provision of manpower, materials, consumables, equipment and facilities necessary for Unloading, Cleaning, Internal Parts Repair and Loading of Multi Bed Reactor or Multi Bed Absorber with single layer or multi layer catalyst inclusive of Sock Loading and/or Dense Loading (e.g. Adsorbent Chambers, Distillate Hydrotreating, Hydrocracking, etc.)	10101

PLMS at a glance

Continuous SWEC application submissions.

BEFORE

Supplier needs to wait for their current application to be completed before applying for the next.

AFTER

Supplier can now submit new SWEC applications while waiting for approval of previous SWEC submission.



Standardised Work & Equipment Categories (SWEC)

Mode of Operations: Self-operated

Minimum Technical Requirements (Self-Operated)

Company Experience
Minimum experience in executing Subsea Feasibility Studies and Conceptual Engineering

Key Personnel

Project/Technical Manager

- Degree/Diploma in any engineering discipline
- 10 years experience in offshore oil and gas engineering with a minimum 5 years of experience in Subsea engineering design

Lead/Senior Engineer

- Degree/Diploma in any engineering discipline
- 10 years experience in offshore oil and gas engineering with a minimum 5 years of experience in Subsea engineering design

Facilities & Equipment

Facilities
Comprehensive office setup

Equipment
Company to provide the list of engineering workstation/hardware/software (e.g. HYSUS, PIPESIM, ACAD) and drafting facilities.
Company to provide list of softwares and copy of the software license(s).

Certification
Board of Engineering Malaysia

Apply SWEC as Self-Operated

Feasibility Study / Conceptual Design - Subsea

PLMS at a glance

Company and SWEC Requirements are centralised and accessible in the system.


BEFORE

Supplier needs to refer to multiple documents for company and SWEC requirements.

AFTER

Company and SWEC requirements are reflected in the application screen.






Key Personnel

Important members of your team who qualifies for the SWEC requirement

Project/Technical Manager

Selected employee




Technical Manager

11 years

Lead/ Senior Engineer


Selected employee



Senior Engineer

12 years

REQUIREMENTS



1/2

Employees

Employee Experience

Project/Technical Manager

- 10 years experience in offshore oil and gas engineering with a...

[More](#)

Employee Experience

Lead/Senior Engineer

- 10 years experience in offshore oil and gas engineering with a minimum 8 years of experience in Subsea engineering design

[Less](#)

PLMS at a glance

Guided notifications.

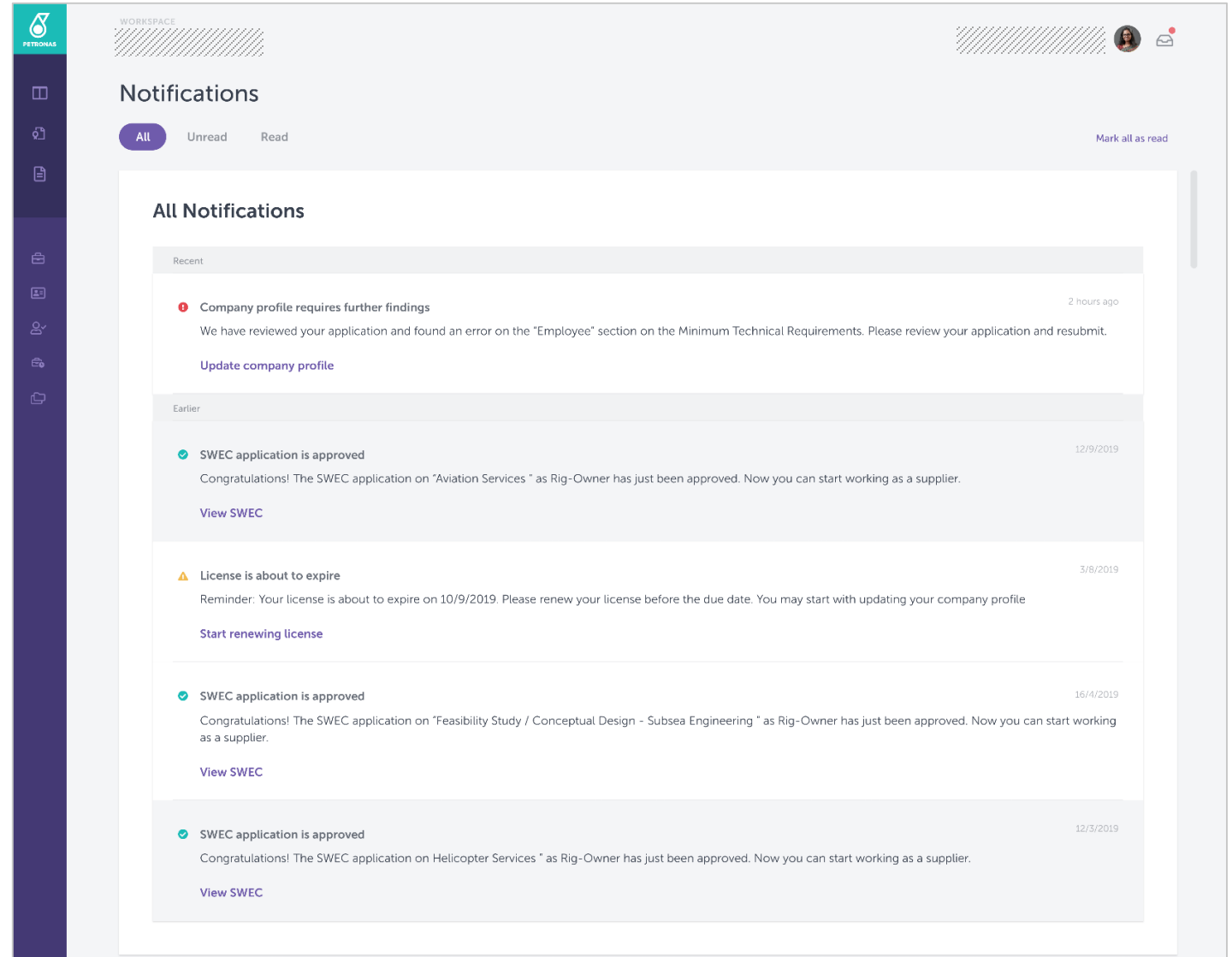
BEFORE

Supplier is provided with application feedback and rejection reasons via email.



AFTER

Supplier may view all notification in the system on top of being prompted by email.



PLMS at a glance

Feedback and resolution.

BEFORE

Supplier is required to submit a new application in the event of rejection.

AFTER

Supplier will be guided to provide resolutions in the incomplete application.



The screenshot displays the 'Key Personnel' section of the PLMS application. It includes a header 'Key Personnel' with a sub-header 'Important members of your team who qualifies for the SWEC requirement'. Below this, there are two sections: 'Project/Technical Manager' and 'Lead/ Senior Engineer'. Each section has a 'Select employee' dropdown menu. To the right of these sections is a yellow box titled 'REQUIREMENTS' showing '1/2 Employees' and a list of requirements under 'Employee Experience', including 'Project/Technical Manager' and '10 years experience in offshore oil and gas engineering with a...'. A 'More' link is also present. Overlaid on the bottom right is a 'Principal' modal window. It has a title 'Principal' and a sub-header 'Third party in-charge to be represented for this SWEC application'. Below this is a 'Principal In-charge' section. The modal contains a yellow box with the text 'Success With Condition Applied', 'Remarks: Please update the principal appointment letter.', and 'Due Date: 23/11/2020'. At the bottom, there is a shaded area with the text '01 Jan 2019 - 01 Jan 2024'.

PLMS at a glance

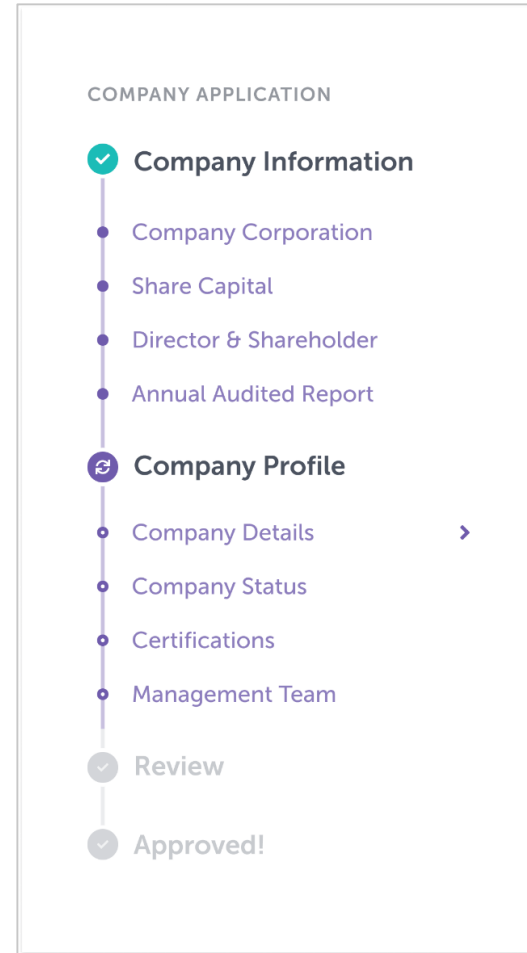
Visibility of Application Status.

BEFORE

Supplier has limited visibility of application status until the final outcome.

AFTER

Supplier will be able to monitor the progress of their application after submission.



RECENT ACTIVITIES		
Helicopter Services	Application review in progress Updated yesterday	IN REVIEW
Helicopter Services	More information required Updated yesterday	PENDING
Feasibility Study / Conceptual Design - Subsea Engineering	Your application has been approved Submitted yesterday	ACTIVE
Helicopter Services	Missing key personnel Yesterday 10:09am	ISSUE
Helicopter Services	New experience required Yesterday 10:09am	ISSUE

System Requirements

1

Recommended requirements to run the PETRONAS Licensing Management System.



Google Chrome
Browser



20 Mbps Internet
Bandwidth



1280 x 960 pixels
screen resolution

2

IMPORTANT: Only GMAIL & company email addresses are accepted in the creation of PLMS account.

If your current email address is currently using a Yahoo or Hotmail domain (@yahoo.com, @Hotmail.com), please create a new email address and log a ticket to lrs_enquiries@petronas.com to update your current registered email for PLMS account creation.

3

Please assign the right personnel to manage your company's PLMS account.

This person will be receiving and handling all your licensing & registration activities with PETRONAS.

New Ways of Working



Cross Functional Collaboration

The online and integrated platform provides suppliers the opportunity to **collaborate with PETRONAS more efficiently**.



Proactive Ownership

Suppliers are empowered to **proactively monitor** their license and registration applications using the platform's centralised notification system and **update changes** to company profile.

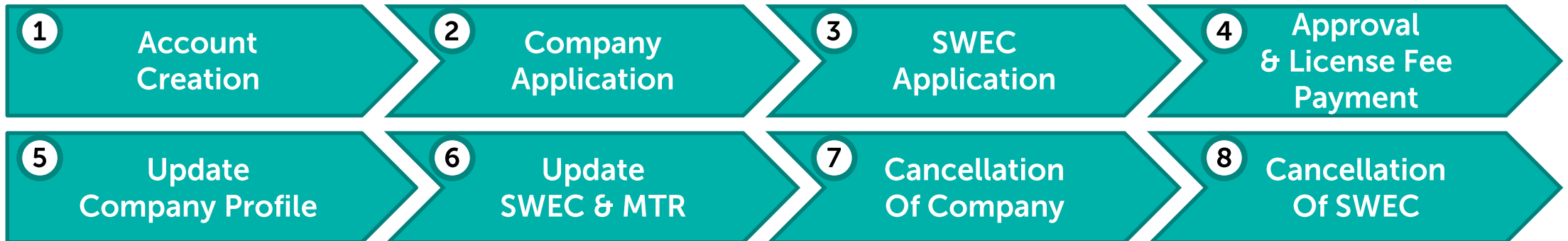


Embrace Technology

Suppliers are encouraged to adopt an **open mindset** and **actively utilise** the new platform and elevate their ways of working.

APPLICATION DEEP DIVE

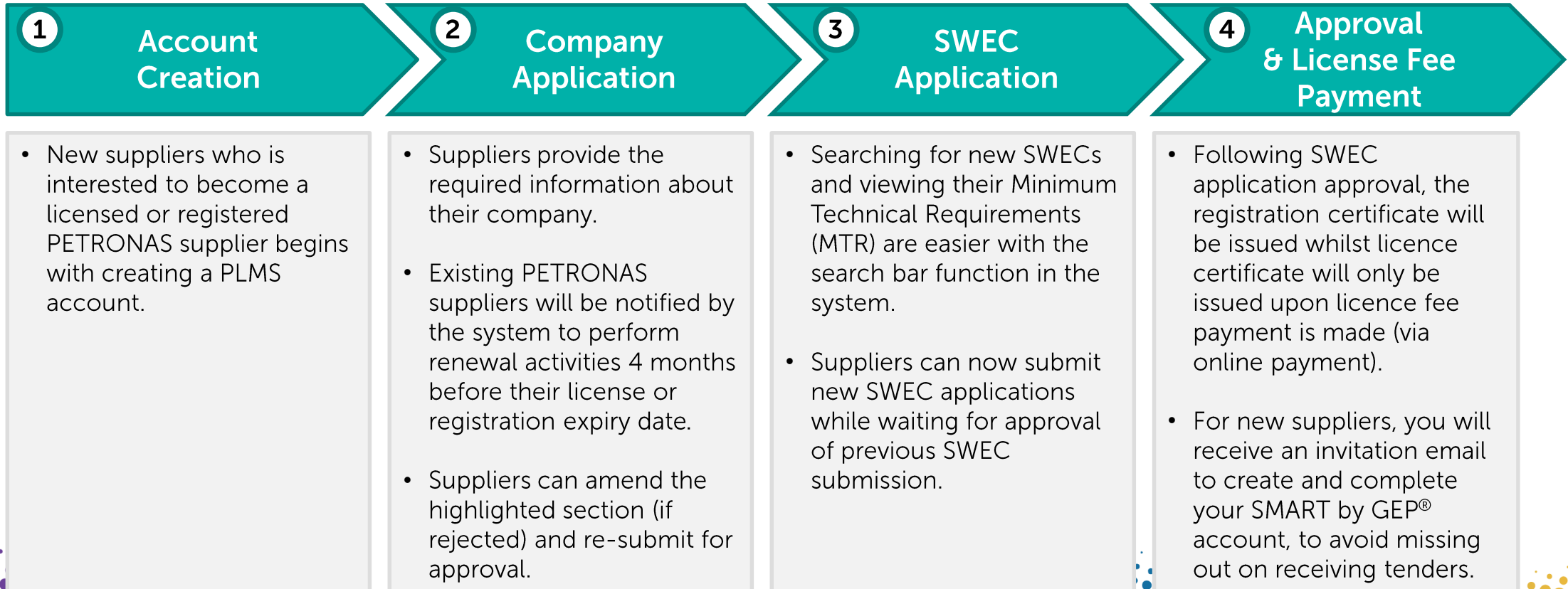
General Functions



The Licensing & Registration Experience

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

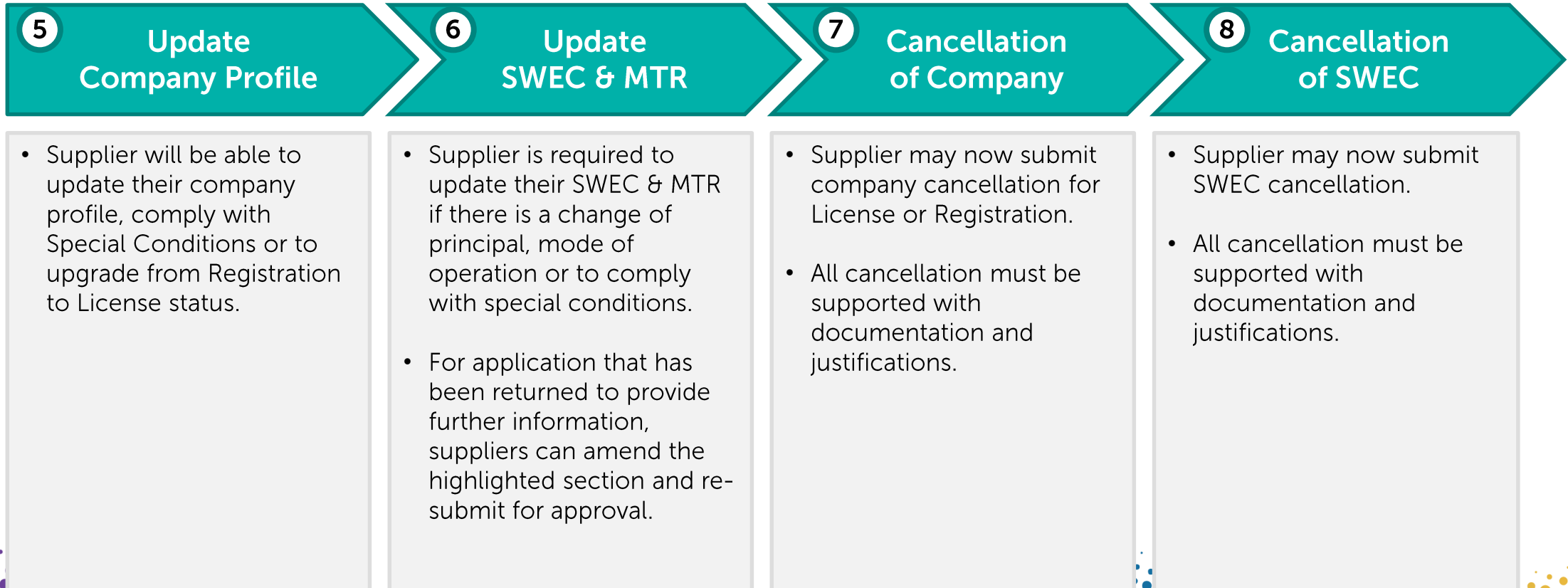
General Functions



The Licensing & Registration Experience

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

General Functions





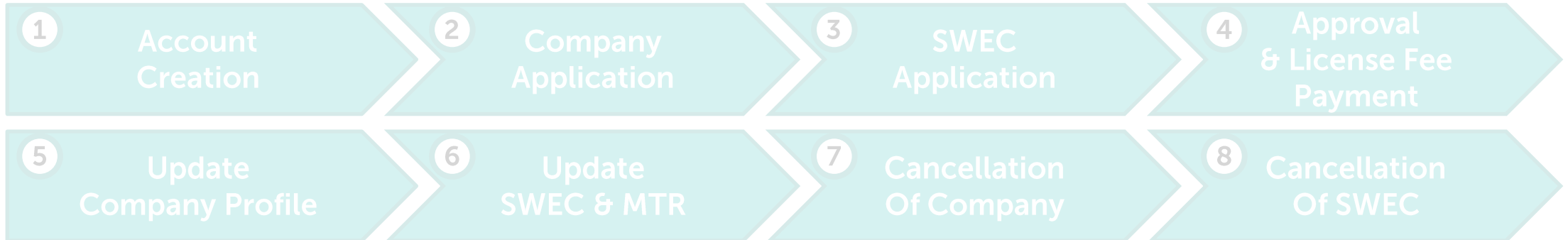
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GENERAL FUNCTIONS

APPLICATION DEEP DIVE

General Functions



General Functions

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

LEARNING OBJECTIVES

Suppliers will learn the basic system features and familiarise themselves with the interface to capably navigate PLMS.



Dashboard

The dashboard and its components have dynamic status depending on the application progress.

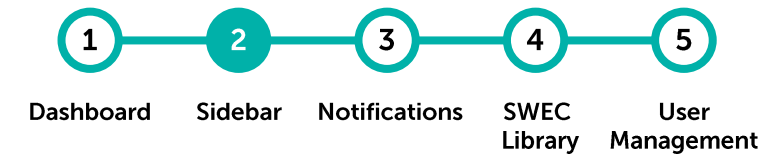
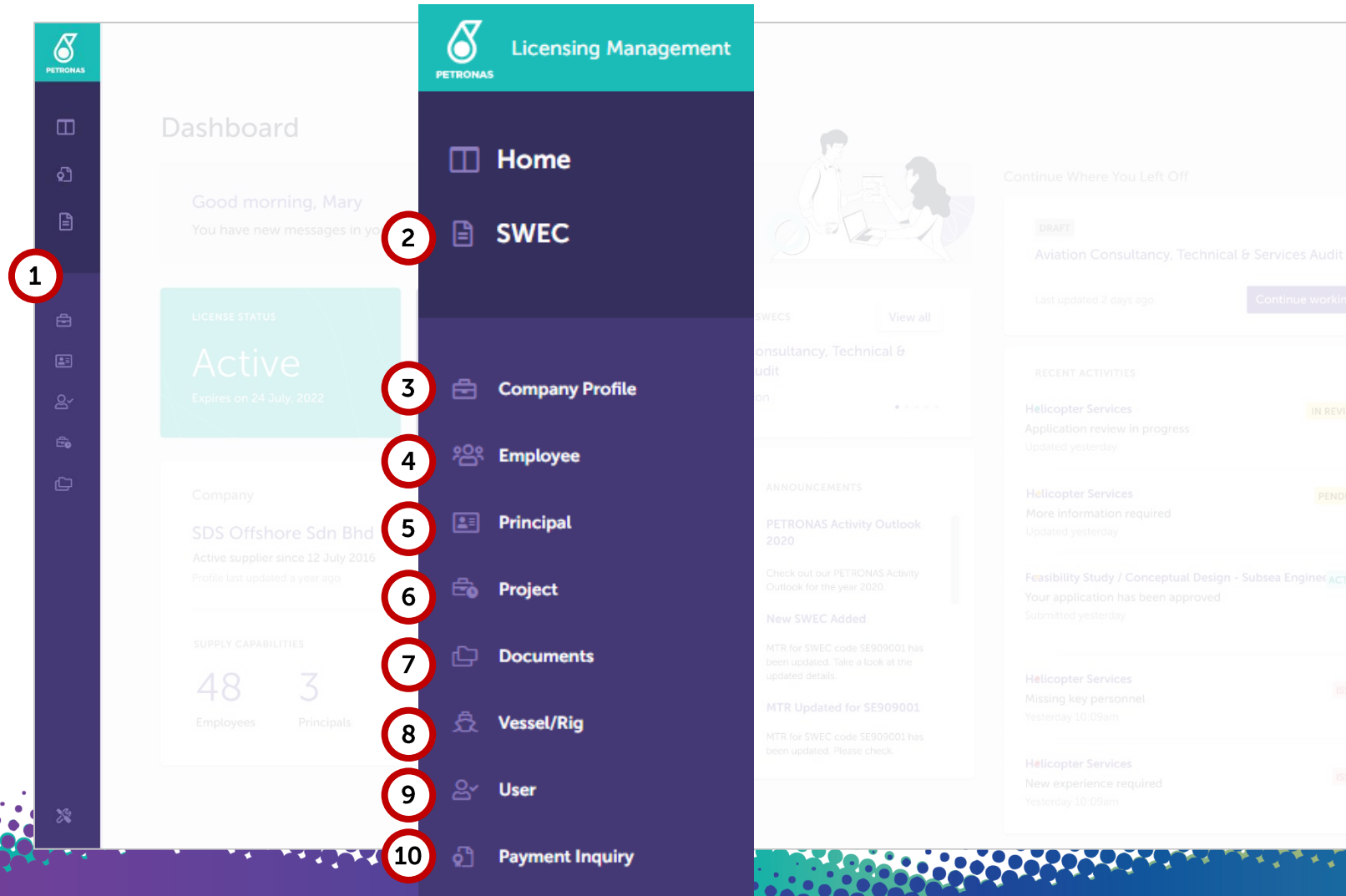
The screenshot shows a dashboard interface with the following components and callouts:

- Callout 1:** Points to the 'License Status' card, which displays 'Active' and 'Expires on 08 Sep 2023'.
- Callout 2:** Points to the 'SWEC' card, which shows a summary of SWEC status: 'Active', 'In Progress', and 'Special Condition'.
- Callout 3:** Points to the 'Continue working' button in the 'Continue Where You Left Off' section.
- Callout 4:** Points to the 'Recent Activities' list, which shows a log of actions like 'Update swec is approved' and 'Update swec is rejected'.
- Callout 5:** Points to the top right corner of the dashboard, indicating the user profile and notification area.

- 1 The **'License Status'** card shows your current License and Registration status.
- 2 The **'SWEC Status'** card indicates the number of SWECs that you are licensed or registered with, and their status summary (i.e. Active, Inactive, Non-Compliance to Special Condition, Suspended or Blacklisted).
- 3 Your application progress is saved as draft and you can click **'Continue working'** to quickly resume your application.
- 4 **'Recent Activities'** shows your most recent actions, application status and items that are pending resolutions.
- 5 The **'Notification inbox'** consolidates all updates, notifications and announcements into one place.

