IMPORTANT NOTICE FOR APPLICANT

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

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

**PETRONAS CONTACT CENTRE**

Tel: 1-800-88-0011  
Email: lrs_enquiries@petronas.com

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

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

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- GENERAL REQUIREMENTS OF PETRONAS LICENSE/REGISTRATION
- APPLICATION INVOLVING FOREIGN COMPANY
- STANDARDISED WORK & EQUIPMENT CATEGORIES (SWEC)
- PROCEDURE FOR APPLICATION OF PETRONAS LICENSE/REGISTRATION
- TYPES OF APPLICATION
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- APPLICATION PROCESS
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- REMINDER
- APPENDICES
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition / Explanation</th>
</tr>
</thead>
</table>
| Employee                     | Employees of the company which include: -  
• **Management employees** for any employment status i.e. permanent, contract, secondment etc.  
• **Non-management employees** (executive and non-executive) on permanent basis only.               |
| General SWEC                 | Products or services which are less complex, less critical to the business, require low investment and easily available in the market.                     |
| License                      | • License is required for any entity that wishes to supply products/services for the upstream sector in the oil and gas industry in Malaysia (which involves exploration, development, production and decommissioning of oil and gas blocks/fields/wells/facilities/structures).  
• With a valid License, an entity is allowed to supply products/services to the upstream (PETRONAS and Petroleum Arrangement Contractors (PACs)) and the downstream sector (PETRONAS Group of Companies). |
| Management                   | Employees (permanent, contract or secondment) sitting in **managerial positions** e.g. Vice President, Senior General Manager, General Manager, Senior Manager, Manager, etc. |
| Minimum Technical Requirement (MTR) | • Set of requirements a company needs to comply when applying for a particular SWEC.  
• Not all SWECs are imposed with MTR.  
• It is normally required for Strategic SWECs.                                                        |
| Registration                 | PETRONAS has made a policy that requires an entity to register with PETRONAS before participating in tender for supply of products/services to the downstream sector, i.e. for PETRONAS Group of Companies. |
| Special Condition            | Condition imposed to Company in which Company is required to comply within the stipulated time given.                                                      |
| Strategic SWEC               | Products or services of high complexity, high business impact, and/or high investment.                                                                |
| SWEC                         | SWEC (Standardised Work & Equipment Categories) is a **product/service category** relating to both upstream and downstream requirements in the oil and gas industry in Malaysia. |
| Top Management               | A **salaried** employee with the **highest-ranking position in the company** (e.g. Chairman, Chief Executive Officer, Managing Director and President) who is **responsible for the entire corporation**. |
1. Company that has **valid License/Registration for the relevant SWEC** is eligible to participate in PETRONAS Group of Companies and Petroleum Arrangement Contractors (PACs) **tenders**, **subject to procurement strategy**.

2. Please refer below for the **overview of License/Registration**:

   **License VS Registration**

   **Governed by**

   - **Based on the Petroleum Development Act 1974 and Petroleum Regulations 1974**
     
     *Based on this Act, an entity that wishes to provide goods/services to the upstream sector in the oil and gas industry in Malaysia must have a valid license. Upstream sector includes but not limited to exploration, development and production of oil and gas.*

   - **PETRONAS policy**
     
     *PETRONAS’ policy requires an entity (Company) to register with PETRONAS before participating in tender for supply of goods/services to the downstream sector for PETRONAS Group of Companies.*

   **Sector**

   - **Upstream sector**
   - **+**
   - **Downstream sector**

   - **Downstream sector**

   **Fee**

   - **Applicable**
   - **Not Applicable**
Company must comply with all general requirements below:

1. **Locally Incorporated**

   **Registration of Company (ROC) OR Registration of Business (ROB) OR Professional Bodies (PB)**

   - Registered with the Companies Commission of Malaysia (CCM)/Suruhanjaya Syarikat Malaysia (SSM) as:
     - “Sdn Bhd” (private limited) OR
     - “Berhad” (private limited) OR
     - “Berhad” (public limited) company.
   - Registered with the Companies Commission of Malaysia (CCM)/Suruhanjaya Syarikat Malaysia (SSM) as Sole Proprietorship and Partnership.
   - ROB only applicable for West Malaysia.
   - Registered with the relevant professional bodies i.e. Board of Land Surveyor for ‘Land Surveyor’, Board of Valuers, Appraisers and Estate Agents Malaysia for ‘Valuer’, Board of Architects Malaysia for ‘Architectural firm’ or other relevant professional bodies.