Sidebar

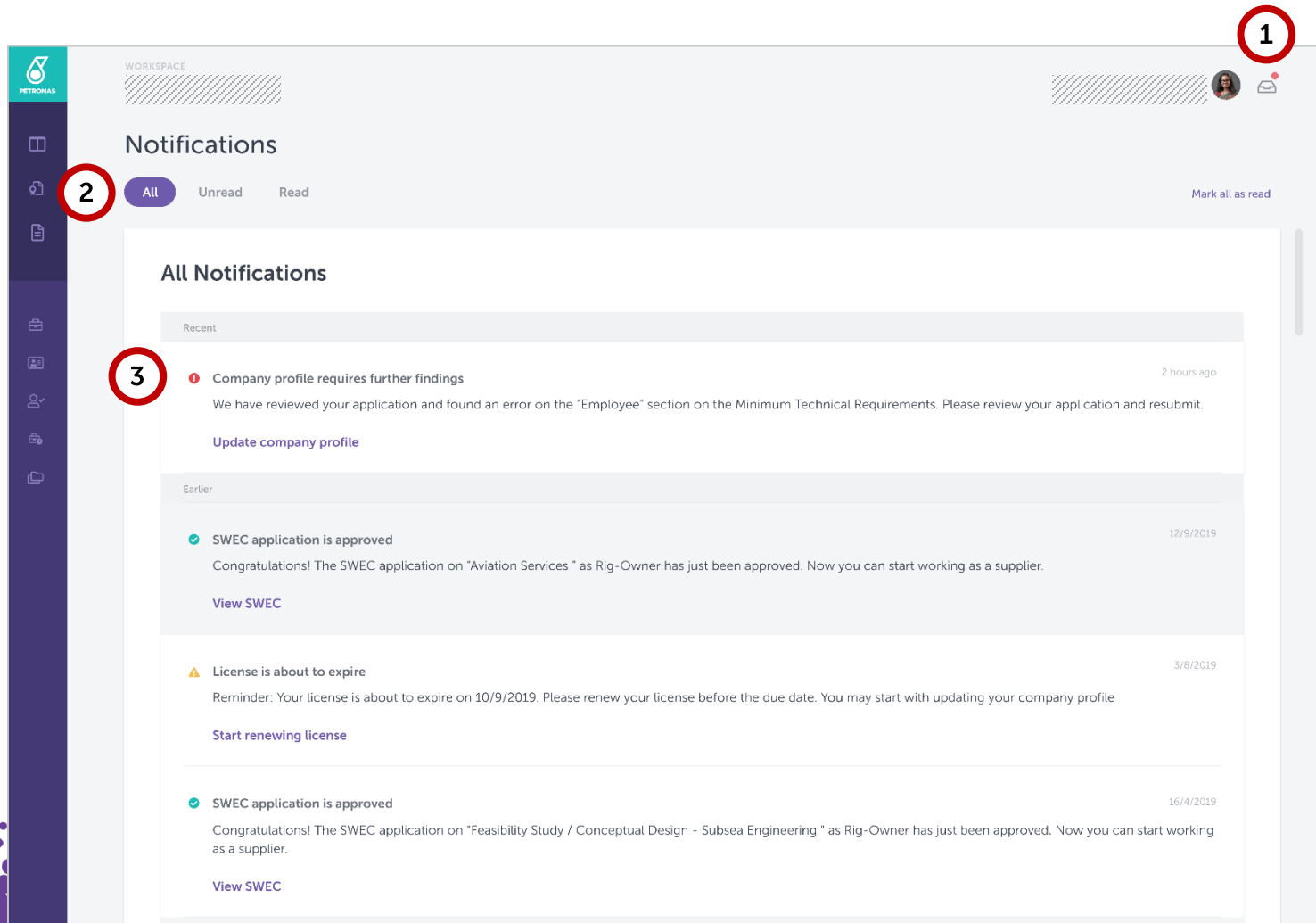
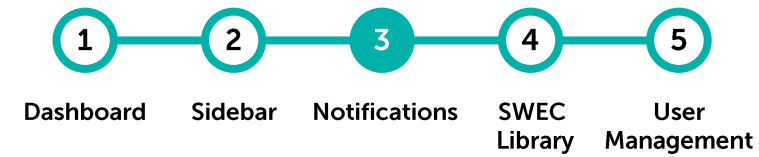
The sidebar host shortcut links to quickly navigate or view relevant sections in PLMS.



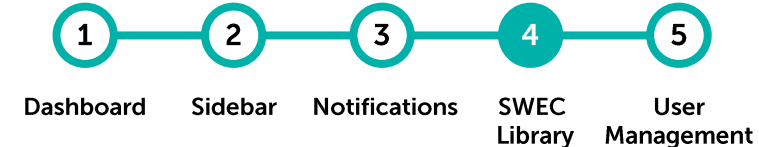
- 1 Hover on the '**Sidebar**' to expand it.
- 2 '**SWEC**' library allows you to check the available SWECs and its MTR.
- 3 '**Company Profile**' displays your company information and active SWECs.
- 4 View **Employee's** profiles submitted as well as SWEC MTR compliance.
- 5 View company **Principals** and their details.
- 6 View '**Project**' for details of all company experiences submitted for MTR compliance.
- 7 '**Documents**' host all relevant files (e.g. certificates, attachments, etc.) submitted for MTR compliance.
- 8 View list and details of '**Vessel/Rig**' submitted for MTR compliance.
- 9 View, create or delete users that have access for the company.
- 10 View license fee payment transaction.

Notifications

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



SWEC Library



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

The screenshot shows the 'Standardised Work & Equipment Categories (SWEC)' page. It features a sidebar with a search bar (2) and a list of categories (3). The main area displays search results (1) for 'Internal Media Changeout' and other categories. A table lists results with columns for Name & Description, Code, Type, and Mode of Operations. A callout (4) points to the 'Internal Media Changeout' entry.

Name & Description	Code	Type	Mode of Operations
Internal Media Changeout Provision of manpower, materials, consumables, equipment and facilities necessary for Unloading, Cleaning, Internal Parts Repair and Loading of Internal Media (e.g. clay, resin, salt, ACF, etc.) of vessel (e.g. Moisture removal, Chloride removal, Mercury removal, Sulphur removal, Molecular sieve, Propane treater, Butane treater, Feedgas drier, etc.)	101010105	Strategic	Self-operated
Moving Bed Provision of manpower, materials, consumables, equipment and facilities necessary for Unloading, Cleaning, Internal Parts Repair and Loading of Moving Bed Reactor or Moving Bed Absorber inclusive of Sock Loading (e.g. Continuous Catalyst Regeneration (CCR), etc.)	101010115	Strategic	Self-operated
Multi Bed Provision of manpower, materials, consumables, equipment and facilities necessary for Unloading, Cleaning, Internal Parts Repair and Loading of Multi Bed Reactor or Multi Bed Absorber with single layer or multi layer catalyst inclusive of Sock Loading and/or Dense Loading (e.g. Adsorbent Chambers, Distillate Hydrotreating, Hydrocracking, etc.)	101010125	Strategic	Self-operated
Single/Fixed Bed Provision of manpower, materials, consumables, equipment and facilities necessary for Unloading, Cleaning, Internal Parts Repair and Loading of Single Bed Reactor or Single Bed Absorber with single-layer or multi-layer catalyst inclusive of Sock Loading and/or Dense Loading (e.g. Naptha Hydrotreating, Isomerisation, Pressure Swing Absorber, Steam Reformer, Methanol Reactor, Ammonia Primary Reformer, Residue Fluid Catalytic Cracking (RFCC), etc.)	101010135	Strategic	Self-operated
Other Chemical Services Provision of manpower, materials, consumables, equipment and facilities necessary for providing Other Chemical Services excluding Catalyst & Internal Media Changeout	101011005	General	Self-operated
Acetic Acid To supply and deliver Acetic Acid	10111010P	General	Dealer, Manufacturer
Acid Fracturing & Acidizing Additives To supply and deliver Acid Fracturing & Acidizing Additives	10111011P	General	Agent, Manufacturer

- 1 You can search for SWECs **based on keywords** or the SWEC code (e.g. "helicopter" or "SA10").
- 2 You can also search for SWECs **based on the SWEC hierarchy**. This helps you to explore available SWECs within the same category.
- 3 SWECs can be filtered **based on your corresponding application status** (e.g. All, Bookmarked, My SWEC).
- 4 Only relevant SWECs will be displayed after filters has been applied. **Click the SWEC** name to view the SWEC details and MTR.

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

SE2010200

Feasibility Study / Conceptual Design - Subsea Engineering

1

ABOUT THIS SWEC

The provision of Engineering services including but not limited to Feasibility Study and Concept Select Study services.

Type	L/R	Bumi Requirement?
Strategic	L	Yes

Categories

SE2

Engineering Design, Architecture & Draughting Services

SE2 01

Engineering Design

2

Mode of Operations

Self-operated

3

Minimum Technical Requirements (Self-Operated)

Company Experience

Minimum experience in executing Subsea Feasibility Studies and Conceptual Engineering

Key Personnel

Project/Technical Manager

- Degree/Diploma in any engineering discipline
- 10 years experience in offshore oil and gas engineering with a minimum 5 years of experience in Subsea engineering design

Lead/Senior Engineer

- Degree/Diploma in any engineering discipline
- 10 years experience in offshore oil and gas engineering with a minimum 5 years of experience in Subsea engineering design

Facilities & Equipment

Facilities

Comprehensive office setup

Equipment

Company to provide the list of engineering workstation/hardware/software (e.g. HYSUS, PIPESIM, ACAD) and drafting facilities.

Company to provide list of softwares and copy of the software license(s).

Certification

Board of Engineering Malaysia

4

Apply SWEC as Self-Operated

- 1

Name and general description of the SWEC.
- 2

Select the **Mode of Operations** that is applicable.
- 3

View all MTR applicable for the SWEC and mode of operation selected.
- 4

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

Note: If this is an existing SWEC, you may also perform updates or renewal (4 months before expiry).

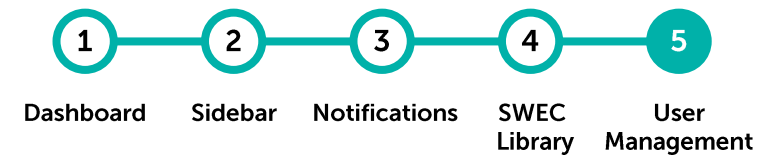
User Management

You can add user accounts and specify their user roles with regards to the license and registration applications for your company.

The screenshot shows the 'User Management' page in the 'Licensing Management' system. The left sidebar contains navigation links: Home, SWEC, Company Profile, Employee, Principal, Project, Documents, Vessel/Rig, User (highlighted with a red circle and '1'), and Payment Inquiry. The main content area is titled 'User Management' and shows a list of users under the 'ALL USERS' tab. The list has columns for Name, Email Address, Position, User Role, and Status. Two users are listed: CEO and COO. A red circle '2' is on the 'All Users' tab, and a red circle '3' is on the '+ Invite user' button. A red circle '4' is on the status icon of the first user, which has a dropdown menu with 'Edit User Details' and 'Remove User' options. At the bottom, there is a help message: 'Need some assistance? Refer our [User Guide](#) and [FAQ](#). For immediate help, write to our [support team](#) or call us at 1-800-88-0011.'

- 1 From the sidebar, click on 'User'.
- 2 Under **User Management**, you will be able to see all users that have been created to manage your company.
- 3 To **add a new user**, click on the 'Invite User' button and **skip to step 5**.
- 4 Click on the option icon to remove any existing user or edit their information.
 - To edit, click 'Edit User Details'.
 - To remove, click 'Remove User'.

User Management



You can define the roles for each new user created to limit the activities that the new user can perform.

Invite User Details
Fill in the user details

Email Address* **5**

User role *

Position *

6

Cancel Save

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

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

6 Once done, click '**Save**' to complete the process.

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



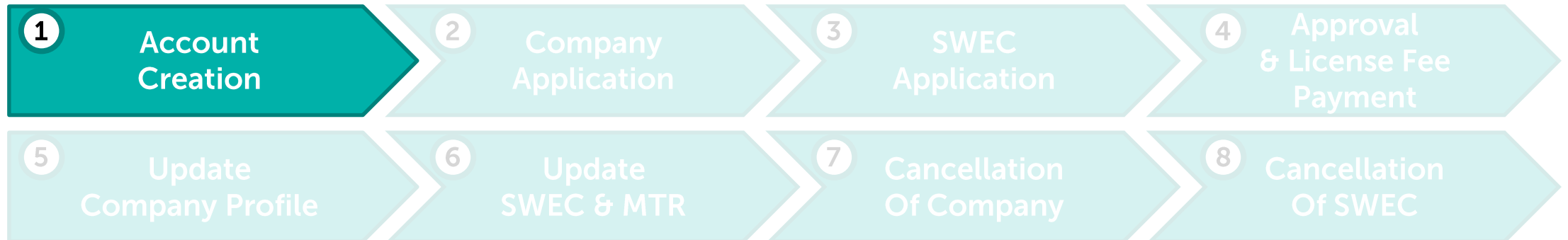
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ACCOUNT CREATION

APPLICATION DEEP DIVE

General Functions



Account Creation

For new suppliers, the licensing and registration process starts with supplier creating a PLMS account.

LEARNING OBJECTIVES

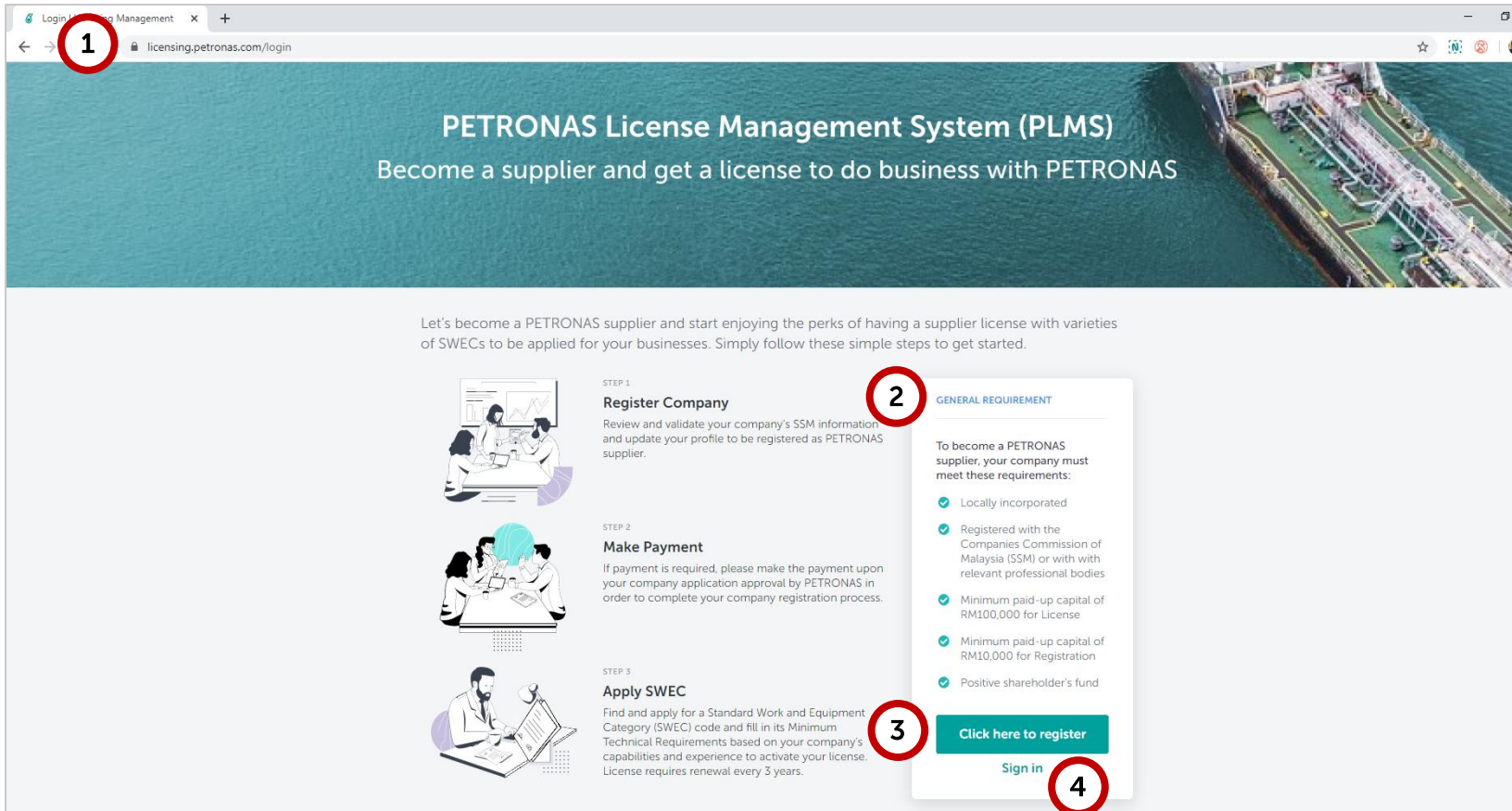
Suppliers will be able to create a PLMS account prior to license and registration application.



PLMS Landing Page



To create a PLMS account, you need to go to the PLMS landing page via the PETRONAS Official Website > Be Our Partner > [Our Licensing & Registration](#).



- 1 PLMS URL:**
<https://licensing.petronas.com>
The General Requirements to become a licensed or registered PETRONAS supplier are **listed on the landing page**.
- 2** Please ensure you **fulfil these requirements** before starting the licensing and registration process for your company.
- 3** If you **have not created a PLMS account**, click on '**Click here to register**'.
- 4** If you have already created your PLMS account, click on '**Sign In**' and proceed to **Login**.

Create New Account

New users are required to register by filling up the pop-up form.



1 Welcome to PETRONAS License Management System

Sign in or register an account and start doing business with us!

Sign in Register

First name *
Enter first name here

Last name *
Enter last name here

NRIC/Passport No. * ☒ NRIC ☐ Passport
Enter NRIC number

Contact no. *
Enter contact no. here

Password *
Enter password here

Email *
Enter email here

Re-enter password *
Re-enter password

Gender *
----- Select Gender -----

Nationality *
----- Select Nationality -----

Introduser's email address (if applicable)
Enter email address here

Terms of Use
The access and usage of this PETRONAS Supplier Self Service Portal is governed by the same terms and conditions as provided by the Terms Of Use in this Portal. Vendor shall be required to adhere to PETRONAS Code of Conduct and Business Ethics, Anti-Bribery and Corruption Manual, PETRONAS Contractors Code of Conduct on Human Rights and PDPA Notice in the performance of any work or services for PETRONAS.

☒ Yes, I have read and understood the Terms of Use, PETRONAS Code of Conduct and Business Ethics, Anti-Bribery and Corruption Manual and PETRONAS Contractors Code of Conduct on Human Rights and hereby accept the terms and conditions thereof

☒ Yes, I have read and understood the [PETRONAS Vendor Privacy Notice] and hereby accept the terms and conditions thereof. I confirm that I have obtained the consent of my employees / officers / shareholders / directors for the processing and use of their Personal Data (including Sensitive Personal Data) by PETRONAS in accordance with the terms of the [PETRONAS Vendor Privacy Notice].

3 I already have an account

2 Continue with registration

1 Complete the account registration form. Please note that all fields on this form are **mandatory** except for 'Introducer's email address'.

IMPORTANT: Only Gmail & company email addresses are accepted in the creation of PLMS account.

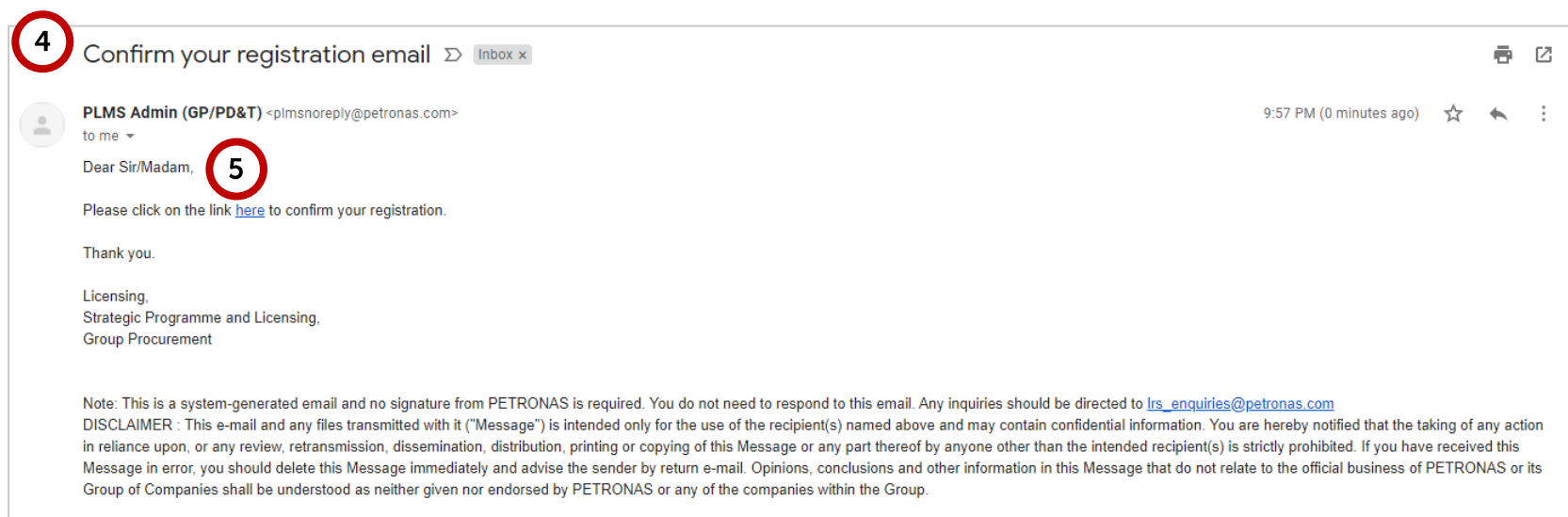
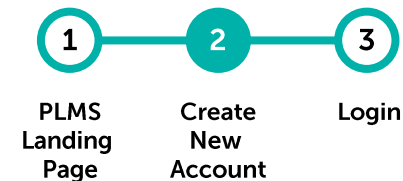
2 Please ensure that all the **information provided is correct** before clicking '**Continue with registration**' to complete the application.

You will need to agree to the '**Terms of Use**' before proceeding.

3 If you already have a PLMS account, you can login here.

Create New Account

You will need to verify your new PLMS account via email before login.



4 Upon completing your application, you will **receive an email to confirm and verify the registered email**.

This is an important step to enable you to login into the system.

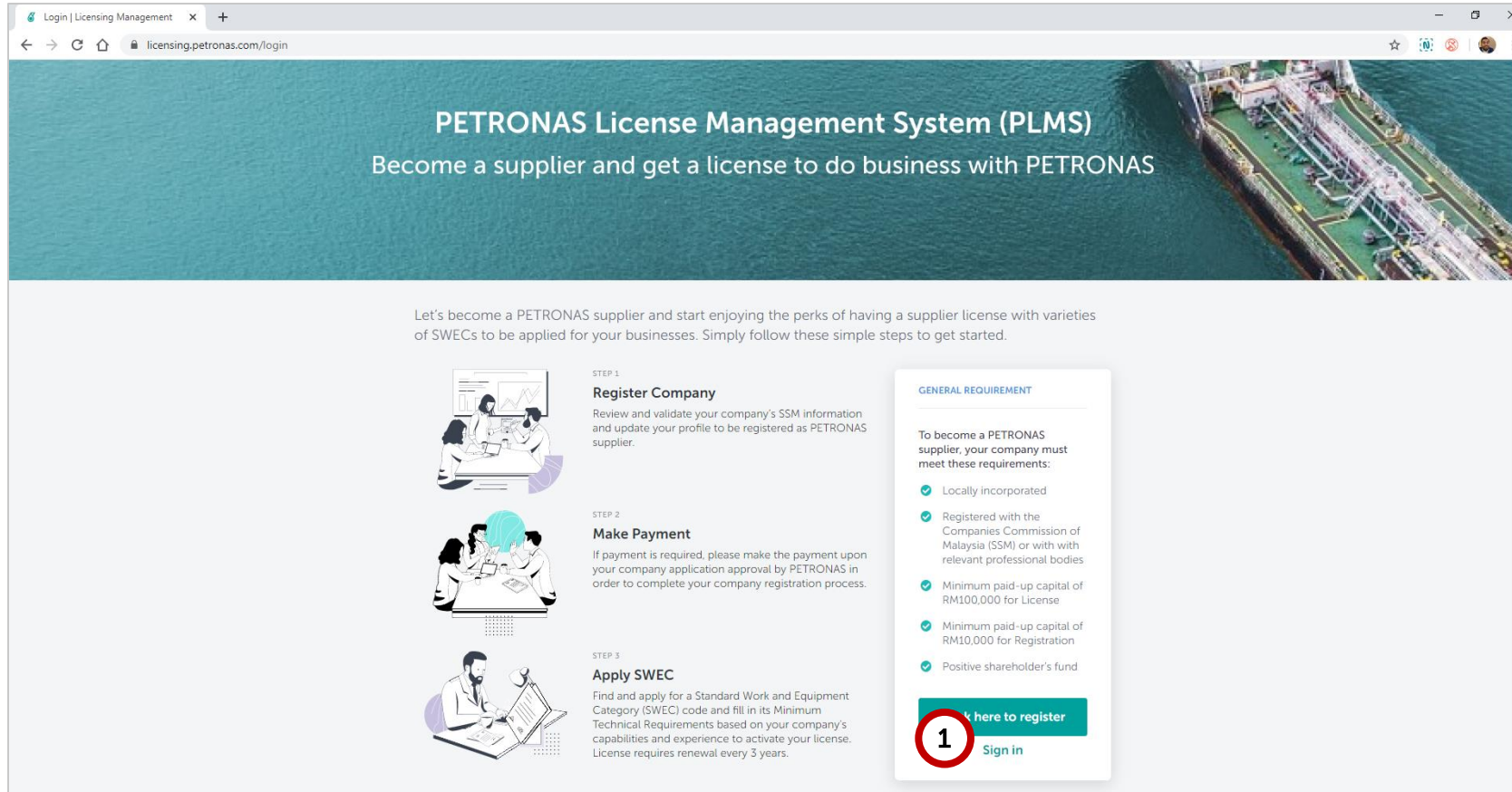
5 Click on the link provided to complete the account creation process.

You will then be redirected to PLMS landing page to proceed with login.

Login



Once your account has been verified, you may now login into PLMS.



- 1 On the PLMS landing page, you may proceed to login by clicking on the **"Sign In"** button.

Login

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



Welcome to PETRONAS License Management System

Sign in or register an account and start doing business with us!

[Sign in](#) [Register](#)

2 Email address *

4 Password *

[Forgot password](#)

Terms of Use
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☒ Yes, I have read and understood the Terms of Use, PETRONAS Code of Conduct and Business Ethics, Anti-Bribery and Corruption Manual and PETRONAS Contractors Code of Conduct on Human Rights and hereby accept the terms and conditions thereof

☒ Yes, I have read and understood the [PETRONAS Vendor Privacy Notice](#) and hereby accept the terms and conditions thereof. I confirm that I have obtained the consent of my employees / officers / shareholders / directors for the processing and use of their Personal Data (including Sensitive Personal Data) by PETRONAS in accordance with the terms of the [PETRONAS Vendor Privacy Notice](#).

3 [I want to register for an account](#) [Sign in to my account](#)

- 2 Enter your **registered login credentials**.
Note: You will also need to agree with the **'Terms of Use'** before proceeding.
- 3 Click on the **'Sign in to my account'** button to proceed.
- 4 In the event you forgot your password, you may use the **'Forgot Password'** link to reset your password and login using your new password.



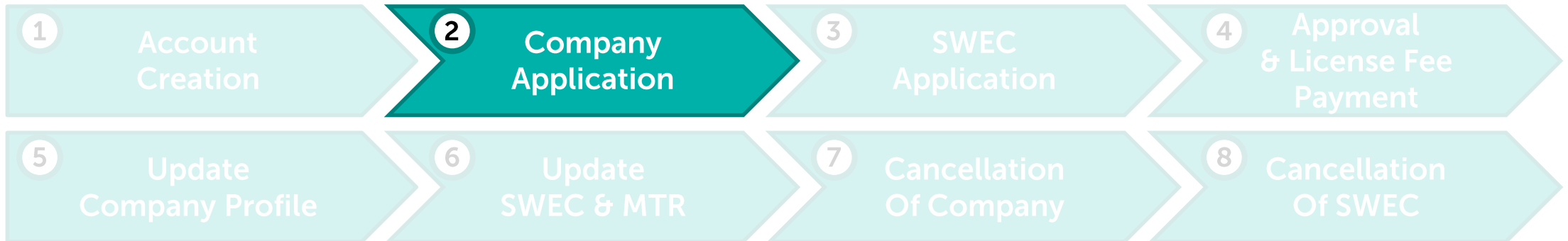
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COMPANY APPLICATION

APPLICATION DEEP DIVE

General Functions

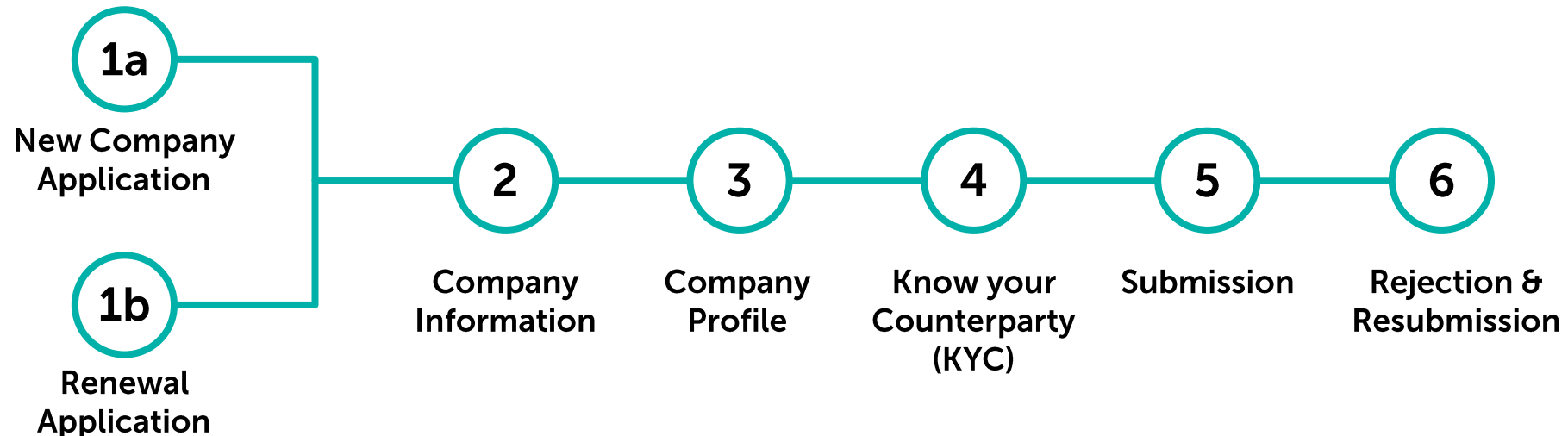


Company Application

Supplier is required to submit their company application prior to submission of SWEC application. This applies to existing PETRONAS suppliers as well.

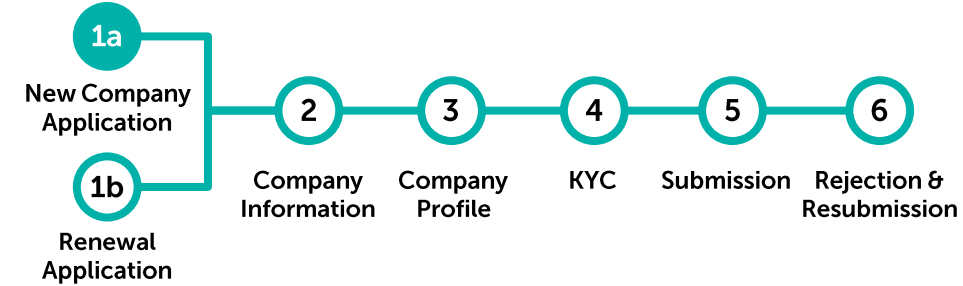
LEARNING OBJECTIVES

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



New Company Application

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



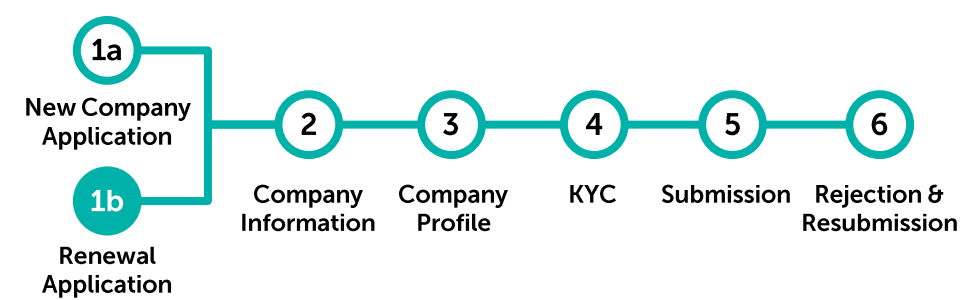
The screenshot shows the 'Company Application' workspace. On the left, a sidebar contains navigation icons. The main area features an illustration of people working at a desk with a laptop and a monitor displaying charts. To the right of the illustration, the text reads: 'Time to register your company! Before you start applying for any SWEC, let's start with registering your company.' Below this text is a red circle with the number '1' and a green button labeled '+ Register a company'.

Below the main area, there is a modal window titled 'Company Registration Type'. It contains the text: 'Please choose a company registration type that represents your registration body'. Underneath, there are three options, each with an icon and a label: 'Registration of Company (ROC)' (with a desk and lamp icon), 'Registration of Business (ROB)' (with a laptop and document icon), and 'Professional Bodies' (with a laptop and shield icon). Below these options is a text input field labeled 'Company ID*' with the placeholder text 'Enter your company ID here'. At the bottom of the modal, there is a red circle with the number '2' and a green button labeled 'Fetch SSM info >'. A small note at the bottom of the modal states: 'Registration of Company allows you to fetch your company information from The Companies Commission of Malaysia (SSM)'.

- 1 Click the '**Register a Company**' button.
 - 2 Select your '**Company Registration Type**' (e.g. ROC, ROB or Professional Bodies).
 - Enter your registration number and click '**Fetch SSM Info**'. Please ensure that your company registration number is correct.
 - You **WILL NOT** be able to change your registration number beyond this point.
 - 3 Once entered the ROC or ROB number in the company ID box, click on '**Fetch SSM Info**'.
- Note:** Fetch SSM info is only applicable for ROC and ROB registration type.

Renewal Application

For existing suppliers, you will be able to initiate renewal application 4 months before the license/ registration expiry date.



WORKSPACE

PETRONAS

Company Profile

Company Details License Information List of Principals List of SWEC List of Users

Company Overview

INACTIVE

Registration Number Registration Date 21/01/2010 Company Type PRIVATE LIMITED

SWEC & LICENSE OVERVIEW

0 SWEC 0 Mode of Operation 1 Normal License 0 Special License

Company Information

COMPANY CORPORATION

Registration Address

Registration Country Malaysia Registration State SARAWAK Registration Postcode 98000

Business Address

Business Country Malaysia Business State SARAWAK Business Postcode 98000

Company Profile

COMPANY DETAILS

Company Sector License Company Branch State

COMPANY STATUS

Manufacturer No Government-Linked Company (GLC) No

LOCALITY & GROUP LOCALITY

Locality State SARAWAK Locality State Code SAR

1

2 Update details Renew license

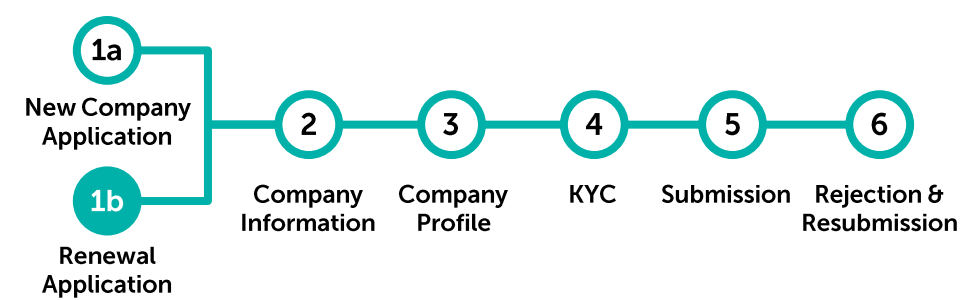
1 You will be prompted in your PLMS dashboard and via your email to **initiate your company renewal process**.

Note: The validity period for a PETRONAS Registration and License is 3 years. You will receive this notification 4 months prior to your registration or license expiry date.

2 At your '**Company Profile**' page, click the '**Update details**' button and select '**Renew license**' to start your renewal application.

Renewal Application

For existing suppliers, you will be able to initiate renewal application 4 months before the license/ registration expiry date.



The screenshot shows the 'Renew Company Application (ROC)' interface. On the left is a sidebar with a menu: COMPANY APPLICATION, Company Information (selected), Company Profile, Review, and Approved. The main content area is titled 'Company Corporation' and contains a form with the following fields: Company Name, Registration Number, Registration Date (21/01/2010), Registration Country (Malaysia), Registration State (SARAWAK), Registration Postcode (98000), Registration Address, Business Country (Malaysia), Business State (SARAWAK), Business Postcode (98000), and Business Address. A blue banner at the top of the form states: 'This information was retrieved from SSM on 01/01/0001. Fetched information are not editable. Please contact SSM if your company is not updated.' with a 'Fetch SSM' button. At the bottom, a confirmation prompt asks 'Please confirm if this is your latest information?' with two buttons: 'Yes. This is my latest information.' and 'No. I have recently updated my info with SSM'.

3 Check the details in your '**Company Information**' and confirm if the information populated is the latest.

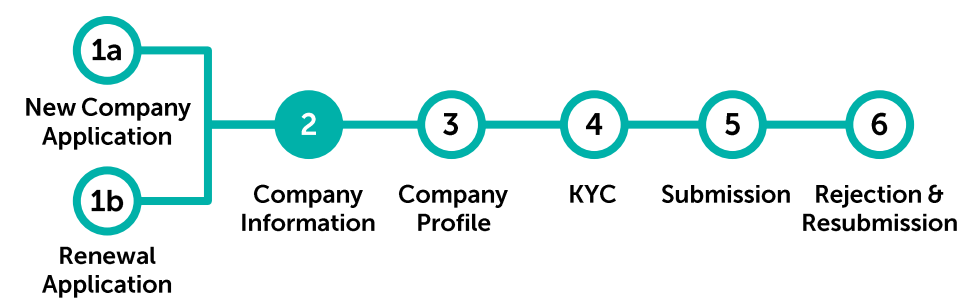
- 4** Acknowledge the information provided.
- Click **Yes**, if the information provided is as per latest in SSM.
 - Click **No**, if the information provided is not as per latest update in SSM.

Proceed to complete the rest of your **Company Information** & **Company Profile** and submit your renewal application.

Note: Please ensure that you have updated your latest company information with SSM as PLMS will only fetch the latest information updated in SSM.

Company Information

You are required to validate the company information from SSM and complete the remaining unfilled fields whenever applicable.



The screenshot shows the 'Company Application (ROC) DRAFT' interface. On the left is a sidebar with a progress indicator showing steps from 'Company Information' to 'Approved!'. The main content area has a header 'Company Application (ROC) DRAFT' and a message: '1 Fetched information are not editable. The information fetched from SSM are not editable. Please contact SSM if your company is not updated.' A 'Fetch SSM' button is located next to this message. Below this is the 'Company Corporation' section, which contains fields for 'Company Name', 'Registration Number', 'Registration Date' (12/09/2000), 'Registered Address', and 'Business Address'. A red circle with the number '1' highlights the 'Company Name' field. A 'Fetch SSM' button is also present in the top right of this section. At the bottom, there is a 'DRAFT' status bar with 'Last updated 18 mins ago', and buttons for 'Cancel', 'Save', and 'Save & Review'.

- 1 If your Registration Type is ROC:**
- For new company, your SSM information will be populated on the screen.
 - For existing company, your existing company information will be reflected in PLMS. You can click the '**Fetch SSM**' button at the top right to refresh your SSM information.

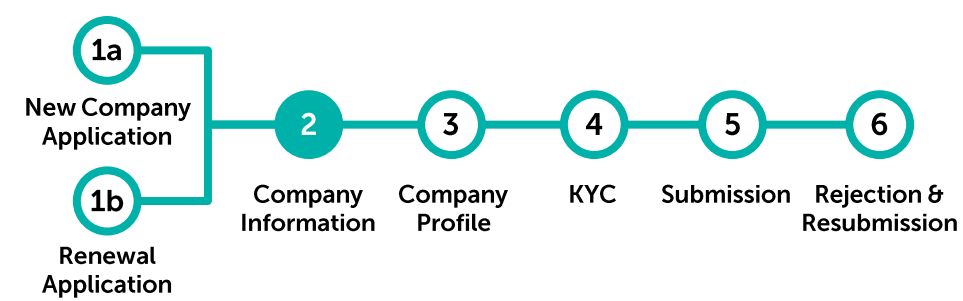
Before proceeding with your company application, please ensure that your SSM information is updated and accurate.



In the event that your company information is not updated/ latest, you are required to update your company information with SSM before proceeding with the application.

Company Information

You are required to validate the company information from SSM and complete the remaining unfilled fields whenever applicable.



Company Application (ROC) **DRAFT**

COMPANY APPLICATION

- ✓ Company Information
- Company Corporation
- Company Contribution
- Owner, Director & Shareholder
- Management Account
- Company Profile
- Company Details
- Company Status
- Certifications
- Review
- Approved!

2 Fetched information are not editable
The information fetched from SSM are not editable. Please contact SSM if your company is not updated

Fetch SSM

Company Corporation
Please review the fetched company corporation information below

2 Company Name

Registration Number

Registration Date
12/09/2000

Registered Address

Business Address

3

DRAFT Last updated 18 mins ago

Cancel Save **Save & Review**

2 If your Registration Type is ROB:

- You are required to enter the remaining information for 'Management Account'.

If your Registration Type is Professional Bodies:

- You are required to **manually provide all information required**.

You will also be required to indicate the Bumiputera status for each of your company's shareholders and directors.

3 Click 'Save & Review' to proceed.

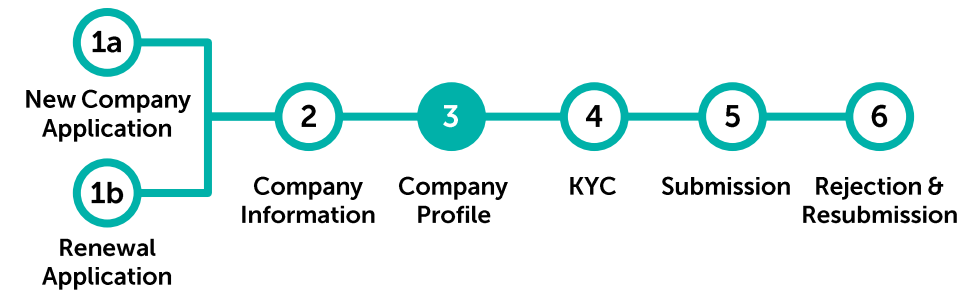
Note: The 'Save' button allows you to save your progress as 'Draft' to resume later.



In the event that your company information is not updated/ latest, you are required to update your company information with SSM before proceeding with the application.

Company Profile

Under Company Details, you are required to select the desired certification type and location of operation in Malaysia.



The screenshot shows the PETRONAS Company Profile application interface. On the left is a sidebar with a navigation menu. The main content area is titled 'Company Profile DRAFT'. The 'Company Details' section is highlighted in the sidebar and contains two sub-sections: 'Company Sector' and 'Company Branch State'. The 'Company Sector' section has a red circle '1' next to it and contains a radio button selection for 'License' (selected) and 'Registration'. The 'Company Branch State' section has a red circle '2' next to it and contains a list of Malaysian states with checkboxes. The bottom of the form has a 'DRAFT' status bar, a 'Last updated a few seconds ago' message, and buttons for 'Cancel', 'Save', and 'Save & Submit'.

COMPANY APPLICATION

- Company Information
- Company Corporation
- Share capital
- Director & Shareholder
- Company Profile**
- Company Details
- Company Status
- Certifications
- Contact Person
- Employments
- Bumi Summary
- Review
- Approved

Company Details

Please provide the company details below

1 **Company Sector**

Select a Company Sector

- ☒ License
- ☐ Registration

2 **Company Branch State**

Select Company Branch State

<input type="checkbox"/> JOHOR	<input type="checkbox"/> KEDAH
<input type="checkbox"/> Kedah-Langkawi	<input type="checkbox"/> KELANTAN
<input type="checkbox"/> MELAKA	<input type="checkbox"/> NEGERI SEMBILAN
<input type="checkbox"/> OTHERS	<input type="checkbox"/> PAHANG
<input type="checkbox"/> Pahang-Tioman	<input type="checkbox"/> PERAK
<input type="checkbox"/> PERLIS	<input type="checkbox"/> PULAU PINANG
<input type="checkbox"/> SABAH	<input type="checkbox"/> SARAWAK
<input type="checkbox"/> SELANGOR	<input type="checkbox"/> TERENGGANU
<input type="checkbox"/> W.P. KUALA LUMPUR	<input type="checkbox"/> W.P. LABUAN
<input type="checkbox"/> W.P. PUTRAJAYA	

DRAFT Last updated a few seconds ago

Cancel Save Save & Submit

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

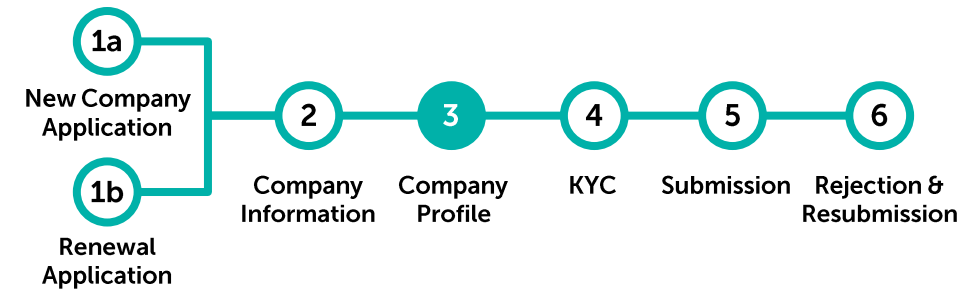
- **License** – able to participate in tenders for Upstream and Downstream sector.
- **Registration** – able to participate in tenders for Downstream sector only.

Note: For license, supplier will be notified to make **license fee payment** once approved.

2 You are required to **declare all the states** where your company branches are located.

Company Profile

Under Company Status, you are required to declare if you are a manufacturing company.

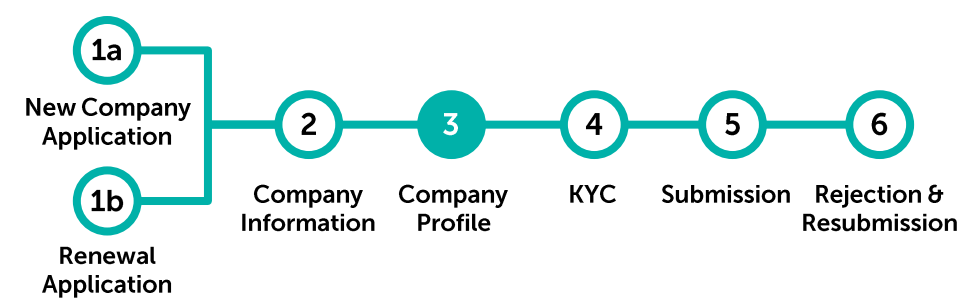


The screenshot shows the 'Company Profile' application form in a 'DRAFT' state. The left sidebar lists the application steps: Company Information, Company Profile, Review, and Approved. The 'Company Profile' section is active and contains two sub-sections: 'Company Status' and 'Certifications'. The 'Company Status' section asks 'Are you a Manufacturer Company?' with radio buttons for 'Yes' and 'No'. The 'Certifications' section asks 'Do you have Sijil Taraf Bumi certificate?' with radio buttons for 'Yes' and 'No'. The bottom of the form has a 'DRAFT' label, a timestamp 'Last updated 2 minutes ago', and buttons for 'Cancel', 'Save', and 'Save & Submit'.

- 1 Indicate if your company is a manufacturing company:
- **Private manufacturer** – Private limited company (e.g. Sdn Bhd) that uses components or raw materials to make a finished good.
 - **Public manufacturer** – Public listed company (e.g. Bhd) that uses components or raw materials to make a finished good.
 - **Non-manufacturer** – Any company other than manufacturing company.

Company Profile

Under Certifications, you must submit all available certifications from Ministry of Finance, Sabah or Sarawak state government.



COMPANY APPLICATION

- ✓ Company Information
 - Company Corporation
 - Share Capital
 - Director & Shareholder
 - Annual Audited Report
- ✎ Company Profile
 - Company Details >
 - Company Status
 - Certifications
 - Management Team
- ✓ Review
- ✓ Approved!

Certifications

Please provide the certification information below

1 Bumiputera

Do you have Bumiputera License certificate? *

☐ Yes
☒ No

Bumiputera

* Bumiputera status is determined by the certification (Sijil Taraf Bumil) from Malaysia Ministry of Finance

2 PUKONSA License

Do you have PUKONSA License certificate? *

☒ Yes
☐ No

Certification Number *

End Date * 17/09/2017 Start Date * 17/09/2020

Certificate Attachment *

PKNSA_Cert.pdf 3.4 MB

PUKONSA License

* PUKONSA License Certificate (Pusat Pendaftaran Kontraktor Kerja, Bekalan dan Perkhidmatan Negeri Sabah) is a certificate from Sabah Ministry of Finance

3 UPKJ License

Do you have a UPKJ Certificate? *

☒ Yes
☐ No

UPKJ License

* UPKJ License Certificate (Unit Pendaftaran Kontraktor dan Juruperunding) is a license given from Pejabat Setiausaha Kewangan Negeri Sarawak

- 1 Indicate if your company has a **Bumiputera License certificate** (Sijil Taraf Bumiputera) from Ministry of Finance.

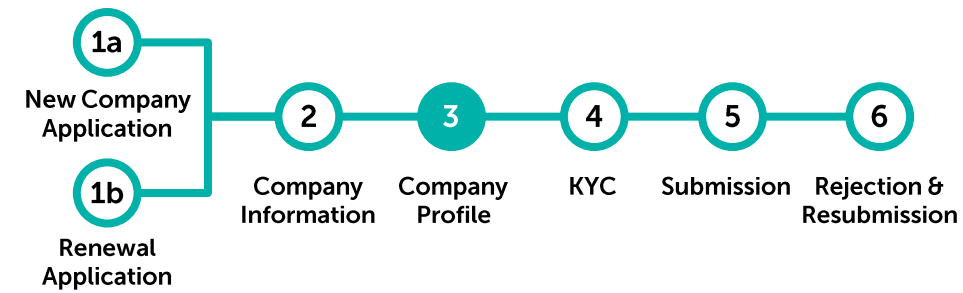
If **Yes**, you are required to enter the certificate number, start date, end date and attach a copy of certificate.
- 2 For Sabah companies, indicate if your company have a **PUKONSA License certificate**.

If **Yes**, you are required to enter the certificate number, start date, end date and attach a copy of the certificate.
- 3 For Sarawak companies, indicate if your company have **UPKJ License certificate**.

If **Yes**, you are required to enter the certificate number, start date, end date and attach a copy of the certificate.

Company Profile

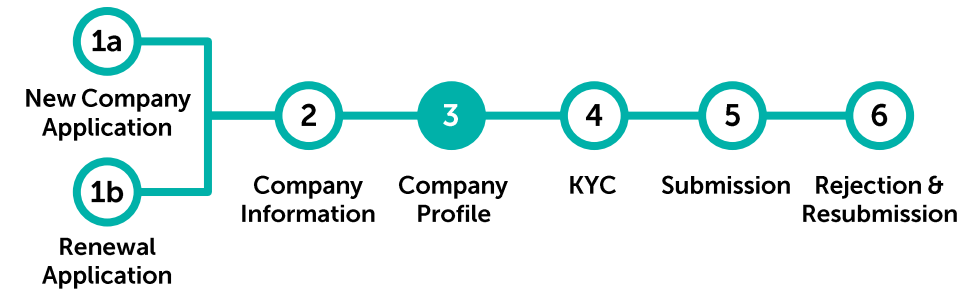
Under Employments, you are required to provide details of your company's top management, management team and employment summary.