2. **Meet the minimum paid-up capital requirement**

   - License Sector: RM 100,000
   - Registration Sector: RM 10,000

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

3. **Positive Net Worth**

   Company’s latest Net Worth must be positive.

4. **Be licensed/registered in at least one (1) SWEC**

   Company needs to be licensed/registered in at least one (1) approved SWEC for the License/Registration to be valid/effective.
There are three (3) ways for a foreign company to be licensed/registered with PETRONAS:

**Appointing a local company as Agent**
- The appointed Agent serve as local representative and service provider.
- The appointed Agent must:
  1. comply with the General Requirements.
  2. apply for the PETRONAS License/Registration.
- Foreign company is encouraged to select local Agent from the existing PETRONAS Licensed/Registered vendors to ensure that PETRONAS License/Registration requirements are fully met.

**OR**

**Forming a local branch**
- The branch must:
  1. comply with the General Requirement.
  2. apply for the PETRONAS License/Registration.

**OR**

**Forming a Joint Venture (JV) company with a local company/individual**
- The JV must:
  1. comply with the General Requirements.
  2. apply for the PETRONAS License/Registration.
STANDARDISED WORK & EQUIPMENT CATEGORIES (SWEC)

What is SWEC
SWEC (Standardised Work & Equipment Categories) is a product/service category relating to both upstream and downstream requirements in the oil and gas industry in Malaysia.

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

Product XXXXXXXXP (Code ends with ‘P’)

Service XXXXXXXXS (Code ends with ‘S’)

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

General Products or services which are less complex, less critical to the business, require low investment and easily available in the market.

Strategic Products or services of high complexity, high business impact, and/or high investment.

SWEC Requirement
Company must comply with the respective SWEC’s requirements as follows:

Meet Minimum Bumiputera Requirement
Meet minimum Bumiputera requirement at ALL four (4) levels (Equity, Board of Directors, Management & Employment) for the applied SWEC.

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

1. The SWEC’s minimum Bumiputera requirement is set at 100% or 51% or 30% or 0%.

2. Please refer to the table below for further information on the SWEC minimum Bumiputera requirement based on company type i.e. Sdn Bhd/Berhad/ROB/PB:

<table>
<thead>
<tr>
<th>SWEC Minimum Bumiputera Requirement</th>
<th>Minimum Required Bumiputera Composition of a Company</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Equity</td>
</tr>
<tr>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>51%</td>
<td>51%</td>
</tr>
<tr>
<td>*for Sdn Bhd/Berhad (private-limited)/ROB/PB</td>
<td></td>
</tr>
<tr>
<td>35%</td>
<td>35%</td>
</tr>
<tr>
<td>*for ‘Berhad’ (public-listed) company</td>
<td></td>
</tr>
<tr>
<td>35%</td>
<td>35%</td>
</tr>
<tr>
<td>*for ‘Sdn Bhd’ company which is owned at least 51% by a Berhad (public-listed)</td>
<td></td>
</tr>
<tr>
<td>17.85%</td>
<td>17.85%</td>
</tr>
<tr>
<td>*for ‘Berhad’ (public-listed) company which is owned at least 51% by a Berhad (public-listed)</td>
<td></td>
</tr>
<tr>
<td>30%</td>
<td>30%</td>
</tr>
<tr>
<td>*for Sdn Bhd/Berhad (private-limited)/ROB/PB/Berhad’ (public-listed) company/’Sdn Bhd’ company which is owned at least 51% by a Berhad (public-listed)</td>
<td></td>
</tr>
<tr>
<td>17.85%</td>
<td>17.85%</td>
</tr>
<tr>
<td>*for ‘Berhad’ (public-listed) company which is owned at least 51% by a Berhad (public-listed)</td>
<td></td>
</tr>
<tr>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>
SWEC List and MTR