[illegible]

- 1 Enter details of the **Top Management** personnel from your company (i.e. CEO or Managing Directors).
- 2 Enter details of each **Management Team** from your company (i.e. with position Manager and above).
- 3 You may add more management team details by clicking on '**Add More Team**' at bottom right of the page.

Company Profile

Under Employments, you are required to provide details of their company's top management, management team and employment summary.



The screenshot shows the 'Company Profile' form in a 'DRAFT' state. The left sidebar lists the application steps: Company Information, Company Profile (selected), Review, and Approved. The main form area is titled 'Employment Summary' and contains the following fields:

- Employment Status: Permanent (dropdown)
- Total Years of Working Experience: 10 (text input)
- + Add more team (button)
- Total No. of Employees (header)
- No. of Permanent Staff (BUMIPUTERA): 16 (text input)
- No. of Permanent Staff (LOCAL): 1 (text input)
- No. of Permanent Staff (FOREIGN): 0 (text input)
- No. of Others Staff (BUMIPUTERA): 0 (text input)
- No. of Others Staff (LOCAL): 0 (text input)
- No. of Others Staff (FOREIGN): 0 (text input)

At the bottom of the form, there are three buttons: 'Cancel', 'Save', and 'Save & Submit'. The 'Save & Submit' button is highlighted with a red circle labeled '5'.

4 Declare total number of employees for your company for:

- Permanent staff
- Contract staff
- Others

The declaration shall according to their '**BUMIPUTERA**', '**LOCAL**' and '**FOREIGN**' status.

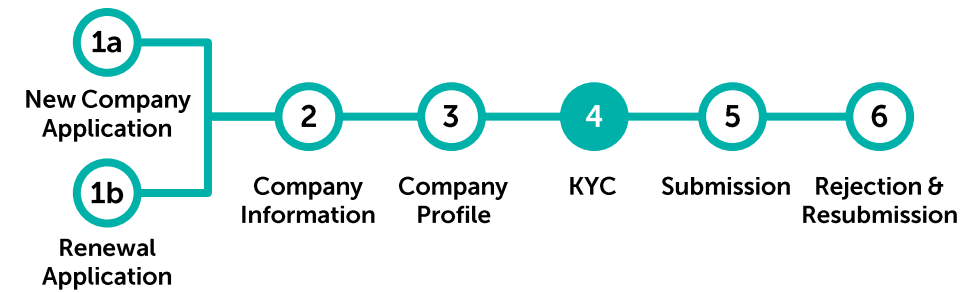
The total number of employees shall also include the management team.

5 Click '**Save & Submit**' to proceed.

Note: The '**Save**' button allows you to save your progress as '**Draft**' to resume later.

Know Your Counterparty (KYC)

You are required to complete the KYC self-declaration upon submission of company application.



The screenshot shows the 'Company Profile DRAFT' form in the PETRONAS system. The left sidebar lists the application stages: Company Information, Company Profile, Review, and Approved. The 'Company Profile' section is active, showing the 'Know Your Counterparty (KYC) Questionnaire'. The questionnaire includes sections for Sanctions and Data Privacy/Personal Data Protection, each with two questions and radio button options for 'Yes' and 'No'. The bottom of the form has a 'DRAFT' status bar, a 'Last updated a few seconds ago' timestamp, and buttons for 'Cancel', 'Save', and 'Save & Submit'.

1 Know Your Counterparty (KYC) Questionnaire

Please answer the questions below

PETRONAS is committed to the highest standards of integrity, openness and accountability in the conduct of the group's business and operations. PETRONAS seeks to conduct its affairs in an ethical, responsible and transparent manner. The PETRONAS Code of Conduct and Business Ethics ("CoBE") sets out PETRONAS' core principles and detailed policy statements on the standards of behaviour and ethical conduct including with respect to ethics and integrity, competition, sanction, export control and data privacy. As part of our commitment, PETRONAS expects its contractors, subcontractors, consultants, agents, representatives and others performing work or services (including but not limited to joint venture partners, consultants, agents, vendors, suppliers, distributors, sellers, resellers, purchasers and customers) for or on behalf of the Group to comply with all applicable laws and the relevant parts of the CoBE and any other relevant guidelines or manual when performing such work or services. Therefore, before PETRONAS engages with a third party (hereinafter referred to as 'Company' or 'Counterparty'), we are obligated to conduct appropriate third party due diligence to understand the business and background of our prospective business counterparties to ensure that we are dealing with parties that subscribe to the same values and ethical standards of integrity as PETRONAS in the conduct of their business.

Sanctions

i. Is the Company or any of its affiliates are incorporated, located within or operating from any Countries Subject to Comprehensive Sanctions?

☐ Yes
☐ No

ii. Is the Company or any of its affiliates are engaged in transactions, investments, business or other dealings that directly or indirectly involve or benefit any Countries Subject to Comprehensive Sanctions?

☐ Yes
☐ No

Data Privacy/Personal Data Protection

Is the Company providing personal data processing services to PETRONAS or carrying out personal data processing activities for and on behalf of PETRONAS?

☐ Yes
☐ No

2

DRAFT Last updated a few seconds ago

Cancel Save Save & Submit

1 You are required to **answer and comply** with the listed questions under the KYC section which include sanctions and data privacy.

Note: This section will be required for all company application (new, renewal, update)

2 Click '**Save & Submit**' to proceed.

Note: The '**Save**' button allows you to save your progress as '**Draft**' to resume later.

Submission

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

The screenshot displays the PLMS submission interface. At the top, a progress bar shows six steps: 1a New Company Application, 1b Renewal Application, 2 Company Information, 3 Company Profile, 4 KYC, 5 Submission, and 6 Rejection & Resubmission. The 'Submission' step (5) is currently active. Below the progress bar, the 'Company Profile' screen is visible, featuring input fields for employee counts (1,200 and 12,000) and a 'Save & Submit' button highlighted with a red circle labeled '1'. A modal window titled 'Disclaimer' is open in the foreground. It contains a 'PENGAKUAN' (Declaration) section with three numbered points in Indonesian, each followed by a confirmation checkbox. The first checkbox is checked. Below the declarations, there is a paragraph about the terms of use. At the bottom of the modal, a 'Submit for evaluation' button is highlighted with a red circle labeled '3'. A red circle labeled '2' is placed next to the first checkbox.

1

2

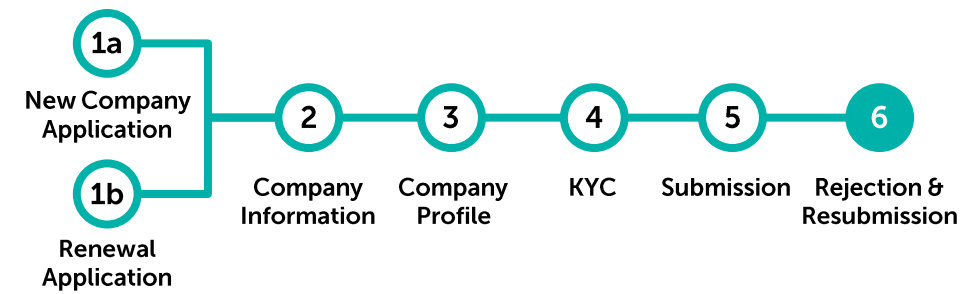
3

- 1 Proceed to submit your company application by clicking on '**Save & Submit**' at the bottom right of the company profile screen.
- 2 A submission confirmation pop-up will appear. You are required to read and understand the **privacy policy** and the **terms & conditions** for PLMS.

Check the confirmation box for each declaration.
- 3 Finally, submit your company application for evaluation.

Rejection & Resubmission

In the event of company application rejection, you will receive a notification via email and reflected in your recent activities.

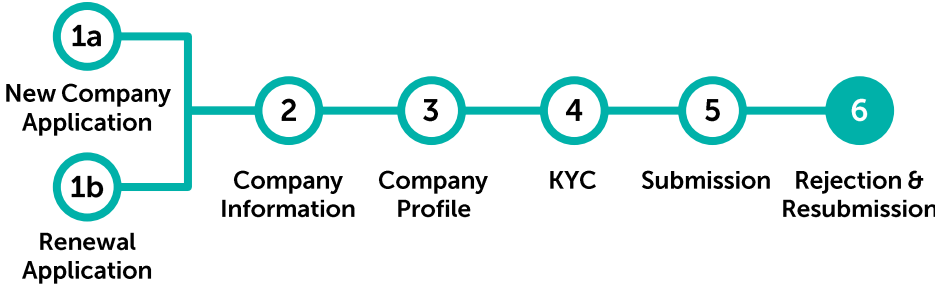


The screenshot shows the Petronas Licensing Management dashboard. The left sidebar contains navigation links: Home, SWEC, Company Profile (highlighted with a red circle and the number 2), Employee, Principal, Project, and Documents. The main content area displays SWEC statistics (28 Active, 0 In Progress, 0 Special Condition) and SPECIAL LICENSE/REGISTRATION statistics (0 Active, 0 In Progress). A red circle with the number 1 highlights the 'RECENT ACTIVITIES' section, which lists various actions such as 'Update Supplier is rejected', 'Supplier is submitted', 'Visual Element & Signage (162514005)', 'Hardware (11121000P)', and 'Cleaning Equipment (21141211P)'. Each activity includes a status (e.g., 'REJECTED', 'APPROVED') and a 'See More...' link.

- 1 You will be notified on the rejection of your company application from the '**Recent Activities**'.
However, you can only view the rejection but will not be able to modify or update.
- 2 Click on '**Company Profile**' at the sidebar to view rejection and perform updates or amendments for resubmission.

Rejection & Resubmission

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



WORKSPACE

PETRONAS

Company Profile

Company Details License Information List of Principals List of SWEC List of Users

Company Overview

INACTIVE

Registration Number [Redacted]

Registration Date 19/11/2012

Company Type PRIVATE LIMITED

SWEC & LICENSE OVERVIEW

0 SWEC 0 Mode of Operation 1 Normal License 0 Special License

Company Information

COMPANY CORPORATION

Registration Address [Redacted]

Registration Country Malaysia Registration State NEGERI SEMBILAN Registration Postcode 70300

Business Address [Redacted]

Business Country Malaysia Business State W.P. KUALA LUMPUR Business Postcode 57000

Company Profile

COMPANY DETAILS

Company Sector License Company Branch State

COMPANY STATUS

Manufacturer No Government-Linked Company (GLC) No

LOCALITY & GROUP LOCALITY

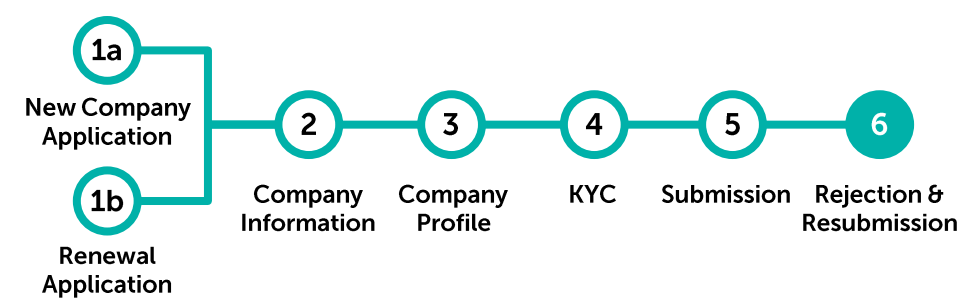
Locality State OTHERS Locality State Code OTH

3 Update details Update company

3 Click on 'Update details' and 'Update company'.

Rejection & Resubmission

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



The image displays two overlapping screenshots of the 'Renew Company Application (ROC)' interface. The top screenshot shows the 'Company Corporation' section, which is marked as 'SUCCESS' and labeled with a red circle 4. The bottom screenshot shows the 'Director & Shareholder' section, which is marked as 'REJECTED' and labeled with a red circle 5. This section includes a 'Rejection' message: 'Please ensure to maintain correct bumiputera status for each of the shareholders and directors'. Below this, there are two 'Individual' forms for directors/shareholders, each with fields for Name, NRIC/Passport No., Shareholding (RM), and Status (Bumiputera). A red circle 6 highlights the 'Rejection' message. At the bottom, a confirmation prompt asks 'Please confirm if this is your latest information?' with two buttons: 'Yes. This is my latest information.' (labeled with a red circle 7) and 'No. I have recently updated my info with SSM'.

- 4 Sections that are acceptable and do not require changes are labeled as '**SUCCESS**'
- 5 Sections that requires amendments are labeled as '**REJECTED**'
- 6 You may review the rejection remarks in the field highlighted.

Notes: Based on the rejection, you are required to update/amend the information accordingly.

- 7 Acknowledge the information provided.
 - Click **Yes**, if the information provided is as per latest in SSM.
 - Click **No**, if the information provided is not latest in SSM. PLMS will fetch the latest information updated in SSM.

Please ensure that you have updated your latest company information with SSM for it to be reflected in PLMS.

Rejection & Resubmission

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

1,200

12,000

The count of the employees in your company based on permanent and contract

DRAFT

Last updated 18 mins ago

Cancel

Save

Save & Submit

Disclaimer

Please read and accept the privacy policy before you proceed

PENGAKUAN

1. Saya / Kami mengaku bahawa segala maklumat di dalam borang ini adalah benar. Saya / Kami dengan ini MEMBENARKAN PETRONAS UNTUK MERUJUK / MENYEMAK MANA-MANA KETERANGAN DI DALAM BORANG INI ATAU YANG DILAMPIR DENGAN PIHAK SAYA / KAMI ATAU MANA-MANA PIHAK KETIGA YANG BERKENAAN.

2. Saya / Kami membenarkan wakil pihak PETRONA membuat lawatan pemeriksaan ke premis /syarikat saya / kami dan menyemak / menyalin dokumen-dokumen serta menemubuat pihak-pihak / kakitangan kami yang berkaitan.

3. Saya / Kami membuat pengakuan bahawa syarikat tidak mempunyai pemilik dan pengarah yang sama di syarikat lain yang dilesenkan / didaftarkan dengan PETRONAS dalam bidang yang sama.

This access and usage of this PETRONAS Supplier Self Service Portal is governed by the same terms and conditions as provided by the terms of Use in this Portal. Vendor shall be required to adhere to PETRONAS Code of Conduct and Business Ethics and Anti-Bribery and Corruption Manual in the performance of any work or services for PETRONAS.

9

☒

I acknowledge that I have fully read and understood the Terms of Use, PETRONAS Code of Conduct and Business Ethics and Anti-Bribery and Corruption Manual and hereby accept the terms and condition thereof.

☒

I acknowledge that I have fully read and understood the PETRONAS Privacy Statement as set out in the Terms of Use. I confirm that I consent and agree to the collection, processing, use, disclosure, retention and transfer by PETRONAS of my personal data, in the manner as set out in the PETRONAS Privacy Statement and applicable laws concerning the protection of personal data and privacy.

10

Submit for evaluation

```
graph LR; 1a((1a)) --- 2((2)); 1b((1b)) --- 2; 2 --- 3; 3 --- 4; 4 --- 5; 5 --- 6
```

1a New Company Application

1b Renewal Application

2 Company Information

3 Company Profile

4 KYC

5 Submission

6 Rejection & Resubmission

8

Proceed to update rejected sections (if any) for the rest of your **Company Information & Company Profile**.

Resubmit your company application by clicking on **'Save & Submit'** at the bottom right of the company profile screen.

9

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

Check the confirmation box for each declaration.

10

Finally, submit your company application for evaluation.

Open



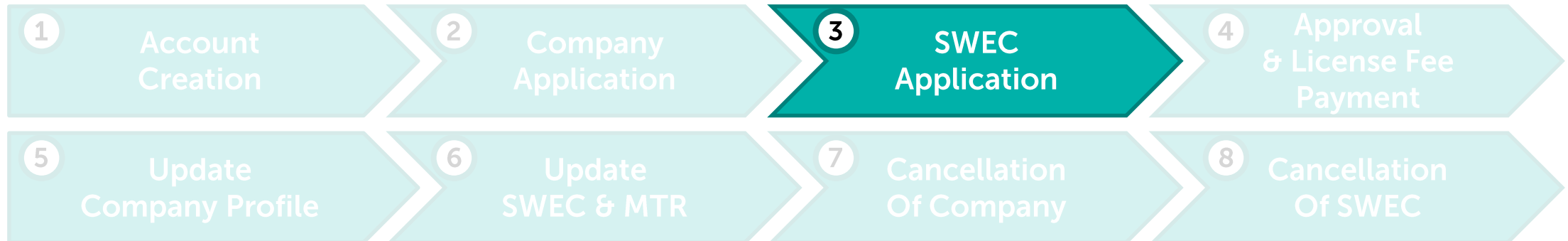
**GROUP
PROCUREMENT**

DGP

SWEC APPLICATION

APPLICATION DEEP DIVE

General Functions

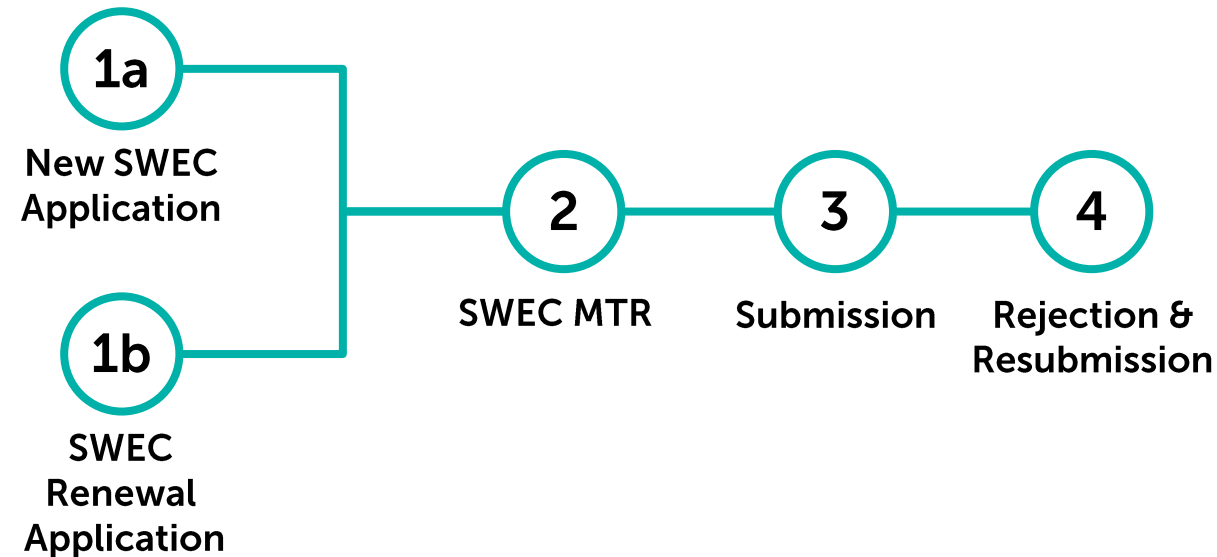


SWEC Application

To complete the license and registration application, supplier is required to apply for at least (1) SWEC and each SWEC application is independent from each other.

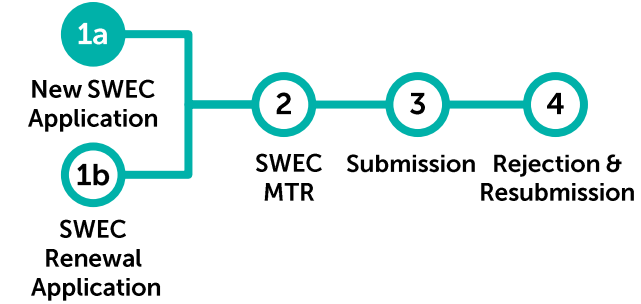
LEARNING OBJECTIVES

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



New SWEC Application

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



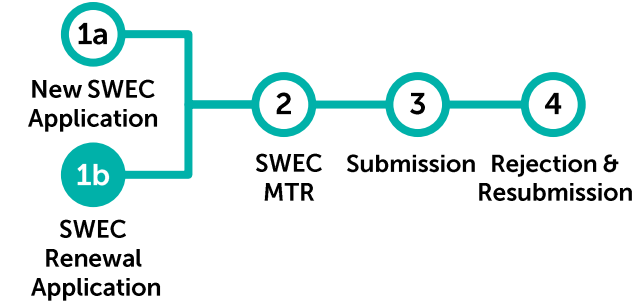
The screenshot shows the 'Standardised Work & Equipment Categories (SWEC)' interface. The interface is divided into several sections:

- 1** Sidebar: Contains icons for navigation, including a 'SWEC' icon.
- 2** SWEC CATEGORIES: A list of categories on the left, including 'Air Transportation & Support Services', 'Catering & Associated Services', 'Civil, Structural & Building Maintenance Services', 'Consultancy Services', 'Electrical Engineering & Maintenance', 'Engineering Design, Architecture & Draughting Services', 'Floating & Mobile Offshore Facilities', 'Geological Services', 'Geophysical Services', 'Geomatics Services', 'Hoisting & Lifting Equipment Repairs & Maintenance', 'Health, Safety, Environment (HSE) & Security', 'ICT Services', and 'Instrumentation/Control'.
- 3** Results: A table of results with columns: Name & Description, Code, Type, L/R, Min. Mode of Op., and Burr. The table lists various SWECs, including 'Helicopter Services', 'Feasibility Study / Conceptual Design - Subsea Engineering', 'Aviation Support Services', 'Aviation Fueling Services', 'Aviation Consultancy, Technical & Services Audit', 'Manned & Unmanned', and 'Offshore Catering'.
- 4** Search bar: A search bar with the text 'Search keyword' and a 'Download' button.
- 5** Mode of Operations: A dropdown menu showing 'Self-operated'.
- 6** Minimum Technical Requirements (Self-Operated): A panel displaying requirements for 'Company Experience', 'Key Personnel' (Project/Technical Manager, Lead/Senior Engineer), 'Facilities & Equipment' (Facilities, Equipment), and 'Certification' (Board of Engineering Malaysia).

- 1 At the sidebar, click the 'SWEC' icon to open the 'SWEC library'.
- 2 You can search for SWECs by navigating the SWEC hierarchy in the left column.
- 3 You can also search for the SWECs using **keywords in the search bar**.
- 4 Click your chosen SWEC and a side panel will appear to display the **details of the SWEC including its MTR**.
- 5 Select the '**Mode of Operation**' for the SWEC to view its requirements. Please ensure that you can comply with the MTR prior to application.
- 6 Once confirmed, click the '**Apply SWEC**' button to proceed.

SWEC Renewal Application

Existing suppliers will be able to initiate the renewal application for each SWEC, 4 months before the license/ registration expiry date.



1 Sidebar navigation menu

2 List of SWEC button

3 SWEC List table

Name & Description	Code	Type	L/R	Mode of Operation
Subsea Engineering Services EXPIRED The provision of manpower, equipment, facilities and services for subsea operation and maintenance including...	SA1010100	Strategic	L	Rig Owner
Feasibility Study / Conceptual Design - Subsea Engineering EXPIRED The provision of Engineering services including but not limited to Feasibility Study and Concept Select Study services	SA1010200	Strategic	L/R	Self-Operated
Engineering Support Services EXPIRED The provision of manpower, equipment, facilities, maintenance and services for engineering related services. (e.g. training...	SA1010300	General	L	Rig Operator
Offshore Transport Fueling Services EXPIRED The provision of manpower, equipment, facilities, maintenance and services for related offshore transport fueling. (e.g. fuelling, defuelling, training, inspection, fuel testing, etc.)	SA1010400	General	L/R	Self-Operated
Pipeline Consultancy, Technical & Services Audit EXPIRED The provision of manpower and technical services for pipeline consultancy, inspection and audit. (e.g. helideck inspection...	SA1010500	General	L/R	Self-Operated
Manned & Unmanned EXPIRED The provision of manpower, materials, consumables,	SA1010600	General	L/R	Self-Operated

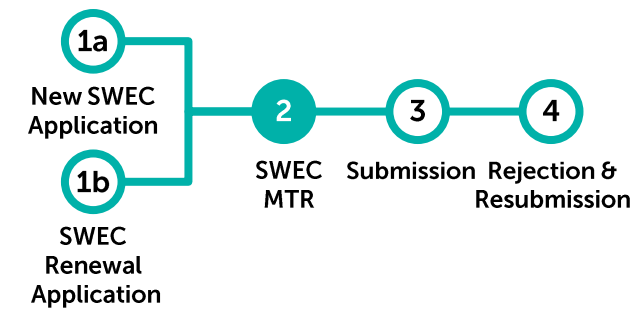
4 Mode of Operations dropdown menu

5 Renew this SWEC as Self-Operated button

- 1 Navigate to your 'Company Profile' from the sidebar.
- 2 Click 'List of SWEC' to view your existing SWECs. You will be able to see all your SWECs that have expired.
- 3 Click the SWEC name and a side panel will appear to display the details of the SWEC including its MTR.
- 4 You may also change the mode of operation if required. Review all requirements and ensure that you can comply with the MTR.
- 5 Once confirmed, click the 'Renew this SWEC' to proceed.

SWEC MTR

For a successful SWEC application, you are required to comply with the MTR for the applied SWEC. Below are possible MTR required for the SWEC.



APPLICATION PROGRESS

Minimum Technical Requirements

- 1 Principal
- 2 Key Personnel
- 3 Experience
- 4 Facilities & Equipment
- 5 Certification
- 6 Vessel/Rig

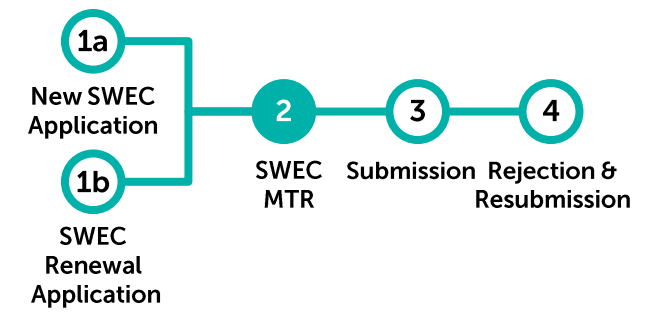
- 1 **Principal** – the company for whom the registering or licensing company is representing as an agent. This could be the product manufacturer or service provider.
- 2 **Key Personnel** – employees who are essential to carrying out the work of the SWEC.
- 3 **Experience** – the relevant company experience with regards to the SWEC.
- 4 **Facilities & Equipment** – the required building, process or production equipment to perform the SWEC.
- 5 **Certification** – the required certification needed to perform the SWEC.
- 6 **Vessel/Rig** – the required vessel or rig to perform the SWEC.




SWEC with different Mode of Operation may have different MTR. The MTR will only appear if its applicable for your chosen SWEC.

SWEC MTR

View Principal requirements summary.



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

Project/Technical Manager

Select principal *

1

Select...

+

REQUIREMENTS

Principal in-charge

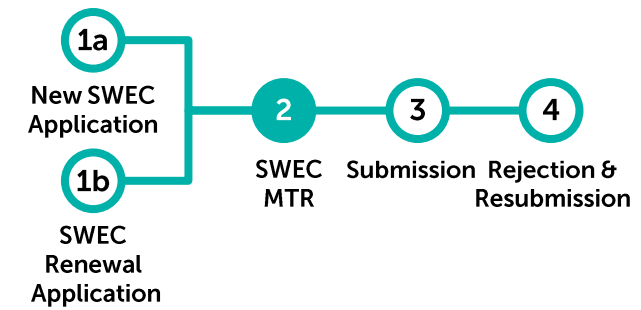
Principal

Principal must have a valid appointment date

1 Begin selecting principal by clicking the **'Select'** button.

SWEC MTR

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



Principal List
Select principal from the list of principals below

Existing Principal All Search Sort by relevance + Add Principal

	Principal Name	Status	Person In-Charge	Appointment Date
<input checked="" type="checkbox"/>		Active		12/03/2018 - 11/03/2020
<input type="checkbox"/>		Active		12/03/2018 - 11/03/2020
<input type="checkbox"/>		Active		12/03/2018 - 11/03/2020
<input type="checkbox"/>		Active		12/03/2018 - 11/03/2020
<input type="checkbox"/>		Active		12/03/2018 - 11/03/2020

1—5 of 5 items 10 items per page 1 of 1 pages < Prev Next >

☒ Confirm Selection

Add Principal

Principal Name *

Company No. * Country *
Malaysia

Contact Person *

Address *

Appointment Start Date * End Date *

Person in-charge *

Email *

Contact No. 1 * Contact No. 2

Appointed by *
☒ Headquarters
☐ Regional

Appointment Letter Attachment *

Browse...

☒ Add Principal

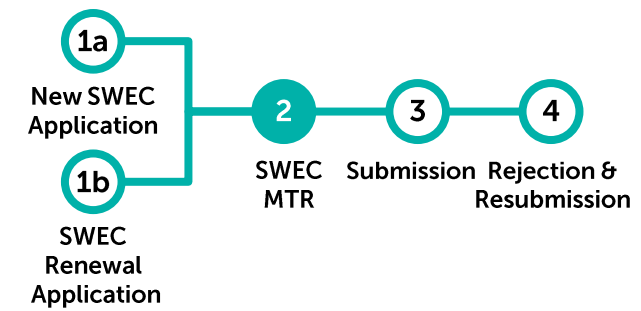
- 2 A principal list popup will appear. You will be able to view all existing principal that you had submitted before or from our database.


If available, simply tick the check box next to the principal's name. Otherwise, click the **'Add Principal'** button on the right to add a new principal.
- 3 When adding a new principal, you will need to fill up details of the principal (e.g. name, address, appointment letter, etc.).
- 4 Once completed, click the **'Add Principal'**.

The newly added principal will appear in the principal list.
- 5 Tick the check box next to the newly added principal name and click **'Confirm Selection'** to proceed.

SWEC MTR

Confirm compliance for Principal section.



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

Principal In-charge

6

Select principal *

12 Mar 2018 - 11 Mar 2020

...

Select...

+

7

REQUIREMENTS

Principal in-charge

✓

Principal

Principal must have a valid appointment date

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

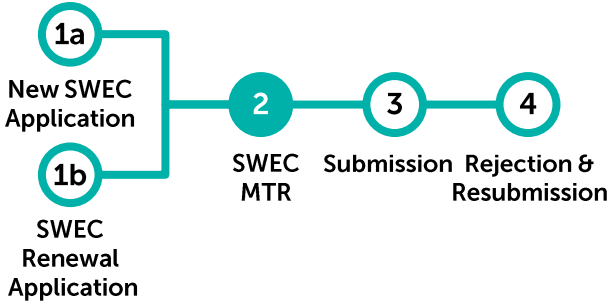
Note: You may also add multiple principles for the same SWEC.

7 System will notify that you are compliant with the requirements.

However, this is still **subject to PETRONAS' approval.**

SWEC MTR

View Key Personnel requirements summary.



Key Personnel

Important members of your team who qualifies for the SWEC requirement

Supervisor

Employee *

1

Select employee...

+

0 / 2

Employees

REQUIREMENTS

- Supervisor

Certificate - Confined space cer

More

Technician

Employee *

3

Select employee...

+

0 / 2

Technicians

REQUIREMENTS

- Technician

Certificate - Confined space certification (AESP – Authorized Entrant & Standby Person)

5 years experience in catalyst Change-Out services

- 1

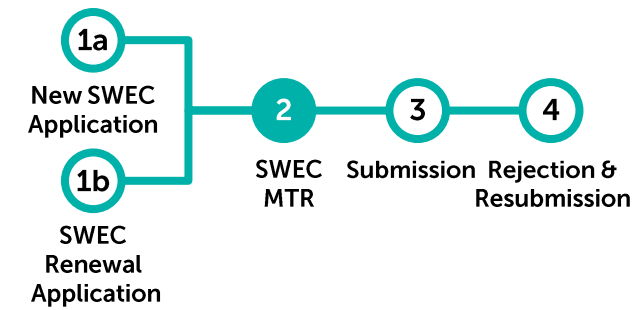
Begin selecting key personnel by clicking on the **'Select Employee'** button.
- 2

The number of required key personnel is displayed in the **'Requirements'** box on each MTR section.
- 3

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

SWEC MTR

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



Employee List
Select employee from the list of employee below

Search Keyword Sort by newest

Employee Name	Position	Employment Type	Total Experience
<input checked="" type="checkbox"/> [Redacted]	Others	Contract	19 years
<input type="checkbox"/> [Redacted]			2 years
<input type="checkbox"/> [Redacted]			2 years
<input type="checkbox"/> [Redacted]			1 year 7 months
<input type="checkbox"/> [Redacted]			4 years 1 month

1 - 10 of 17 entries 1 row selected 10 items per page 1 of 2 pages < Prev Next >

4 If the key personnel is available in the '**Employee List**', simply click their name to select them. You are required to select the relevant experience that complies with the SWEC MTR. **Proceed to step 6.**

5 If the key personnel is not available in the Employee List, simply click the '**Add Employee**' button to add a new employee.

From here, **you need to complete step 7 and 8 to fill the new employee details before** submitting in step 6.

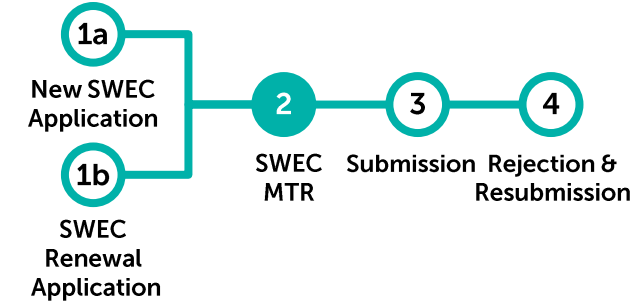
All employees added will be maintained in the employee list.

6 Click the '**Confirm Selection**' to proceed with the key personnel selection for the position.

Kindly ensure that their certification, and experiences meet the MTR.

SWEC MTR

Add new employee details (e.g. general information, qualification, certification, and experience) into the employee list.



Key Personnel

Add Employee

GENERAL INFORMATION

Employee Name *

NRIC/Passport No. * Citizenship *
Malaysia

Position *
Electrical Engineer

Employment Type * Total Years of Working Experience *
Permanent 5

QUALIFICATION

Employee Qualification *
Bachelor Degree

Major Discipline *
Engineering (Hons) Electrical

Attachment *
Cert_Degree.pdf 8.9 MB

+ Add Qualification

CERTIFICATION

Certificate Name
DOSH Safety Certificate

CERTIFICATION

Certificate Name
DOSH Safety Certificate

Start Date End Date
27/07/2018 27/07/2019

Attachment
DOSH_2018cert.pdf 15.1 MB
Browse...

+ Add Certificate

EXPERIENCE

Project Name *

Position/Designation *
Electrical Engineer

Client Name *

Company Name *

The company the employee was employed by during this project:

Project Start Date * Project End Date * Total Duration
12/2/2014 1/12/2017 4 years

Project Description *

Character Limit: 255 characters

+ Add New Experience

8 Add Employee

7 Fill up the mandatory information for the employee.

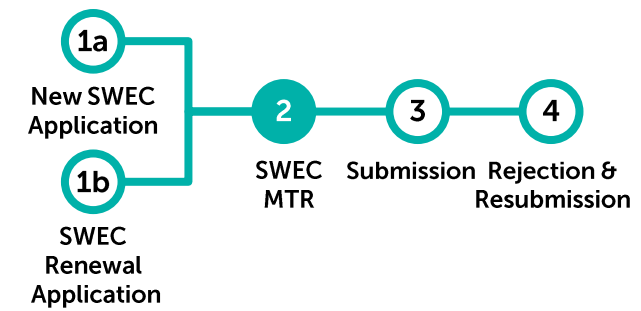
Kindly ensure that the details for qualification and experience is sufficient to comply with the SWEC MTR.

8 Once completed, click '**Add Employee**' to add into the Employee List.

Proceed back to step 6.

SWEC MTR

Confirm compliance for Key Personnel section.



Key Personnel

Important members of your team who qualifies for the SWEC requirement

Supervisor

Employee *

Others

3 years 7 months

...

PCSB

01/01/2016 - 31/12/2017

2 years

Responsible for incoming coating/painting material inspection & ensure these materials meet the requirement of project specification. Consult sub-con to performed & implemented the quality & progress according to Quality Flow Chart, Vendor Standard, ITP.

PCSB

01/07/2013 - 31/01/2015

1 year 7 months

Monitor & inspect surface preparation blasting/hydroblast & painting. Review coating technical & work procedure compliance with standard. Responsible for witnessing, verifying & documentation of inspection work.

2 / 2

Employees

10

REQUIREMENTS

- Supervisor

Certificate - Confined space cer

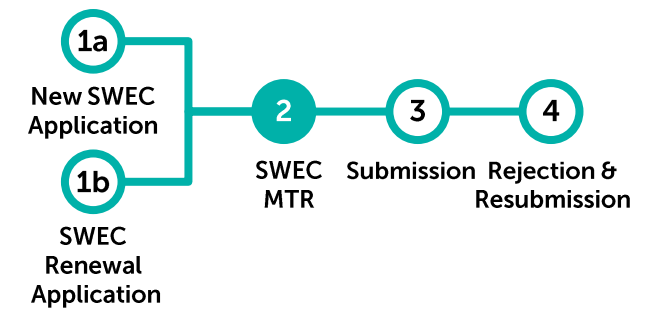
More


- 9 The selected employee(s) and their experience (from the employee list) will appear on the SWEC.
- 10 System will notify that you are compliant with the requirements.

However, this is still **subject to PETRONAS' approval.**

SWEC MTR

View Company Experience requirements summary





Company Experience

This is your company's track record with relevant projects and contracts related to this SWEC

Project Experience

1

Select project *

Select...

+

REQUIREMENTS

0/5

Years of experience

✓

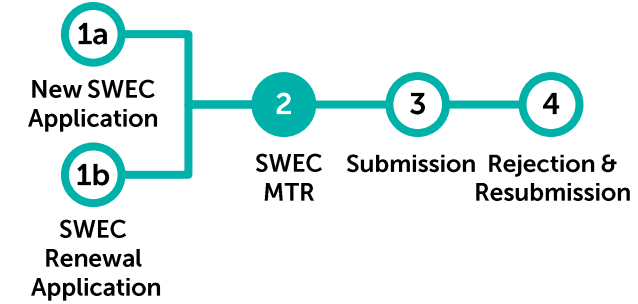
Project Experience

Principal to have minimum 5 years project experience in executing Subsea Feasibility Studies and Conceptual Engineering

- 1 Begin selecting company experience by clicking the 'Select' button.

SWEC MTR

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



Project List
Select project from the list of projects below

My Project Principal Projects Search Sort by relevance + Add Project

Name & Descriptions	Client Names	Total Experience
<input type="checkbox"/> Provision of Conceptual & FEED Perform valve servicing for cleaning, repair, severe service valve, special design valve, oxygen service valve and etc.		2 years
<input type="checkbox"/> Design & Build of Marina with 150 Berths Specific platform/plant modification, retrofitting, rejuvenation engineering for J4 and D21 simultaneous production & drilling (SIPROD), Larak Platform, East Belumu Tanjung Kecil, TCOT (EPCIC)		1 year
<input type="checkbox"/> Nosong Field Development Perform valve servicing for cleaning, repair, severe service valve, special design valve, oxygen service valve and etc.		4 years
<input type="checkbox"/> Mechanical Geothermal Piping Perform valve servicing for cleaning, repair, severe service valve, special design valve, oxygen service valve and etc.		2 years
<input type="checkbox"/> MAJU Expressway Drill Piping Perform valve servicing for cleaning, repair, severe service valve, special design valve, oxygen service valve and etc.		1 year

1—5 of 5 items 10 Items per page 1 of 1 pages < Prev Ne

Confirm Selection

Company Experience
Add Project Experience

3 Project Name *
Client Name *
Project Description *
Subsea Engineering Project at Hoff Well. Perform valve servicing for cleaning, repair, severe service valve, special design valve, oxygen service valve and etc.
Character Limit: 250 characters

Project Start Date * 15/03/2015 End Date * 21/07/2017

4 Add Project

2 A **'Project List'** popup will appear. You will be able to view the projects that were previously submitted.

If applicable, simply tick the check box next to the project name to proceed. Otherwise, click the **'Add Project'** button to add new a project.

3 When adding a new project, you will need to fill up details of the project (e.g. name, client name, description, dates).

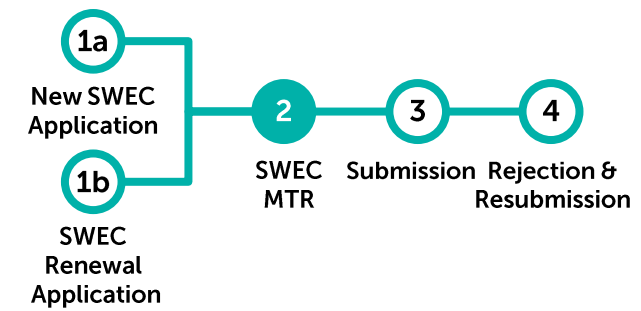
4 Once completed, click the **'Add Project'**.

The newly added project will appear in the Project List.

5 Tick the check box next to the project name and click **'Confirm Selection'** to proceed.

SWEC MTR

Confirm compliance for Company Experience section.



Company Experience

This is your company's track record with relevant projects and contracts related to this SWEC

Project Experience

Select project *

6

Provision of Conceptual & FEED

2015 - 2017

3 years ...

Conceptual & FEED Engineering

Design & Build of Marina with 150 Berths

2006 - 2007

2 years ...

Consulting Civil, Structural, Mechanical & Electrical Engineering and Project Management

Select...



7

REQUIREMENTS

5/5

Years of experience



Project Experience

Principal to have minimum 5 years project experience in executing Subsea Feasibility Studies and Conceptual Engineering

6

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

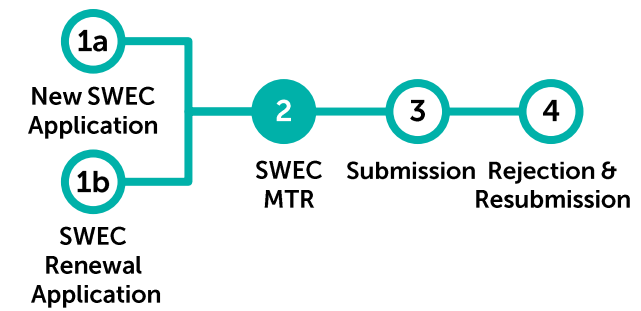
7


System will notify that you are compliant with the requirements.


However, this is still **subject to PETRONAS' approval**.

SWEC MTR

View Facilities & Equipment requirements summary.



 **Facilities & Equipment**
The place or buildings at which the work will be done and the tools and software required for this SWEC

REQUIREMENTS 

Facilities and equipment



Facilities

1

Ownership of the facilities *

☐ Own
☐ Lease

Attachment *

 Browse... 

2

Facilities

Comprehensive office setup

Equipment

3

Ownership of the equipment *

☐ Own
☐ Lease

Attachment *

 Browse... 

4

Equipment

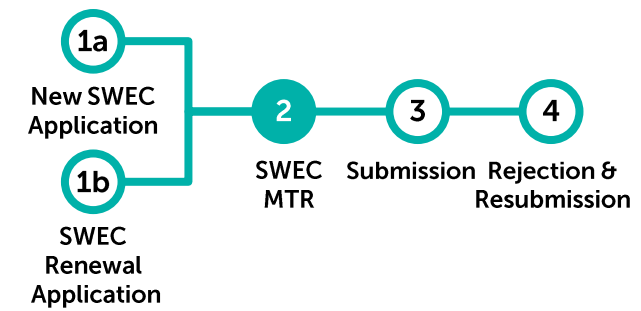
Company to provide list of:

- Engineering workstation/ hardware/ software (e.g. HYSYS, PIPESIM, or ACAD) & drafting facilities
- Software(s) and copy of the software licence(s)

- 1 Begin by declaring the '**Ownership of the facilities**' and attach any supporting documents.
- 2 The requirement for '**Facilities**' is displayed next to facilities section
- 3 Begin by declaring the '**Ownership of the equipment**' and attach any supporting documents.
- 4 The requirement for '**Equipment**' is displayed next to equipment section.

SWEC MTR

Confirm compliance for Facilities & Equipment section.



Facilities & Equipment
The place or buildings at which the work will be done and the tools and software required for this SWEC

5 REQUIREMENTS

Facilities and equipment

Facilities

Ownership of the facilities *

- ☒ Own
- ☒ Lease

Attachment *

- List of Facilities.pdf 5.4 MB
- Browse... +

Equipment

Ownership of the equipment *

- ☒ Own
- ☒ Lease

Attachment *

- List of Equipment.pdf 5.6 MB Uploading... 72%
- Browse... +

Facilities

Comprehensive office setup

Equipment

Company to provide list of:

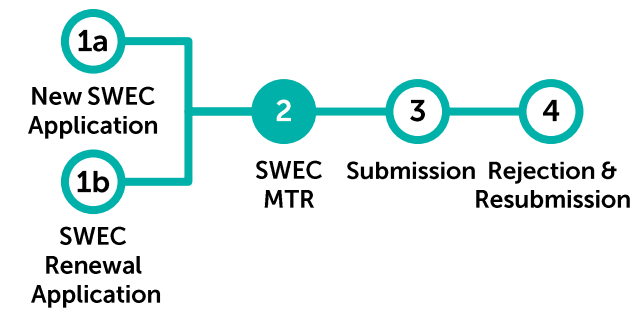
- * Engineering workstation/ hardware/ software (e.g. HYSYS, PIPESIM, or ACAD) & drafting facilities
- * Software(s) and copy of the software licence(s)


5 System will notify that you are compliant with the requirements.

However, this is still **subject to PETRONAS' approval**.

SWEC MTR

View Certification requirements summary.





Certification

Official documents as proof of formal qualifications or achievements

Board of Engineers Malaysia (BEM)

1


Certificate Number *

Certificate Start Date *

End Date *

2

Certificate Attachment *

 Browse...

+

REQUIREMENTS

Company to have valid certificates registration

Board of Engineers Malaysia (BEM)

Valid certificate number and validity period

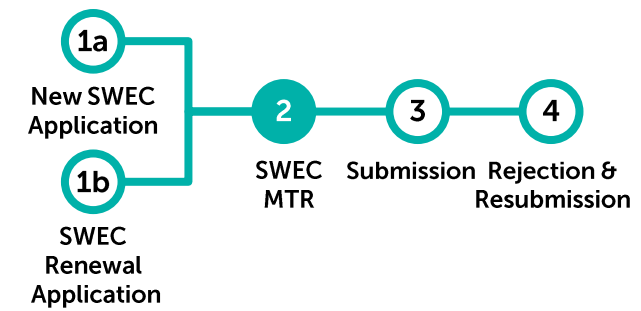
- 1 Begin by filling up the 'Certificate Number', 'Start Date' and 'End Date'.
- 2 Click the 'Browse' button to attach a copy of the certificate.



This MTR section will be auto-populated if it requires the same certificate from a previous SWEC submission.

SWEC MTR

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



The screenshot displays two overlapping user interface elements. The background element is the 'Document List' popup, which includes a search bar, a 'Sort by relevance' dropdown, and a '+ Add Document' button. It contains a table with columns 'Name' and 'Category'. The table lists several documents, each with a checkbox in the 'Name' column. At the bottom of the table, there is a pagination bar showing '1-10 of 10 items', '10 items per page', and '1 of 1 pages'. A purple button labeled 'Confirm Selection' is at the bottom right of the popup. The foreground element is the 'Add Document' popup, which has a 'Document Type' dropdown, an 'Attachment' field with a 'Browse...' button, a 'Document/Certificate No.' text field, and 'Start Date' and 'End Date' date pickers. A purple button labeled 'Add Document' is at the bottom right of this popup. Red circles with numbers 3, 4, 5, and 6 highlight specific UI elements: 3 points to the first checkbox in the Document List, 4 points to the Document Type dropdown in the Add Document popup, 5 points to the Add Document button in the Add Document popup, and 6 points to the Confirm Selection button in the Document List popup.

Document List
Select documents from the list below

Search Sort by relevance

Name	Category
<input type="checkbox"/> List of Facilities.pdf	Facilities
<input type="checkbox"/> Work_facilities.pdf	Facilities
<input type="checkbox"/> SWEC_application_facilities.pdf	Facilities
<input type="checkbox"/> ownership_facilities.pdf	Facilities
<input type="checkbox"/> AEW-EQ List for Multicomponent Seismic.pdf	Equipment
<input type="checkbox"/> HYSYS Drafting Tool_Equipment.pdf	Equipment
<input type="checkbox"/> SoftwareList & Licence No.pdf	Equipment
<input type="checkbox"/> BEM_Cert.pdf	Certificate
<input type="checkbox"/> CIDB_Cert.pdf	Certificate
<input type="checkbox"/> DOSH.pdf	Certificate

1-10 of 10 items 10 items per page 1 of 1 pages

Document
Add Document

3 A document list popup will appear. You will be able to view all existing documents that you have previously submitted.

If available, tick the check box next to the document name to proceed. Otherwise, click the **'Add Document'** button on the right to add a new document.

4 When adding a new document, you will need to fill up details of the document (e.g. type, attachments, certificate number, start date, end date).

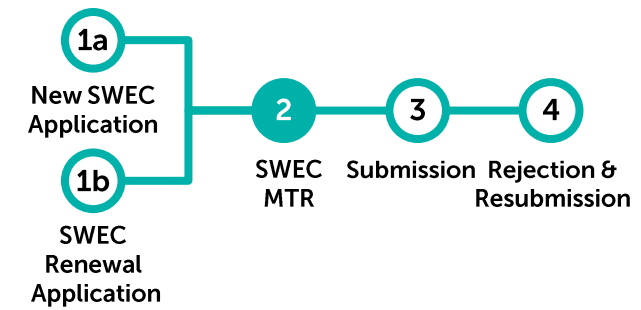
5 Once completed, click **'Add Document'**.


The newly added document will appear in the Document List.

6 Tick the check box next to the document name and click **'Confirm Selection'** to proceed.

SWEC MTR

Confirm compliance for Certification section.





Certification

Official documents as proof of formal qualifications or achievements

Board of Engineers Malaysia (BEM)

Certificate Number *


Certificate Start Date *

1/01/2018

End Date *

31/01/2018

Certificate Attachment *

 BEM_Cert.pdf

3.4 MB

7

REQUIREMENTS

Company to have valid certificates registration

Board of Engineers Malaysia (BEM)

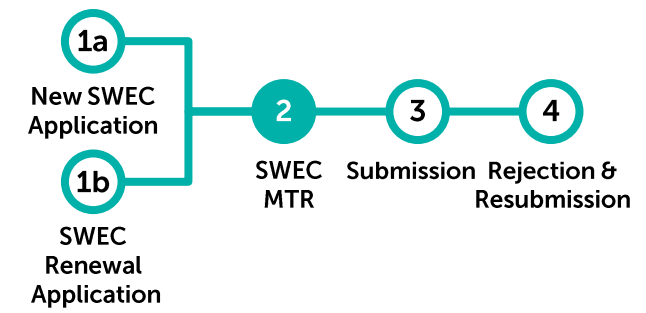
Valid certificate number and validity period


7 System will notify that you are compliant with the requirements.

However, this is still **subject to PETRONAS' approval.**

SWEC MTR

View Vessel/Rig requirements summary.