1. Company is advised to always refer to the latest SWEC and MTR List which is available at PETRONAS website.

2. Each SWEC is indicated by Application Type, Minimum Mode of Operation, Minimum Bumiputera Percentage and SWEC MTR indicator as illustrated below:

**STANDARDISED WORK AND EQUIPMENT CATEGORIES (SWEC) FOR PRODUCTS & SERVICES**  
(UPDATED SWEC ATTRIBUTES - 17 JANUARY 2022 ONWARDS)

<table>
<thead>
<tr>
<th>No</th>
<th>New Level 1</th>
<th>New Level 2</th>
<th>New Level 3</th>
<th>New Level 4</th>
<th>Products / Services</th>
<th>New Code</th>
<th>Description</th>
<th>Strategy / General</th>
<th>LIR</th>
<th>Other Registration Requirement / Remarks</th>
<th>Mode of Operation</th>
<th>RMEC</th>
<th>MTR</th>
<th>No of MTR</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>Chemicals</td>
<td>Commodity Chemicals</td>
<td>Oleo Chemicals</td>
<td>Product</td>
<td>201113400P</td>
<td>To supply and deliver Other Commodity Chemicals excluding Acids, Ammonium, Ammonia, AR Class 6</td>
<td>General</td>
<td>LIR</td>
<td>-</td>
<td>Manufacturer Dealer</td>
<td>20</td>
<td>51</td>
<td>No</td>
<td>0</td>
</tr>
<tr>
<td>32</td>
<td>Chemicals</td>
<td>Commodity Chemicals</td>
<td>Petrol</td>
<td>EX Change Basis</td>
<td>Product</td>
<td>201113320P</td>
<td>To supply and provision of associated support services for Ion Exchange Resin</td>
<td>Strategies</td>
<td>LIR</td>
<td>Refer by MTR</td>
<td>Manufacturer Agent</td>
<td>30</td>
<td>51</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Application Type Indicator**

<table>
<thead>
<tr>
<th>Application Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>L</td>
<td>License</td>
</tr>
<tr>
<td>R</td>
<td>Registration</td>
</tr>
</tbody>
</table>

**Mode of Operation (MOO) Indicator**

**MOO Type for Product SWEC**
- Dealer
- Agent
- Chemical Blender
- Assembler
- System Integrator
- Manufacturer
- Fabricator
- Packager

**MOO Type for Service SWEC**
- Agent
- Self-Operated
- Rig Operator
- Rig Owner Operator
- Vessel Operator
- Vessel Owner Operator

**Minimum Bumiputera Requirement Indicator**

**SWEC MTR Indicator**

<table>
<thead>
<tr>
<th>Remarks Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>SWEC has MTR</td>
</tr>
<tr>
<td>No</td>
<td>SWEC has no MTR</td>
</tr>
</tbody>
</table>
PROCEDURE FOR APPLICATION OF LICENSE/REGISTRATION

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

TYPES OF APPLICATIONS

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

- New License/Registration
- Renewal of License/Registration
- Update of License/Registration
- Cancellation of License/Registration
- New SWEC
- Renewal of SWEC
- Update of SWEC
- Cancellation of SWEC
New License/Registration

1. Applicable for Company which has never been licensed/registered with PETRONAS.

2. Please refer to the following process flow:

- Company submits New Company Application in PLMS
- New Company Application is approved*
- Company makes license fee payment**
- New application completed****
- New SWEC Application is approved * ***
- Company submits New SWEC Application in PLMS

*Application may be returned to Company for further clarification/amendment/when not meeting requirement.
** License fee is applicable for License sector only.
*** Prior to submission of SWEC application, please refer to the latest SWEC and MTR List.
**** Company needs to be licensed/registered in at least one (1) approved SWEC for the License/Registration to be valid/effective.
Renewal of License/Registration

1. Applicable for Company to **renew its License/Registration** that is **near expiry** date or its validity period **had expired**.

2. Company is able to submit Renewal of Company application in PLMS starting four (4) months before the expiry date of the License/Registration.