Vessel/Rig

The vessel/rig registered at which work will be performed

Vessel/Rig Information

Select vessel/rig *

1

Select...

+

REQUIREMENTS

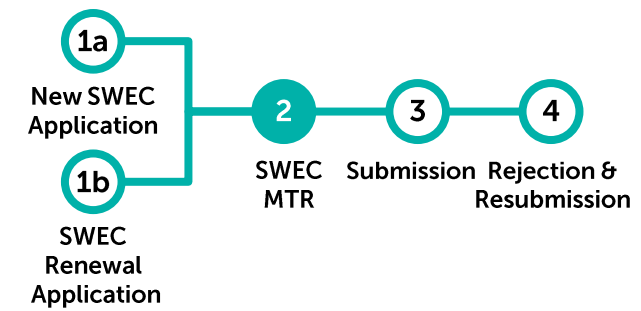
Vessel/Rig

Company to have a valid registration for Registration of Ship (Sijil Pendaftaran Kapal)

1 Begin providing your **'Vessel/ Rig Information'** by clicking the **'Select'** button.

SWEC MTR

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



Vessel/Rig List
Select vessel/rig from the list below

My Vessel/Rig Principal Vessel/Rig Search Sort by relevance + Add Vessel/Rig

	Vessel/Rig Name	Type	Ownership	Validity
<input checked="" type="checkbox"/>	[Redacted]	Vessel size below or equal 500 metric tonne	Lease	19/07/2016 - 1
<input type="checkbox"/>	[Redacted]	Vessel size above 500 metric tonne	Own	19/07/2016 - 1
<input type="checkbox"/>	[Redacted]	Vessel size above 500 metric tonne	Own	19/07/2016 - 1
<input type="checkbox"/>	[Redacted]	Rig	Lease	19/07/2016 - 1

1—4 of 4 items 10 items per page 1 of 1 pages < Prev

5 Confirm Selection

3 Add Vessel/Rig

Vessel/Rig Name *
[Redacted]

Type *
☒ Vessel size below or equal 500 metric tonne
☐ Vessel size above 500 metric tonne
☐ Rig

Valid Start Date * 19/07/2016 End Date * 19/07/2026

Vessel/Rig Registration Attachment *
[Redacted]

Vessel/Rig Specification Attachment *
[Redacted]

Safety Management Certificate (SMC) *
[Redacted]

Document of Compliance (DOC) *
[Redacted]

4 Save changes

2 A '**Vessel/Rig List**' popup will appear. You will be able to view the vessel(s) or rig(s) that you have previously submitted.

If available, tick the check box next to the vessel or rig name. Otherwise, click the '**Add Vessel/Rig**' button to add a new vessel or rig.

3 When adding a new vessel or rig, you will need to fill up details of the vessel or rig (e.g. name, type, start date, end date, supporting documents).

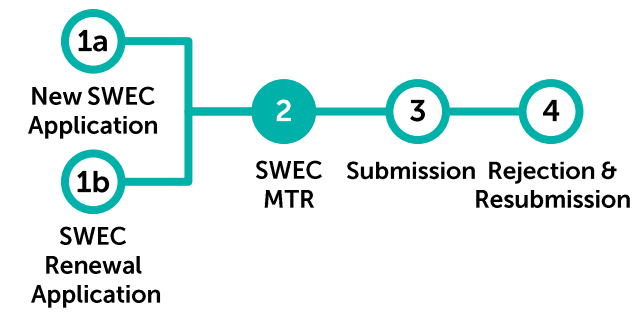
4 Once completed, click '**Save changes**'.


The newly added vessel or rig will appear in the **Vessel/Rig** list.

5 Tick the check box next to the vessel or rig name and click '**Confirm Selection**' to proceed.

SWEC MTR

Confirm compliance for Vessel/Rig section.



 **Vessel/Rig**
The vessel/rig registered at which work will be performed

Select vessel/rig *

19 Jul 2016 - 19 Jul 2026

Select...

6

REQUIREMENTS ✓
Vessel/Rig
Company to have a valid registration for Registration of Ship (Sijil Pendaftaran Kapal)

6 System will notify that you are compliant with the requirements.

However, this is still **subject to PETRONAS' approval.**

Submission

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

The screenshot displays the SWEC application submission interface. At the top, a form is shown with a 'Save & submit' button circled in red with a '1'. Below the form, a 'Disclaimer' pop-up is visible. The pop-up contains the following text:

Disclaimer
Please read and accept the privacy policy before you proceed

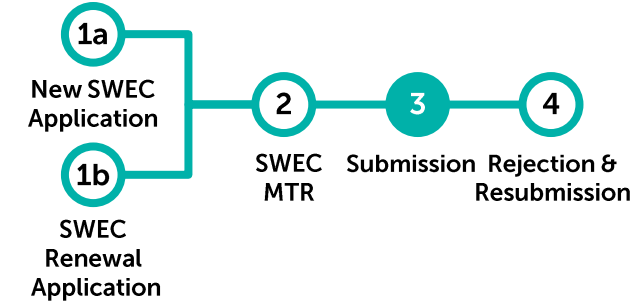
PENGAKUAN

1. Saya / Kami mengaku bahawa segala maklumat di dalam borang ini adalah benar. Saya / Kami dengan ini MEMBENARKAN PETRONAS UNTUK MERUJUK / MENYEMAK MANA-MANA KETERANGAN DI DALAM BORANG INI ATAU YANG DILAMPIR DENGAN PIHAK SAYA / KAMI ATAU MANA-MANA PIHAK KETIGA YANG BERKENAAN.
2. Saya / Kami membenarkan wakil pihak pETRONA membuat lawatan pemeriksaan ke premis / syarikat saya / kami dan menyemak / menyalin dokumen-dokumen serta menemui pihak-pihak / kakitangan kami yang berkaitan.
3. Saya / Kami membuat pengakuan bahawa syarikat tidak mempunyai pemilik dan pengarah yang sama di syarikat lain yang dilesenkan / didaftarkan dengan PETRONAS dalam bidang yang sama.

This access and usage of this PETRONAS Supplier Self Service Portal is governed by the same terms and conditions as provided by the terms of Use in this Portal. Vendor shall be required to adhere to PETRONAS Code of Conduct and Business Ethics and Anti-Bribery and Corruption Manual in the performance of any work or services for PETRONAS.

- 2 ☒ I acknowledge that I have fully read and understood the Terms of Use, PETRONAS Code of Conduct and Business Ethics and Anti-Bribery and Corruption Manual and hereby accept the terms and condition thereof.
- 3 ☒ I acknowledge that I have fully read and understood the PETRONAS Privacy Statement as set out in the Terms of Use. I confirm that I consent and agree to the collection, processing, use, disclosure, retention and transfer by PETRONAS of my personal data, in the manner as set out in the PETRONAS Privacy Statement and applicable laws concerning the protection of personal data and privacy.

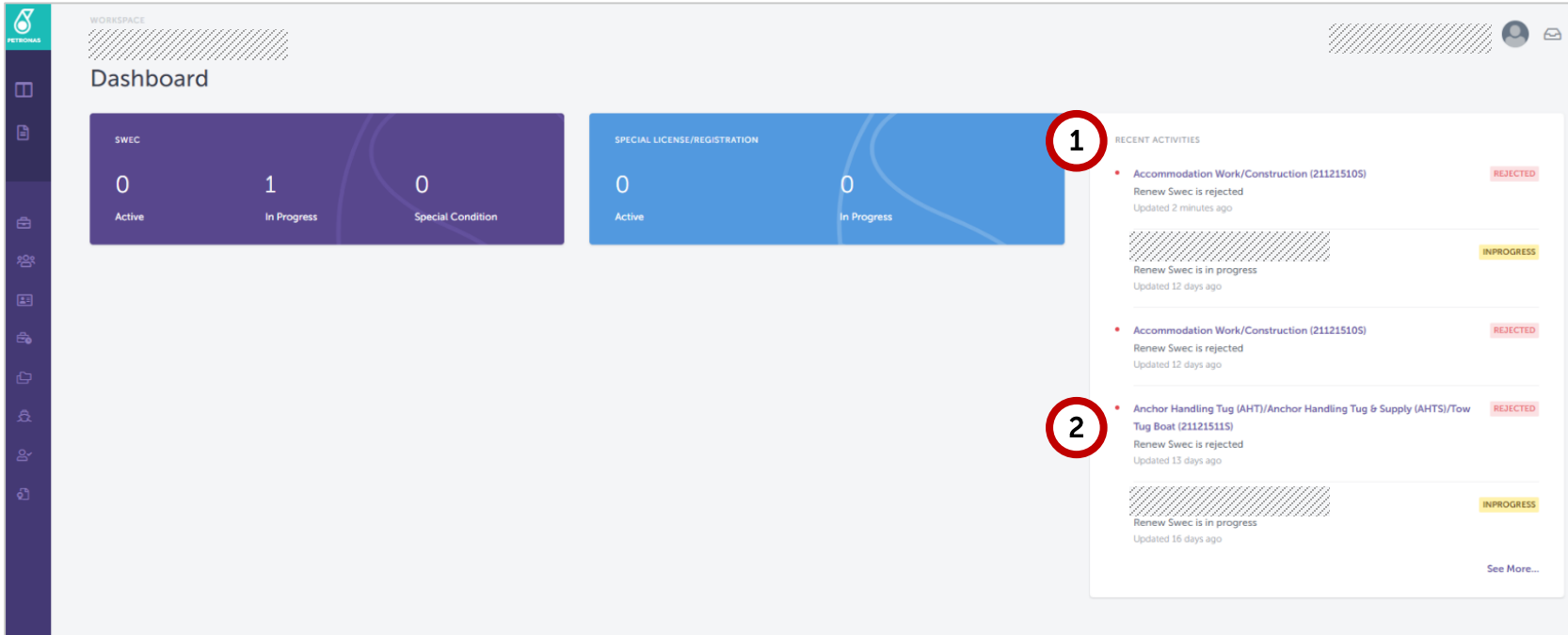
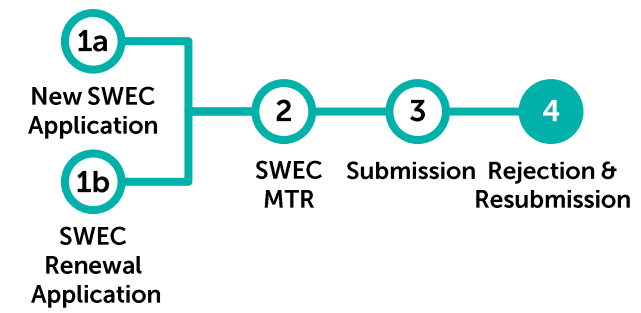
3 Submit for evaluation



- 1 Proceed to submit your SWEC application by clicking on '**Save & Submit**' at the bottom right of the SWEC MTR screen.
- 2 A submission confirmation pop-up will appear. You are required to read and understand the **privacy policy** and the **terms & conditions** for PLMS.
Check the confirmation box for each declaration.
- 3 Finally, submit your SWEC application.

Rejection & Resubmission

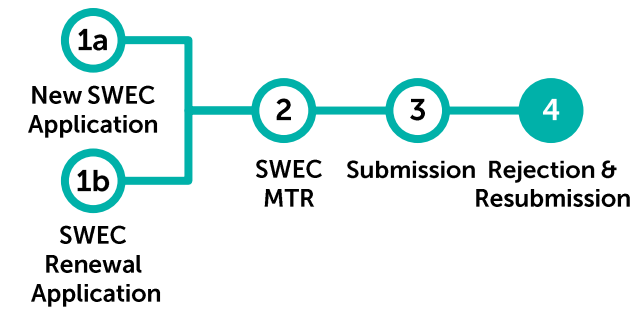
In the event of SWEC rejection, you will receive a notification via email and SWEC application updates under recent activities.



- 1 Refer to the mailbox or recent activities at the dashboard for rejection notification.
- 2 Click on the rejected SWEC in the recent activities list to view rejection and perform re-submission.

Rejection & Resubmission

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



SWEC Capabilities IN PROGRESS

Accommodation Work/Construction (Vessel owner-operator)

Certification
Official documents as proof of formal qualifications or achievements

Registry of Vessel

3 **Reject**
Remarks: Please provide valid certificate

Certificate Number
[Redacted]

Certificate Start Date
20 Jun 2016

End Date
19 Jun 2036

Certificate Attachment
COR & FORM 24 (SSM) - C. ACACIA.pdf
965.79 KB

Cancel **Modify** **4**

3 Sections that requires amendments are labeled as **'REJECTED'**.

You may review the rejection remarks in the field highlighted.

4 Click 'Modify' to update the SWEC information accordingly.

Rejection & Resubmission

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

The screenshot shows the bottom of a web application. At the top, there is a 'Select...' dropdown menu. Below it, a dark blue footer bar contains a 'DRAFT' label, a timestamp 'Last updated 18 mins ago', and three buttons: 'Cancel', 'Save', and 'Save & submit'. The 'Save & submit' button is circled with a red circle containing the number 5.

Disclaimer

Please read and accept the privacy policy before you proceed

PENGAKUAN

1. Saya / Kami mengaku bahawa segala maklumat di dalam borang ini adalah benar. Saya / Kami dengan ini MEMBENARKAN PETRONAS UNTUK MERUJUK / MENYEMAK MANA-MANA KETERANGAN DI DALAM BORANG INI ATAU YANG DILAMPIR DENGAN PIHAK SAYA / KAMI ATAU MANA-MANA PIHAK KETIGA YANG BERKENAAN.

2. Saya / Kami membenarkan wakil pihak pETRONA membuat lawatan pemeriksaan ke premis /syarikat saya / kami dan menyemak / menyalin dokumen-dokumen serta menemui pihak-pihak / kakitangan kami yang berkaitan.

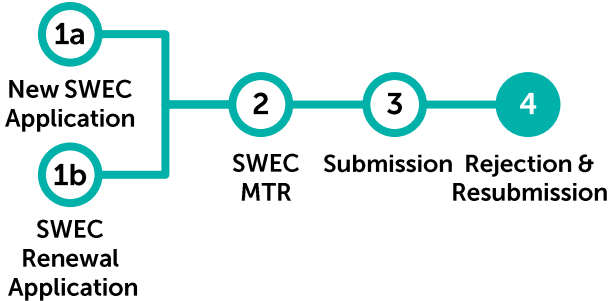
3. Saya / Kami membuat pengakuan bahawa syarikat tidak mempunyai pemilik dan pengarah yang sama di syarikat lain yang dilesenkan / didaftarkan dengan PETRONAS dalam bidang yang sama.

This access and usage of this PETRONAS Supplier Self Service Portal is governed by the same terms and conditions as provided by the terms of Use in this Portal. Vendor shall be required to adhere to PETRONAS Code of Conduct and Business Ethics and Anti-Bribery and Corruption Manual in the performance of any work or services for PETRONAS.

6 ☒ I acknowledge that I have fully read and understood the Terms of Use, PETRONAS Code of Conduct and Business Ethics and Anti-Bribery and Corruption Manual and hereby accept the terms and condition thereof.

☒ I acknowledge that I have fully read and understood the PETRONAS Privacy Statement as set out in the Terms of Use. I confirm that I consent and agree to the collection, processing, use, disclosure, retention and transfer by PETRONAS of my personal data, in the manner as set out in the PETRONAS Privacy Statement and applicable laws concerning the protection of personal data and privacy.

7 Submit for evaluation



- 5 Proceed to resubmit your SWEC application by clicking on 'Save & Submit' at the bottom right of the SWEC MTR screen.
- 6 A submission confirmation pop-up will appear. You are required to read and understand the **privacy policy** and the **terms & conditions** for PLMS.
Check the confirmation box for each declaration.
- 7 Finally, submit your SWEC application.



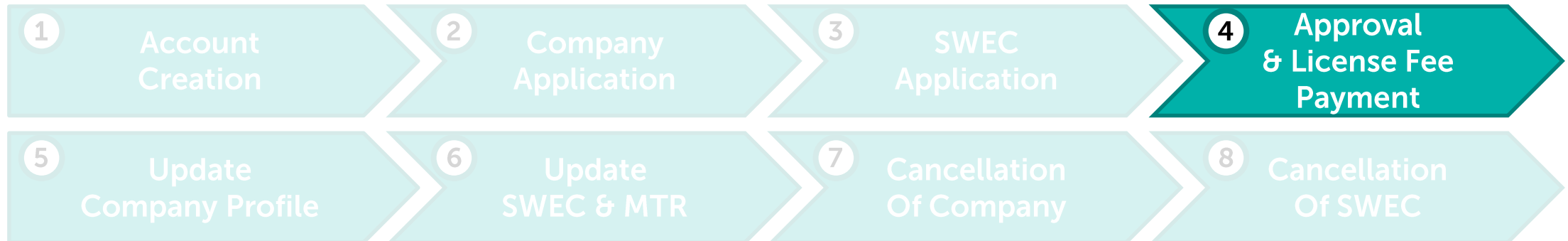
**GROUP
PROCUREMENT**

DGP

APPROVAL & LICENSE FEE PAYMENT

APPLICATION DEEP DIVE

General Functions

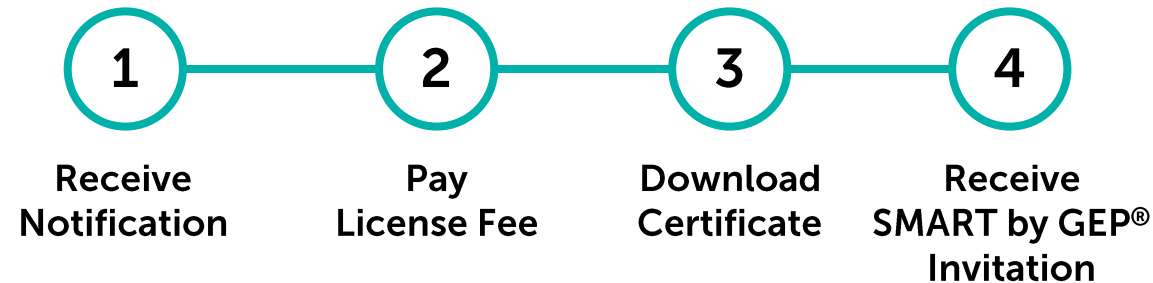


Approval & License Fee Payment

Supplier will be notified when their Company or SWEC Applications are approved. A license fee payment is only applicable to new and renewal applications for License certificate.

LEARNING OBJECTIVES

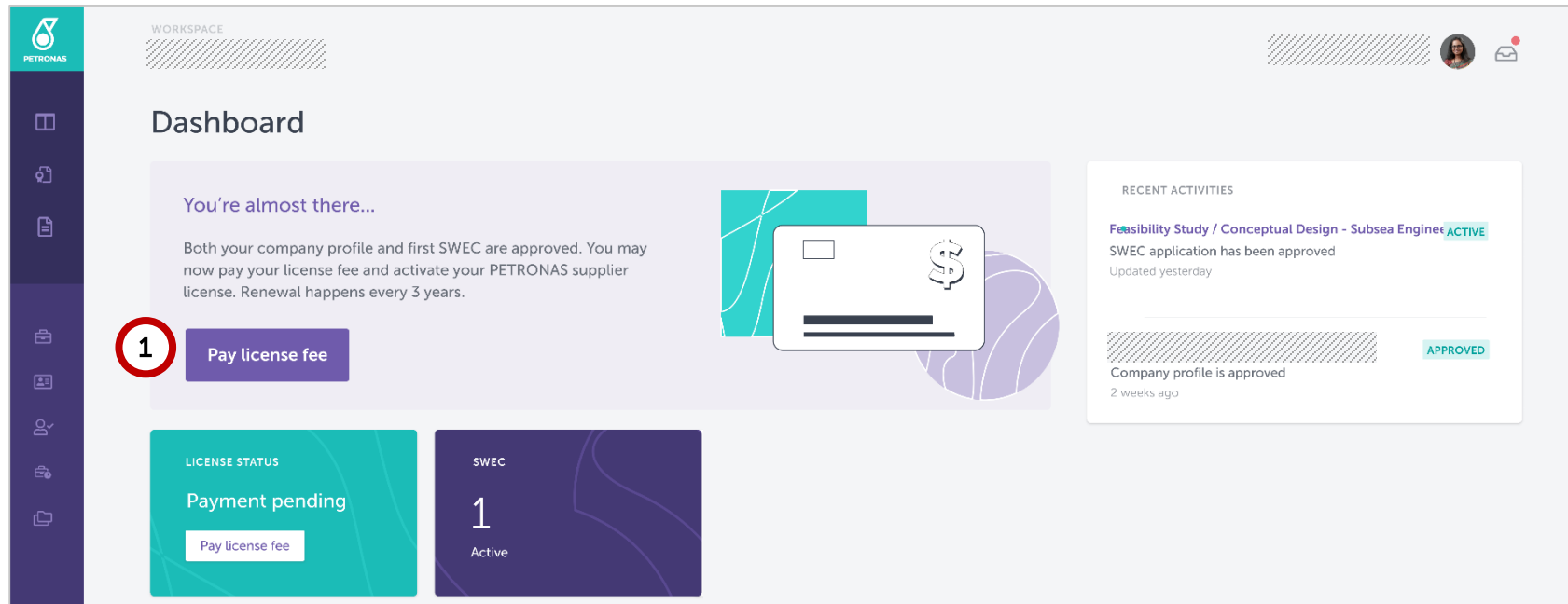
Suppliers will be able to view and download their License or Registration Certificate.



Receive Notification



For a license application, you are required to pay a license fee to complete the process.



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

This notification is sent to you via email and also will be highlighted on your PLMS dashboard.

To begin the license fee payment, click the '**Pay license fee**' button.

Note: Registration applications do not require any payment!



A **valid license** enables you to supply goods or services to **both** Upstream and Downstream sectors while a **valid registration** enables you to supply to the Downstream sector **only**.

Pay License Fee

Perform license fee payment as per invoice generated.



1 License Invoice

Amount Due: **RM 750.00**

Validity Period: 24 October 2019 - 24 October 2022
Period valid if payment is made today on 23/10/2019

License Duration: 3 Years

Invoice No.: [Redacted]

Invoice Date: 23 October 2019

Item Description	Amount (MYR)	SST % (MYR)	Total Amount including SST (MYR)
License Fee License to supply product or service to exploration and oil or gas companies	750.00	0.00	750.00

Total Amount: RM 750.00

3 Payment Methods

Please choose a method to make payment

PAYMENT DETAILS

Amount Due: RM 750.00

PAYMENT TYPES

Invoice No.: PLMS004241

Email: gdplms.devops@gmail.com

2 Make Payment

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

2 Click the '**Make Payment**' button to proceed.

3 Choose the payment method:

- **Online Banking** – for payment through Malaysian Bank only.
- **Telegraphic Transfer (TT)** – for payment through foreign bank.

Note: Default payment method is Online Banking, TT will be enabled on case to case basis.

Pay License Fee

Perform license fee payment via Online Banking (FPX).



Payment Methods

Please choose a method to make payment

PAYMENT DETAILS

Amount Due
RM 750.00

Invoice No.
PLMS004241

Email
[Redacted]

PAYMENT TYPES

Online Banking

Telegraphic Transfer (TT)

Payment Bank Type*

Select Bank Type

Payment Bank Services*

Select Bank

☒ I have read and agree to FPX's Terms and conditions

6 **Make Payment**

- 4 Choose your relevant '**Bank Type**' and '**Payment Bank Services**'.
- 5 Acknowledge the '**Terms & Condition**' to proceed.
- 6 Proceed with '**Make Payment**' to complete the process.

Pay License Fee



Perform license fee payment via Telegraphic Transfer (TT).

4 Steps below are required if you choose to proceed via TT payment method

Step 1: Please submit the TT payment through any of the following accounts:

- For payment in MYR:
Bank - CIMB BANK BERHAD
Account No. - 9800 1000 300 272
- For payment in USD/EURO:
Bank - J.P. MORGAN CHASE BANK BERHAD
Account No. - 5059300272

BANKING DETAILS (FOR NON-MYR)	
Bank	J.P. MORGAN CHASE BANK BERHAD
Address	Level 18, Integra Tower, The Intermark 348, Jalan Tun Razak
City	Kuala Lumpur
State	Kuala Lumpur
Postcode	50400
Country	Malaysia
Account Name	Petroleum Nasional Berhad
Account No.	5059300272
Swift Code	CHASMYKX

Step 2: Kindly state your company name and the tender number as part of the payment reference.
Step 3: Please provide us with the details of transaction by emailing it to license.management@petronas.com

5 TT Number*

6 ☒ I have read and agree that information above are correct

TT Date* 09/27/2020

TT amount* 750

7 Confirm Payment

- 4** If you choose TT as your preferred payment method, please ensure that you follow the instructions provided to remit payment.
- Note:** Please email the receipt of payment to:
license.management@petronas.com
- 5** Once payment has been made, enter the receipt '**TT Number**' and select the '**TT Date**'.
- 6** Acknowledge the '**Terms & Condition**' to proceed.
- 7** Proceed with '**Confirm Payment**' to complete the process. Your payment will be verified by PETRONAS prior to license certificate generation.

Download Certificate



Upon SWEC approval, Registration certificate will be available for download whilst License certificate will be downloadable after the license fee payment has been made.