3. Company is **required to initiate and submit renewal of License/Registration as early as possible**. Delay in renewing the License/Registration will **affect** the company’s opportunity to participate in tender. All applications (including last minute submission) will be **processed per stipulated timeline** i.e. 2 weeks from date of submission (subject to complete and correct submission).

4. Please refer to the following process flow:

   ```
   Company submits Renewal of Company Application in PLMS -> Renewal of Company Application is approved* -> Company makes license fee payment**
   
   Renewal application completed**** -> Renewal of SWEC Application is approved * ***
   
   Company submits Renewal of SWEC Application in PLMS
   ```

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

**License fee is applicable for License sector only.

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

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

1. Company is required to perform Company Update:

i. When there is a change on Company Profile or Company Information

When there is a change in the following:
• Company Name.
• Registered Business/Branch Address.
• Telephone Number.
• Email Address.
• Shareholders’ Equity.
• Board of Directors.
• Beneficial Ownership.
• Net Worth (if company’s Net Worth becomes negative during License/Registration period).
• Management
• Number of Employees.
• Sector i.e. change sector from License to Registration, vice versa.

Note:
1. Updating must be done within fourteen (14) days from the date of such change.
2. For Net Worth, Company is required to submit its latest Audited Financial Statement (AFS) on annual basis to PETRONAS i.e. within 8 months of its Financial Year End. As such, Company must ensure that filing to SSM is done timely.

ii. To comply with Special Conditions

Company must adhere to PETRONAS License/Registration Special Conditions to ensure that the company’s name is listed in the PETRONAS’ List of Licensed/Registered Companies (LLRC) throughout the License/Registration validity period.

2. Failure to comply with the required Company Update as stated in item i and ii above may result in revocation of License/Registration.

3. Please refer to the following process flow:

- Company submits Update Company Application in PLMS
- Update Company Application is approved*
- Company makes license fee payment**
- Update Company application completed

*Application may be returned to Company for further clarification/amendment/when not meeting requirement.
**License Fee is applicable when Company update its Sector from Registration to License.
New SWEC

1. Applicable for Company to add new SWEC(s) to the existing Licensed/Registered scopes.

2. Prior to submission of this application, please refer to the latest SWEC and MTR List.

3. Please refer to the following process flow:

- Company submits New SWEC Application in PLMS
  - *
  - **
- New SWEC Application is approved***
- New SWEC application completed

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

Renewal of SWEC

1. Applicable for Company to renew its SWEC(s) upon renewal of its License/Registration.

2. Prior to submission of this application, please refer to the latest SWEC and MTR List.

3. Please refer to the following process flow:

- Company submits Renewal of SWEC Application in PLMS
  - *
  - **
- Renewal of SWEC Application is approved***
- Renewal of SWEC application completed ****

*Company cannot submit SWEC application when there is an ongoing/in progress Company Application.
**Company may submit multiple SWEC application at the same time.
***Application may be returned to Company for further clarification/amendment/when not meeting requirement.
****Company needs to be licensed/registered in at least one (1) approved SWEC for the License/Registration to be valid/effective.
# TYPES OF APPLICATIONS

## Update of SWEC

1. Company is **required to perform SWEC Update:**

   | i. When there is a change of information and document declared in current licensed/registered SWEC |
   | For example when there is a change of principal, key personnel, certification, facilities, equipment etc. |

   | ii. To comply with Special Conditions |
   | Company must adhere to PETRONAS License/Registration Special Conditions to ensure that the company’s name is listed in the PETRONAS’ List of Licensed/Registered Companies (LLRC) throughout the License/Registration validity period. |

2. Please refer to the following process flow:

   - Company submits Update SWEC Application in PLMS
   - Update SWEC Application is approved
   - Update SWEC application completed

*Company cannot submit SWEC application when there is an ongoing/in progress Company Application.

**Company may submit multiple SWEC application at the same time

***Application may be returned to Company for further clarification/amendment/when not meeting requirement
CANCELLATION OF LICENSE/REGISTRATION

1. Applicable if Company no longer wishes to supply product/service to PETRONAS Group of Companies or/and the Petroleum Arrangement Contractors (PAC).