License Certificate
View and download license certificate below

PETRONAS

LICENSE TO SUPPLY PRODUCT/SERVICE TO EXPLORATION AND OIL/GAS COMPANIES MALAYSIA

In exercising the powers conferred by Section 7, Petroleum Development Act 1974, and in accordance to Regulation 5 of the petroleum Regulation 1974, delegate the Prime Minister of Malaysia, I hereby issue the license under Regulation 5 of the Petroleum Regulation for the purpose of the above to:

Details of License are as follows:-

Company's No:	
Type of Company:	License
Duration of License:	24/10/2019 - 24/10/22
License Fee:	RM750
Categories of Product/Service:	As attached in 'CATEGORIES OF LICENSE/REGISTRATION'

Special conditions impose onto this license:-

Subject to the special conditions as attached

General requirements of this License are as stated in the next

Page 1 of 2 pages

2 Download Certificate

Official Payment Receipt

PETRONAS

Transaction ID	Transaction Status	Receipt No.	Receipt Date
3937204	Successful		23 October 2019

Amount (MYR)	SST % (MYR)	Total Amount including SST (MYR)
750.00	0.00	750.00

Total Amount
RM 750.00

1 View Certificate

1 For License, once the license fee payment has been made, the license certificate will be generated.

Simply click the **'View Certificate'** button to view the certificate.

For Registration, supplier will be notified via email to view or download the certificate.

Simply follow the instructions to view or download the certificate.

2 Click the **'Download Certificate'** button to download your certificate!

Receive SMART by GEP® Invitation

Upon obtaining your license or registration, you are required to create your SMART by GEP® account to start your procurement transactions.



1 SMART by GEP Primary Registration Form Inbox x

M Shafiq Shahat - Sehat (GP/PETH)
to me ▾
[Internal]

6:04 PM (0 minutes ago) ☆ ↶ ⋮

Dear Ahmad,

We would like to invite you to register a SMART by GEP account with PETRONAS. Please [click here](#) to start your registration. Please fill in and submit the Primary Registration Form (PRF) to complete your registration. Your login credentials will be created upon email verification and you will then be able to access the system.

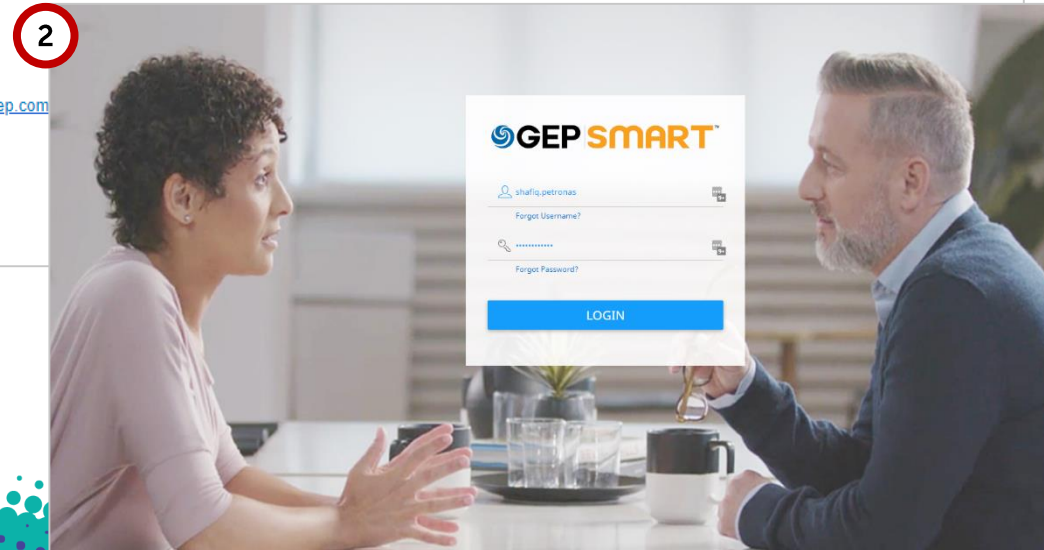
You are required to complete your supplier profile in SMART by GEP to ensure you are not missing out on any business opportunity with PETRONAS

To learn more about SMART by GEP, visit us at <https://www.petronas.com/join-us/be-our-partner/our-procurement-platform>. We have published the FAQs, user guide and system briefing video.

Regards,
SMART by GEP®

IMPORTANT: Please do not reply or send any enquiries to this email (support@gep.com)

For any queries, please contact PET ICT Support:
Phone:
Malaysia: 1-800-88-0011
Email: supplier.servicedesk@petronas.com



1 For newly licensed or registered suppliers, **you will receive a SMART by GEP® invitation via email** upon the approval of your first SWEC application.

You are required to **complete and obtain approval for your supplier profile in SMART by GEP®** to ensure you are not missing out on any business opportunity with PETRONAS.

To learn more about SMART by GEP, go to the link below:

<https://www.petronas.com/join-us/be-our-partner/our-procurement-platform>

We have published the FAQs, user guide and system briefing video.

2 You may login to **SMART by GEP®** via this [link](#) upon creating your SMART account.



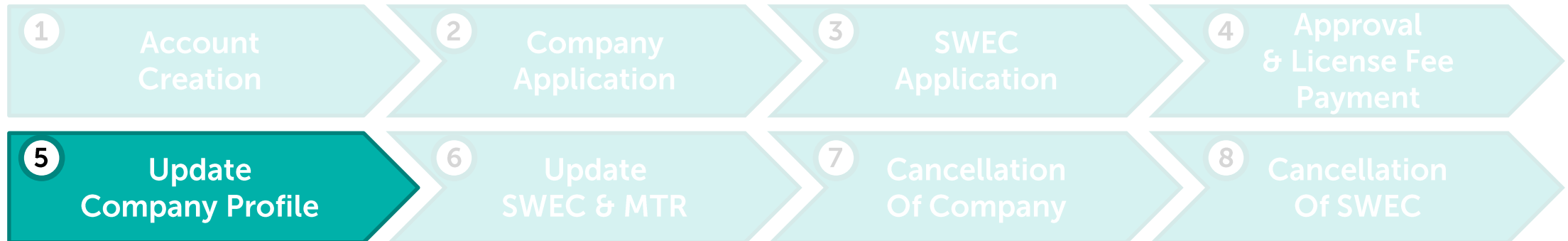
**GROUP
PROCUREMENT**

DGP

UPDATE COMPANY PROFILE

APPLICATION DEEP DIVE

General Functions

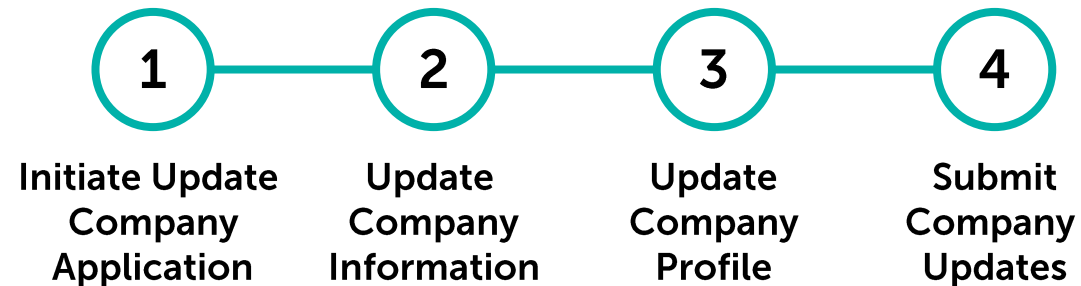


Update Company Profile

Post-approval, supplier shall ensure that their Company Profile information is always accurate and up-to-date.

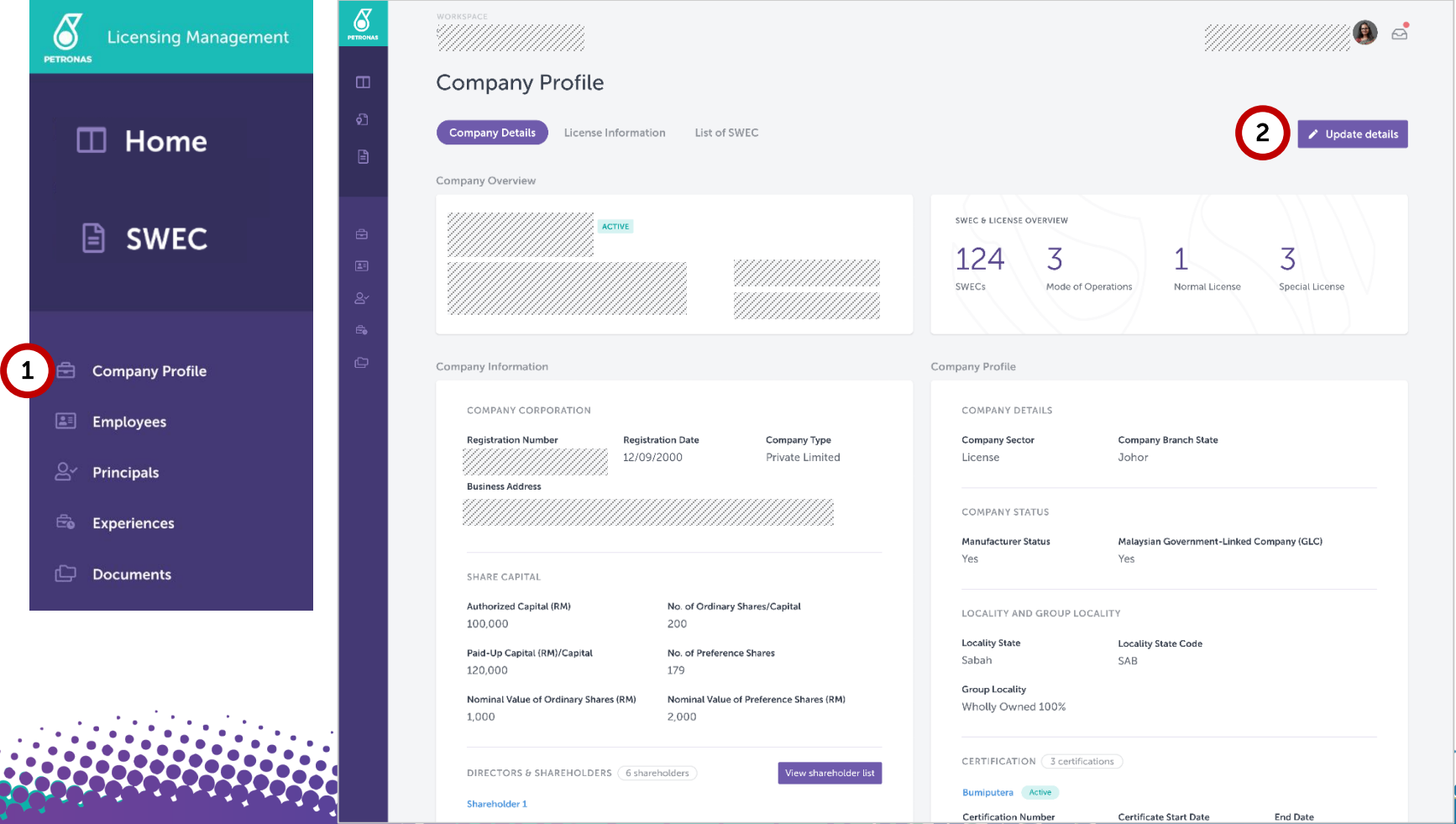
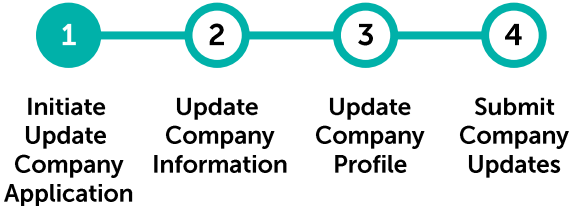
LEARNING OBJECTIVES

Supplier will be able to perform updates to Company Profile for any changes to the shareholder/directors, updates on financial report, to upgrade from Registration to License or to comply with special conditions.



Initiate Update Company Application

Once registration or license has been approved, you will be able to make changes to the company profile (if updates are required).

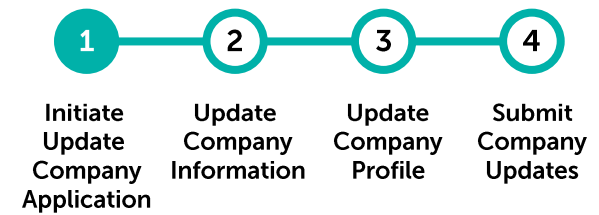


1 Click on '**Company Profile**' from the sidebar to view your company profile.

2 On the company profile page, click the '**Update Details**' button to start updating your company profile.

Initiate Update Company Application

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



Company Profile

3

ANNUAL AUDITED REPORT

Approval with Special Condition
Kindly update the latest financial statement with SSM. Once updated in SSM, kindly submit the company application update.
Due Date: 23/12/2020

FINANCIAL YEAR

Financial Date 31/12/2018	Exempt Private Company
Auditor [Redacted]	Unqualified Reports (Y/N) Y
Auditor Address [Redacted]	Consolidated Accounts (Y/N) N

BALANCE SHEET

Non-Current Assets (RM) 3,323,488.00	Non-Current Liabilities (RM) 1,241,245.00
Fixed Assets (RM) 0.00	Current Liabilities (RM) 51,214,855.00
Other Assets (RM) 0.00	Long Term Liabilities (RM) 0.00
Current Asset (RM) 58,861,256.00	Total Liabilities (RM) 52,456,100.00
Total Asset (RM) 62,184,744.00	Share Capital (RM) 2,000,000.00

LOCAL

Position Others	Email address [Redacted] Phone No. [Redacted]
Employment Status Permanent	Total Years of Working Experience 18 years

Employee 2

Full Name [Redacted]	Status BUMIPUTERA NRIC/Passport No. [Redacted]
Position Manager	Email address [Redacted] Phone No. [Redacted]
Employment Status Permanent	Total Years of Working Experience 12 years

EMPLOYMENT SUMMARY

	Bumiputera	Local	Foreign
No. of Permanent Staff	38	29	0
No. of Others Staff	11	0	0

BUMI SUMMARY

Status	Equity (%)	Board of Director (%)	Management (%)	Employment (%)
Bumiputera	0.0	0.0	33.3	56.7
Local	100.0	100.0	66.7	43.3

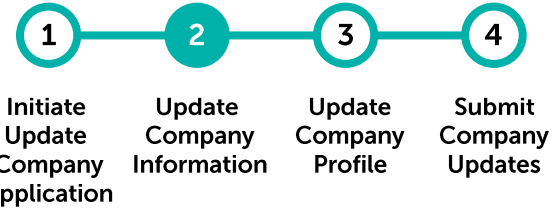
3 Under **Company Profile**, you will also be able to view imposed **Special Condition** (if any).

Note: This Special Condition is imposed to supplier based on prior approval, in which it must be complied.

- You are required to update your status as per the condition before the due date.
- Failing which, your company status will be marked as “**non-compliance**”

Update Company Information

Changes related to Company Information such as share capital, director & shareholder, financial report must be declared in PLMS.



Update Company Application (ROC)

1 **Company Corporation**
Please provide the company corporation information below

2 **Annual Audited Report** **CONDITION APPLIED**
Please review the fetched annual audited report below

Approval with Special Condition
Kindly update the latest financial statement with SSM. Once updated in SSM, kindly submit the company application update.
Due Date: 23/12/2020

Financial Year	Exempt Private Company
Financial Date 31/12/2018	
Auditor	Unqualified Reports (Y/N) Y
Auditor Address	Consolidated Accounts (Y/N) N

1 Once initiated, you are now able to make changes to your company information.

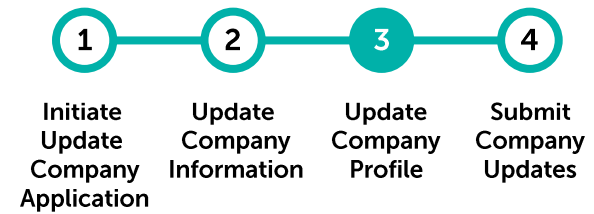
Note: Please ensure your company information is **updated and approved in SSM first before fetching your SSM data** in PLMS.

2 For **Special Condition**, you will find the section highlighted in green with remarks.

Note: Special conditions are requirements imposed upon approval of the license application and **supplier is required to update their information** within a specified time period.

Upgrade Registration to License

Under the Company Details section, you can upgrade company profile from Registration to License.



PETRONAS

M Shafiq Shahat

Company Profile DRAFT

COMPANY APPLICATION

- Company Information
- Company Corporation
- Share capital
- Director & Shareholder
- Company Profile**
- Company Details
- Company Status
- Certifications
- Contact Person
- Employments
- Bumi Summary
- Review
- Approved

Company Details

Please provide the company details below

Company Sector

Select a Company Sector

- ☒ License
- ☐ Registration

Company Branch State

Select Company Branch State

<input type="checkbox"/> JOHOR	<input type="checkbox"/> KEDAH
<input type="checkbox"/> Kedah-Langkawi	<input type="checkbox"/> KELANTAN
<input type="checkbox"/> MELAKA	<input type="checkbox"/> NEGERI SEMBILAN
<input type="checkbox"/> OTHERS	<input type="checkbox"/> PAHANG
<input type="checkbox"/> Pahang-Tioman	<input type="checkbox"/> PERAK
<input type="checkbox"/> PERLIS	<input type="checkbox"/> PULAU PINANG
<input type="checkbox"/> SABAH	<input type="checkbox"/> SARAWAK
<input type="checkbox"/> SELANGOR	<input type="checkbox"/> TERENGGANU
<input type="checkbox"/> W.P. KUALA LUMPUR	<input type="checkbox"/> W.P. LABUAN
<input type="checkbox"/> W.P. PUTRAJAYA	

DRAFT Last updated a few seconds ago

Cancel Save Save & Submit

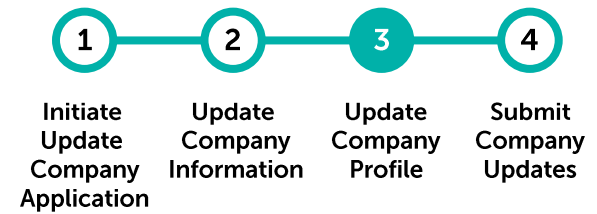
1 In the **Company Details** section, you can change from 'Registration' to 'License'.

- **License** – able to participate in tenders for Upstream and Downstream sector. A valid License is mandatory to supply goods or services to the Upstream sector.
- **Registration** – able to participate in tenders for only Downstream sector.

Note: For license, supplier will be notified to make **license fee payment** once approved.

Update Company Status (manufacturer)

Under Company Status, you can update their manufacturing status.



Company Profile DRAFT

M Shafiq Shahat

COMPANY APPLICATION

- Company Information
- Company Corporation
- Share capital
- Director & Shareholder
- Company Profile**
- Company Details
- Company Status
- Certifications
- Contact Person
- Employments
- Bumi Summary
- Review
- Approved

Company Status

Please provide the company status information below

Manufacturer

1

Are you a Manufacturer Company? *

☐ Yes

☒ No

Certifications

Please provide the certification information below

Sijil Taraf Bumi

Do you have Sijil Taraf Bumi certificate? *

☐ Yes

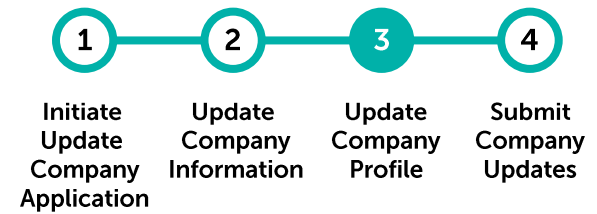
DRAFT Last updated 2 minutes ago

Cancel Save Save & Submit

- 1 Indicate if your company is a manufacturing company:
- Private manufacturer** – Private limited company (e.g. Sdn Bhd) that uses components or raw materials to make a finished good.
 - Public manufacturer** – Public listed company (e.g. Bhd) that uses components or raw materials to make a finished good.
 - Non-manufacturer** – Any company other than manufacturing company.

Update Certifications

Under Certifications, you can update or add new certifications from Ministry of Finance, Sabah or Sarawak state government.



COMPANY APPLICATION

- Company Information
- Company Corporation
- Share Capital
- Director & Shareholder
- Annual Audited Report
- Company Profile**
 - Company Details
 - Company Status
 - Certifications
 - Management Team
- Review
- Approved!

Certifications
Please provide the certification information below

1 Bumiputera

Do you have Bumiputera License certificate? *

☐ Yes
☒ No

Bumiputera

* Bumiputera status is determined by the certification (Sijil Taraf Bumiputera) from Malaysia Ministry of Finance

2 PUKONSA License

Do you have PUKONSA License certificate? *

☒ Yes
☐ No

Certification Number *

End Date * 17/09/2017 Start Date * 17/09/2020

Certificate Attachment *

PKNSA_Cert.pdf 3.4 MB

PUKONSA License

* PUKONSA License Certificate (Pusat Pendaftaran Kontraktor Kerja, Bekalan dan Perkhidmatan Negeri Sabah) is a certificate from Sabah Ministry of Finance

3 UPKJ License

Do you have a UPKJ Certificate? *

☒ Yes
☐ No

UPKJ License

* UPKJ License Certificate (Unit Pendaftaran Kontraktor dan Juruperunding) is a license given from Pejabat Setiausaha Kewangan Negeri Sarawak

1 Indicate if your company has a **Bumiputera License certificate** (Sijil Taraf Bumiputera) from Ministry of Finance.

If **Yes**, you are required to enter the certificate number, start date, end date and attach a copy of certificate.

2 For Sabah companies, indicate if your company have a **PUKONSA License certificate**.

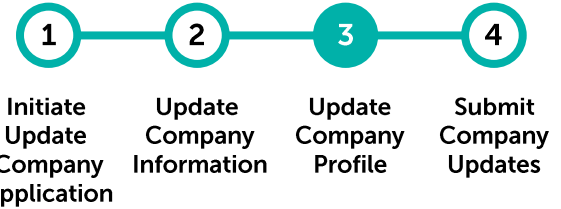
If **Yes**, you are required to enter the certificate number, start date, end date and attach a copy of the certificate.

3 For Sarawak companies, indicate if your company have **UPKJ License certificate**.

If **Yes**, you are required to enter the certificate number, start date, end date and attach a copy of the certificate.

Update Employments

Under Employments, you can make changes to company's top management, management team and employment summary.



Company Profile **DRAFT**

Employments
Please provide the management team from your company below.

1 Top Management

Full Name *
-- Please select --

Status *
-- Please select --

NRIC/Passport No. * ☒ NRIC ☐ Passport
-- Please select --

Position *
-- Please select --

Email address *
-- Please select --

Handphone No. *
-- Please select --

Employment Status *
Permanent

Total Years of Working Experience *
40

2 Management Team

Employment Status *
Permanent

Total Years of Working Experience *
10

3 + Add more team

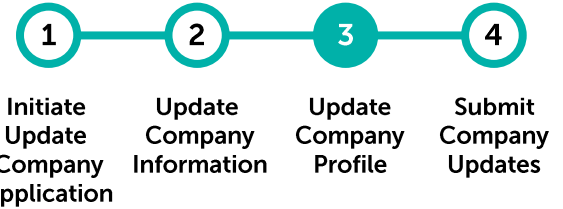
DRAFT Last updated 5 minutes ago

Cancel Save Save & Submit

- 1 Enter details of the **Top Management** personnel from your company (i.e. CEO or Managing Directors).
- 2 Enter details of each management team from your company (i.e. with position Manager and above).
- 3 You may add more management team details by clicking on '**Add More Team**' at bottom right of the page.

Update Employments

Under Employments, you can make changes to company's top management, management team and employment summary.



Company Profile **DRAFT**

COMPANY APPLICATION

- Company Information
- Company Profile
- Company Details
- Company Status
- Certifications
- Contact Person
- Employments
- Bumi Summary
- Review
- Approved

Employment Status *
Permanent

Total Years of Working Experience *
10

+ Add more team

4 Employment Summary

Total No. of Employees *

No. of Permanent Staff (BUMIPUTERA) Management = 0	16
No. of Permanent Staff (LOCAL) Management = 0	1
No. of Permanent Staff (FOREIGN) Management = 0	0
No. of Others Staff (BUMIPUTERA) Management = 0	0
No. of Others Staff (LOCAL) Management = 0	0
No. of Others Staff (FOREIGN) Management = 0	0

Bumi Summary

DRAFT Last updated 8 minutes ago

Cancel Save Save & Submit

4 Declare total number of employees for your company for:

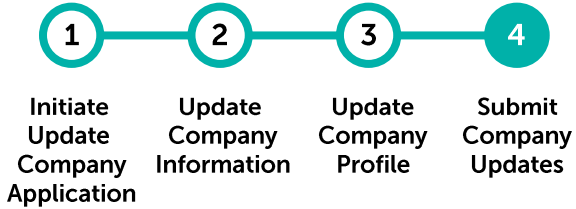
- Permanent staff
- Contract staff
- Others

The declaration shall according to their '**BUMIPUTERA**', '**LOCAL**' and '**FOREIGN**'.

Note: The total number of employees shall also include the management team.

Submit Company Updates

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



The screenshot shows a web form for updating company information. At the top, there are input fields for employee counts (1,200 and 12,000) and a note: "The count of the employees in your company based on permanent and contract". Below the form, there is a status bar showing "DRAFT" and "Last updated 18 mins ago". At the bottom right of the form, there are buttons for "Cancel", "Save", and "Save & Submit". A red circle with the number "1" highlights the "Save & Submit" button.

Below the form, a "Disclaimer" pop-up is displayed. It contains the following text:

Disclaimer
Please read and accept the privacy policy before you proceed

PENGAKUAN

1. Saya / Kami mengaku bahawa segala maklumat di dalam borang ini adalah benar. Saya / Kami dengan ini MEMBENARKAN PETRONAS UNTUK MERUJUK / MENYEMAK MANA-MANA KETERANGAN DI DALAM BORANG INI ATAU YANG DILAMPIR DENGAN PIHAK SAYA / KAMI ATAU MANA-MANA PIHAK KETIGA YANG BERKENAAN.

2. Saya / Kami membenarkan wakil pihak PETRONA membuat lawatan pemeriksaan ke premis /syarikat saya / kami dan menyemak / menyalin dokumen-dokumen serta menemubuat pihak-pihak / kakitangan kami yang berkaitan.

3. Saya / Kami membuat pengakuan bahawa syarikat tidak mempunyai pemilik dan pengarah yang sama di syarikat lain yang dilesenkan / didaftarkan dengan PETRONAS dalam bidang yang sama.

This access and usage of this PETRONAS Supplier Self Service Portal is governed by the same terms and conditions as provided by the terms of Use in this Portal. Vendor shall be required to adhere to PETRONAS Code of Conduct and Business Ethics and Anti-Bribery and Corruption Manual in the performance of any work or services for PETRONAS.

At the bottom of the disclaimer, there are two checkboxes, both of which are checked:

2 ☒ I acknowledge that I have fully read and understood the Terms of Use, PETRONAS Code of Conduct and Business Ethics and Anti-Bribery and Corruption Manual and hereby accept the terms and condition thereof.

☒ I acknowledge that I have fully read and understood the PETRONAS Privacy Statement as set out in the Terms of Use. I confirm that I consent and agree to the collection, processing, use, disclosure, retention and transfer by PETRONAS of my personal data, in the manner as set out in the PETRONAS Privacy Statement and applicable laws concerning the protection of personal data and privacy.

A red circle with the number "2" highlights the first checkbox. At the bottom right of the disclaimer, there is a button labeled "Submit for evaluation", which is highlighted by a red circle with the number "3".

- 1 Proceed to submit your update company application by clicking on '**Save & Submit**' at the bottom right of the company profile screen.
- 2 A submission confirmation pop-up will appear. You are required to read and understand the **privacy policy** and the **terms & conditions** for PLMS.

Check the confirmation box for each declaration.
- 3 Finally, click '**Submit for evaluation**' to conclude the update company process.



**GROUP
PROCUREMENT**

DGP

UPDATE SWEC & MTR

APPLICATION DEEP DIVE

General Functions

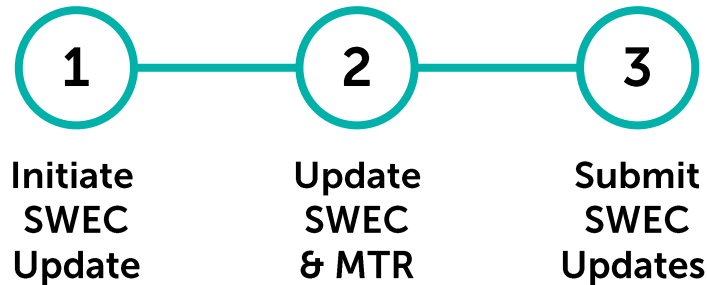


Update SWEC & MTR

Post-approval, supplier shall ensure that their SWEC information are always accurate and up-to-date.

LEARNING OBJECTIVES

Supplier will be able to perform updates to each SWEC for any changes to principals, MTR details, or to comply with special conditions.



Initiate SWEC Update

After SWEC is approved, you will be able to make changes to your SWEC MTR details (if updates are required).



1 Initiate SWEC Update

2 Update SWEC & MTR

3 Submit SWEC Updates

1

Home

SWEC

Company Profile

Employee

Principal

Project

Documents

Vessel/Rig

User

Payment Inquiry

WORKSPACE

Standardised Work & Equipment Categories (SWEC)

All Bookmarked My SWEC 2

Results

3 SWEC found in All Categories

alloy 3

Sort by newest Filter

Name & Description	Code	Type	Mode of Operations	Sector	Application Status	Special Condition	Swec Status
Alloy Steel Seamless Pipes To supply and deliver Alloy Steel Seamless Pipes including but not limited to exotic materials such as titanium, Hastelloy and Inconel	26101000P	General	Agent	License	Approved	No	A ●●●
Alloy Steel Welded Pipes To supply and deliver Alloy Steel Welded Pipes	26101100P	General	Agent	License	Approved	Yes	●●● Active
Alloy Fitting & Flanges To supply and deliver Alloy Fitting & Flanges including but not limited to exotic material such as titanium, hastelloy, inconel, etc.	28151000P	General	Agent	License	Submitted	No	In Progress ●●●

1 - 3 of 3 entries

10 items per page 1 of 1 pages Prev Next

- 1 After logging into PLMS, click on 'SWEC' from the sidebar to view list of SWEC.

Alternatively, you may also navigate to your SWEC list from the **Company Profile** tab.
- 2 From the SWEC list page, click 'My SWEC' to view the applied SWECs for your company.
- 3 You will be able to know if any of your approved SWEC is imposed with **Special Condition**.
- 4 To view the submitted information for the SWEC, click on the SWEC name.

Initiate SWEC Update

After SWEC is approved, you will be able to make changes to your SWEC MTR details (if updates are required).



The screenshot shows the 'SWEC Capabilities' interface. The top section is 'Certification' with details for 'Kementerian Dalam Negeri (KDN)'. The bottom section is 'Principal', showing a 'Success With Condition Applied' message with a 'Due Date: 23/11/2020'. A red circle with the number '5' highlights the 'Modify' button at the bottom right of the 'Principal' section.

- 5 You will be redirected to the summary page of the SWEC.
- Click on the '**Modify**' button to proceed with the SWEC update.
- 6 If your SWEC is imposed with **Special Condition**, you may proceed with the following actions:
- **Extend** – Click on the '**Extend**' button to request for extension of due date to comply with the Special Condition.
 - **Modify** – Click on the '**Modify**' button to proceed with the SWEC update to comply with the imposed Special Condition.

Update SWEC & MTR (Principal)

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



1 Initiate SWEC Update

2 Update SWEC & MTR

3 Submit SWEC Updates

WORKSPACE

1

Minimum Technical Requirements

DRAFT

Feasibility Study / Conceptual Design - Subsea Engineering (Self-Operated)

APPLICATION PROGRESS

Minimum Technical Requirements

Principal

Key Personnel

Experience

Facilities & Equipment

Certification

Vessel/Rig

Review

Internal Review

Further Clarification

Approved!

2

Principal

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

Principal In-charge

Select principal *

12 Mar 2018 - 11 Mar 2020

...

Select...

+

REQUIREMENTS

Principal in-charge

✓

Principal

Principal must have a valid appointment date

Key Personnel

Important members of your team who qualifies for the SWEC requirement

Project/Technical Manager

Select employee *

REQUIREMENTS

1/2

Employees

Employee Experience

- 1 Once initiated, the SWEC will reflect its status as a **Draft**.
- 2 You are now able to make changes to the SWEC MTR.

Simply click on the **Principal** name to update the principal information or you may also click on **Select** to add new principal for this SWEC.

Update SWEC & MTR (Key Personnel)

You can make changes to your SWEC MTR key personnel by updating the existing key personnel details or replacing them with a new key personnel.



Key Personnel

Important members of your team who qualifies for the SWEC requirement

Supervisor

1 Employee *

Others

6 years 1 month

2

Edit Details

Remove

Project Manager | Setegap Ventures Sdn Bhd

01/06/2014 - 30/06/2020

Test

6 years 1 month

1 / 2 Employees

REQUIREMENTS - Supervisor

Certificate - Confined space cer

- 1 The selected employee(s) from the employee list will appear on the SWEC.
- 2 Simply click on the icon and then click on edit details.

Update SWEC & MTR (Key Personnel)

Update employee details (e.g. general information, qualification, certification, and experience) into the employee list.



Key Personnel

Add Employee

GENERAL INFORMATION

Employee Name *

NRIC/Passport No. * Citizenship *

Position *

Employment Type * Total Years of Working Experience *

QUALIFICATION

Employee Qualification *

Major Discipline *

Attachment *

CERTIFICATION

CERTIFICATION

Certificate Name

Start Date End Date

Attachment

+ Add Certificate

EXPERIENCE

Project Name *

Position/Designation *

Client Name *

Company Name *

The company the employee was employed by during this project:

Project Start Date * Project End Date * Total Duration

Project Description *

Character Limit: 255 characters

+ Add New Experience

4 Add Employee

- 3 Fill up the mandatory information for the employee.

Kindly ensure that the details for qualification and experience is sufficient to comply with the SWEC MTR.
- 4 Once completed, click '**Add Employee**' to add into the Employee List.

Update SWEC & MTR (Company Experience)



You may also update your SWEC MTR company experience by updating the existing project experience or replacing them with a new project.

Company Experience
This is your company's track record with relevant projects and contracts related to this SWEC

Project Experience

Select project *

- 1 Conceptual & FEED Engineering 3 years ...
- 2 Edit Details Remove
- 3 Select... +
- 4 REQUIREMENTS 5/5 Years of experience

Project Experience
Principal to have minimum 5 years project experience in executing Subsea Feasibility Studies and Conceptual Engineering

- 1 The selected experience(s) from the project list will appear on the SWEC.
- 2 To edit the details, simply click on the and click on 'Edit Details'.
- 3 To add new, simply click on 'Select'.
- 4 System will indicate if you are compliant with the requirements.

However, this is still **subject to PETRONAS' approval**.

Update SWEC & MTR (Company Experience)



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

5

Project List

Select project from the list of projects below

My Project Principal Projects Sort by relevance + Add Project

Name & Descriptions	Client Names	Total Experience
<input type="checkbox"/> Provision of Conceptual & FEED Perform valve servicing for cleaning, repair, severe service valve, special design valve, oxygen service valve and etc.		2 years
<input type="checkbox"/> Design & Build of Marina with 150 Berths Specific platform/plant modification, retrofitting, rejuvenation engineering for J4 and D21 simultaneous production & drilling (SIPROD), Larak Platform, East Belumu Tanjung Kecil, TCOT (EPCIC)		1 year
<input type="checkbox"/> Nosong Field Development Perform valve servicing for cleaning, repair, severe service valve, special design valve, oxygen service valve and etc.		4 years
<input type="checkbox"/> Mechanical Geothermal Piping Perform valve servicing for cleaning, repair, severe service valve, special design valve, oxygen service valve and etc.		2 years
<input type="checkbox"/> MAJU Expressway Drill Piping Perform valve servicing for cleaning, repair, severe service valve, special design valve, oxygen service valve and etc.		1 year

1—5 of 5 items 10 Items per page 1 of 1 pages < Prev

8 Confirm Selection

Add Project Experience

6

Character Limit: 250 characters

Project Start Date
15/03/2015

End Date
21/07/2017

7 Add Project

- 5** A **'Project List'** popup will appear. You will be able to view the projects that were previously submitted.
- If applicable, simply tick the check box next to the project name to proceed. Otherwise, click the **'Add Project'** button to add new a project.
- 6** When adding a new project, you will need to fill up details of the project (e.g. name, client name, description, dates).
- 7** Once completed, click the **'Add Project'**.
- The newly added project will appear in the Project List.
- 8** Tick the check box next to the project name and click **'Confirm Selection'** to proceed.

Update SWEC & MTR (Facilities & Equipment)



If required, you may also update the declaration or attachment for the facilities and equipment information.

Facilities & Equipment
The place or buildings at which the work will be done and the tools and software required for this SWEC

1 **Facilities**

Ownership of the facilities *

☒ Own

☒ Lease

Attachment *

List of Facilities.pdf
5.4 MB

Browse...

2 **Facilities**
Comprehensive office setup

3 **Equipment**

Ownership of the equipment *

☒ Own

☒ Lease

Attachment *

List of Equipment.pdf
5.6 MB

Uploading... 72%

Browse...

4 **Equipment**
Company to provide list of:

- Engineering workstation/ hardware/ software (e.g. HYSYS, PIPESIM, or ACAD) & drafting facilities
- Software(s) and copy of the software licence(s)

- 1 Begin by declaring the '**Ownership of the facilities**' and attach any supporting documents.
- 2 The requirement for '**Facilities**' is displayed next to facilities section
- 3 Begin by declaring the '**Ownership of the equipment**' and attach any supporting documents.
- 4 The requirement for '**Equipment**' is displayed next to equipment section.

Update SWEC & MTR (Certification)



Supplier is also required to update certification that are close to expiry or have already expired.

Certification
Official documents as proof of formal qualifications or achievements

CIDB

Certificate Attachment *

1

Document List
Select document from the list of documents below

2

File Name	Document Type	File Size
<input type="checkbox"/> iso cert sev.jpg	Certification	66.48 KB
<input type="checkbox"/> eSf3udefpr.xml	Certification	204 Bytes

1 - 2 of 2 entries

10 items per page 1 of 1 pages < Prev Next >

Confirm Selection

Add Document

Document Type *
Certification

Attachment *

Document/Certificate No. *

Certification Class

Certification Grade

Start Date *
Select date

End Date *
Select date

Only applicable on document/certificate that has validity period

3

4

1 To update certification, click on the **'Browse'** button to update with a new documents.

2 Review the document list and select relevant certificate and click on confirm selection (if any).

3 If no document is available, please proceed to add as a new document.

4 A popup will be displayed where you can update the details of the document.

Once done, click on **'Add Document'**.

Subsequently, select the newly updated document, as per step number 2.

Update SWEC & MTR (Vessel/Rig)



It is the supplier's responsibility to ensure their vessel and rig MTR is updated. You may also add a new vessel/rig if required.

Vessel/Rig
The vessel/rig registered at which work will be performed

Select vessel/rig *

19 Jul 2016 - 19 Jul 2026

3 Select...

1 Edit Details
Remove

REQUIREMENTS ✓

Vessel/Rig

Company to have a valid reg (Siji)

Add Vessel/Rig

Vessel/Rig Name *
Harmony Victory 2.0

Type *
☒ Vessel size below or equal 500 metric tonne
☐ Vessel size above 500 metric tonne
☐ Rig

Valid Start Date *
19/07/2016

End Date *
19/07/2026

Vessel/Rig Registration Attachment *
Harmony Victory - Surat Laut.pdf
14.3 MB

Vessel/Rig Specification Attachment *
Harmony Victory Spec.pdf
30.1 MB

Safety Management Certificate (SMC) *
Harmony Victory_SMC.pdf
15.1 MB

Document of Compliance (DOC) *
Harmony Victory_DOC.pdf
12.5 MB

Save changes

- 1 Click on the and click on 'Edit Details'.
- 2 A popup will appear where you can make the necessary changes and save.
- 3 You may also add a new vessel/rig for the SWEC. Simply click on the 'Select' button to start.

Update SWEC & MTR (Vessel/Rig)



1
Initiate
SWEC
Update

2
Update
SWEC
& MTR

3
Submit
SWEC
Updates

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

4 **Vessel/Rig List**
Select vessel/rig from the list below

My Vessel/Rig Principal Vessel/Rig Search Sort by relevance + Add Vessel/Rig

Vessel/Rig Name	Type	Ownership	Validity
<input type="checkbox"/> Harmony Victory	Vessel size below or equal 500 metric tonne	Lease	19/07/2016 - 1
<input type="checkbox"/> Peninsular Coast	Vessel size above 500 metric tonne	Own	19/07/2016 - 1
<input type="checkbox"/> Eatwood Mine	Vessel size above 500 metric tonne	Own	19/07/2016 - 1
<input type="checkbox"/> Vessel Ltd.	Rig	Lease	19/07/2016 - 1

1—4 of 4 items 10 items per page 1 of 1 pages < Prev

7 Confirm Selection

5 **Add Vessel/Rig**

Vessel/Rig Name *
Harmony Victory 2.0

Type *
☒ Vessel size below or equal 500 metric tonne
☐ Vessel size above 500 metric tonne
☐ Rig

Valid Start Date * 19/07/2016 End Date * 19/07/2026

Vessel/Rig Registration Attachment *
Harmony Victory - Surat Laut.pdf 14.3 MB

Vessel/Rig Specification Attachment *
Harmony Victory Spec.pdf 30.1 MB

Safety Management Certificate (SMC) *
Harmony Victory_SMC.pdf 15.1 MB

Document of Compliance (DOC) *
Harmony Victory_DOC.pdf 12.5 MB

6 Save changes

4 A '**Vessel/Rig List**' popup will appear. You will be able to view the vessel(s) or rig(s) that you have previously submitted.

If available, tick the check box next to the vessel or rig name. Otherwise, click the '**Add Vessel/Rig**' button to add a new vessel or rig.

5 When adding a new vessel or rig, you will need to fill up details of the vessel or rig (e.g. name, type, start date, end date, supporting documents).

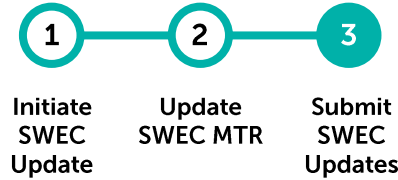
6 Once completed, click '**Save changes**'.

The newly added vessel or rig will appear in the **Vessel/Rig** list.

7 Tick the check box next to the vessel or rig name and click '**Confirm Selection**' to proceed.

Submit SWEC Updates

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



1

2

3

Disclaimer

Please read and accept the privacy policy before you proceed

PENGAKUAN

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2

☒ I acknowledge that I have fully read and understood the Terms of Use, PETRONAS Code of Conduct and Business Ethics and Anti-Bribery and Corruption Manual and hereby accept the terms and condition thereof.

☒ I acknowledge that I have fully read and understood the PETRONAS Privacy Statement as set out in the Terms of Use. I confirm that I consent and agree to the collection, processing, use, disclosure, retention and transfer by PETRONAS of my personal data, in the manner as set out in the PETRONAS Privacy Statement and applicable laws concerning the protection of personal data and privacy.

3

Submit for evaluation

- 1 Proceed to submit your SWEC application by clicking on '**Save & Submit**' at the bottom right of the SWEC MTR screen.
- 2 A submission confirmation pop-up will appear. You are required to read and understand the **privacy policy** and the **terms & conditions** for PLMS.
Check the confirmation box for each declaration.
- 3 Finally, submit your SWEC MTR updates.



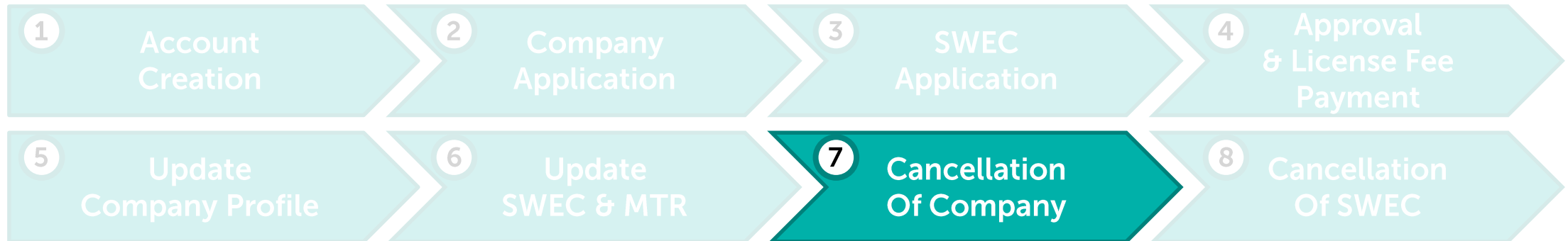
**GROUP
PROCUREMENT**

DGP

CANCELLATION OF COMPANY

APPLICATION DEEP DIVE

General Functions



Cancellation of Company

You will be able to cancel your company license or registration with PETRONAS.

LEARNING OBJECTIVES

Suppliers can submit cancellation application for company license or registration.

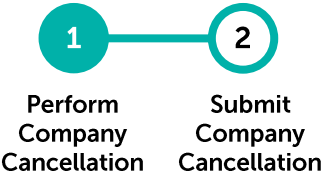
1

Perform
Company
Cancellation

2

Submit
Company
Cancellation

Perform Company Cancellation

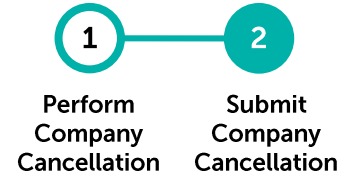


You can perform cancellation to the license or registration with PETRONAS.

1 Once login into PLMS, click on **Company Profile** from the sidebar to view your company profile.

2 On the company profile page, click on the **Update Details** button and click on **Cancel License or Registration** button.

Submit Company Cancellation



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

Company Cancellation

For cancellation of company license or registration, kindly provide your justification.

Type your justification remarks here

Official Cancellation Letter Attachment: *

Browse...

Cancel Submit

Hold on! Before that...

Changes are NOT allowed once submitted.

Are you sure you want to submit?

Cancel OK

- 3 You are required to enter the **justification** for the cancellation and provide **supporting documents**.
 - 4 Once done, Click on **Submit**, to submit the cancellation application.
 - 5 A confirmation popup will be displayed, click on **OK** to confirm.
- Note:** Once submitted, changes to company profile and SWEC is no longer allowed.



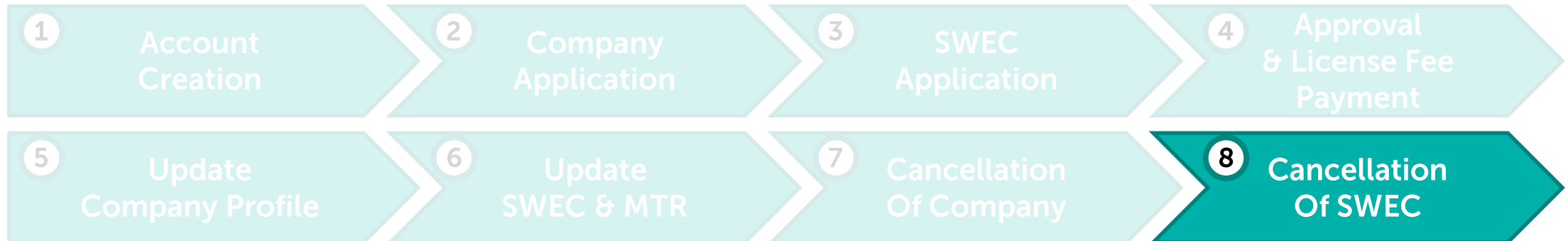
**GROUP
PROCUREMENT**

DGP

CANCELLATION OF SWEC

APPLICATION DEEP DIVE

General Functions



Cancellation of SWEC

You will be able to cancel your SWEC with PETRONAS.

LEARNING OBJECTIVES

Suppliers can submit cancellation of licensed or registered SWEC.

1

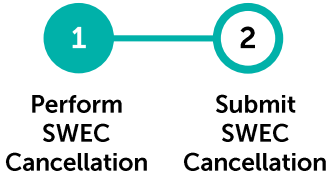
Perform SWEC
Cancellation

2

Submit SWEC
Cancellation

Perform SWEC Cancellation

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



Licensing Management

Company Profile

Company Details License Information List of Principals **List of SWEC** List of Users

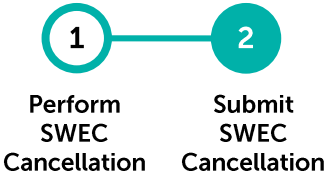
Results

18 SWEC found in All SWEC

Name & Description	Code	Type	Mode of Operations	Special Condition	Swec Status
Other Oils & lubricants To supply and deliver Other Oil & Lubricants excluding Wash Oil	10112210P	General	Dealer	No	Active
Wash Oil To supply and deliver Wash Oil	10112211P	General	Dealer	No	Active
Building & Structure Construction The provision of manpower, materials, equipment, services and	11111000S	Strategic	Self-Operated	No	Active

- 1 Once login into PLMS, click on **Company Profile** from the sidebar to view your company profile.
- 2 On the company profile page, click on the **List of SWEC** button to find the SWEC you want to cancel.
- 3 Click on the **Cancel SWEC** button to proceed.

Submit SWEC Cancellation



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

PERSONAS

WORKSPACE

Company Profile

Company Details License Information List of Principals

Results

18 SWEC found in All SWEC

Name & Description

Other Oils & lubricants

To supply and deliver Other Oil & Lubricants excluding Wash Oil

Wash Oil

To supply and deliver Wash Oil

Building & Structure Construction

The provision of manpower, materials, equipment, services and facilities necessary for Building & Structure Construction such as but not limited to construction of offices, warehouses and laboratories

Hardware

To bru

Grounds Maintenance Services

The provision of manpower, materials, equipment, services and facilities for landscaping including but not limited to tree planting, turfing, landscape & maintenance, grass cutting, lawn mowing and regrading earth drains, clearing of access route such as Right of Way (ROW) including but not limited to clearing of bushes, shrubs and trimming of trees branches

Other Foundation Works

The provision of labour, materials, equipment, services and facilities for installation of Other Foundation Works (excluding piling) such as but not limited to pad footing, strip footing and raft foundation

Slope Protection

The provision of manpower, materials, equipment, services and facilities for installation of specialised Slope Protection works such as but not limited to soil nailing, earth reinforcement and tension angle

Scaffolding Services & Inspection

11111000S

Strategic

Self-Operated

No

Active

...

11121000P

General

Dealer

No

Active

...

11130000S

General

Self-Operated

No

Active

...

11141400S

General

Self-Operated

No

Active

...

11141700S

General

Self-Operated

No

Active

...

11180000S

General

Self-Operated

No

Active

...

SWEC Cancellation

For cancellation of SWEC, kindly provide your justification.

Our company no longer provide the product

Official Cancellation Letter Attachment: *

Official letter for cancellation of SWEC.txt

0 Bytes

5

Submit

Hold on! Before that...

Changes are NOT allowed once submitted.

Are you sure you want to submit?

6

Cancel

OK

- 4 You are required to enter the **justification** for the cancellation and provide **supporting documents**.
- 5 Once done, Click on **Submit**, to submit the cancellation of SWEC.
- 6 A confirmation popup will be displayed, click on **OK** to confirm.

Note: Once submitted, changes to the cancelled SWEC is no longer allowed.



**GROUP
PROCUREMENT**

DGP

SUPPORT CONTACT

Support Contact

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



E-MAIL : lrs_enquiries@petronas.com.my



CALL : 1-800-88-0011

PETRONAS CONTACT CENTRE