2. Please refer to the following process flow:

   - Company submits Company Cancellation Application in PLMS
   - Company Cancellation Application is approved**
   - Company Cancellation application completed

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

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

   - Provide summary of cancellation in PLMS
   - Attach official letter

   The summary shall comprise of the following:
   i. Reason of cancellation.
   ii. Must be in accordance with the attached official letter.

   The letter shall comprise of the following:
   i. State the reason for License/Registration cancellation.
   ii. State and verify that there is no on-going tenders/contracts.
   iii. Duly signed by the majority shareholder and Top Management.

4. Company with License/Registration expiry more than one (1) year will be automatically cancelled by the system due to non-renewal.

5. In the event the Company wishes to renew its License/Registration after the cancellation, the Company is required to submit “Renewal of Company Application” in PLMS.
Cancellation of SWEC

1. Applicable if Company no longer supplies product/service under the SWEC which has been approved earlier.

2. Please refer to the following process flow:

- **Company submits SWEC Cancellation Application in PLMS**
- **SWEC Cancellation Application is approved***
- **SWEC Cancellation application completed****

*Company cannot submit SWEC application when there is an ongoing/in progress Company Application.
**Company may submit multiple SWEC application at the same time.
***Application may be returned to Company for further clarification/amendment/when not meeting requirement
****Company needs to be licensed/registered in at least one (1) approved SWEC for the License/Registration to be valid/effective.

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

- Provide **summary of cancellation in PLMS**
  The summary shall comprise of the following:
  i. Reason of cancellation.
  ii. Must be in accordance with attached official letter.

- Attach **official letter**
  The letter shall comprise of the following:
  i. State the reason for SWEC cancellation.
  ii. State and verify that there is no ongoing tenders/contracts.
  iii. Duly signed by the majority shareholder and Top Management.
1. **Average duration** for application process are as follows:

<table>
<thead>
<tr>
<th>Application Type</th>
<th>Average duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>New/Renewal/Update of License/Registration</td>
<td>2 weeks from date of submission <em>subject to complete and correct submission</em></td>
</tr>
<tr>
<td>New/Renewal/Update of SWEC</td>
<td>2 weeks from date of submission <em>subject to complete and correct submission</em></td>
</tr>
<tr>
<td>Cancellation of SWEC/License/Registration</td>
<td>1 week from date of submission <em>subject to complete and correct submission</em></td>
</tr>
</tbody>
</table>

2. Company will **automatically receive email notifications** on the following:
   i. Application returned for amendment.
   ii. Application rejected due to not meeting requirement.
   iii. Application approved.
   iv. License fee payment (if applicable).
   v. Reminder to comply with Special Condition.

3. If Company does not receive any email with regards to the status of the application after the stipulated processing time, Company may check the application’s status in the PLMS.

4. Company is reminded to ensure that the latest contact details declared in PLMS is correct and updated in timely manner.

**APPLICATION RESULT**

1. **Validity period** for PETRONAS License and Registration is **three (3) years**.

2. **License fee** is imposed on a licensed entity based on Paid-up Capital or Total Contribution as follows:

<table>
<thead>
<tr>
<th>Paid-up Capital/Total Value of Contribution</th>
<th>Annual license fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>RM100,000 - RM1,000,000</td>
<td>RM 250</td>
</tr>
<tr>
<td>Above RM1,000,000 - RM5,000,000</td>
<td>RM 500</td>
</tr>
<tr>
<td>Above RM5,000,000</td>
<td>RM 1,000</td>
</tr>
</tbody>
</table>

3. **License fee** is only applicable for ‘New License’ and ‘License Renewal’ and ‘Update to License Sector’ applications.

4. **License fee payment** must be **made within 5 days** from the date of email notification sent to the Company.

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

6. Registration certificate is issued virtually via PLMS once Company Application is approved, while License certificate is issued virtually via PLMS once the Company Application is approved and license fee payment has been made.
1. Company that has valid License/Registration for the relevant SWEC is eligible to participate in PETRONAS Group of Companies and Petroleum Arrangement Contractors (PACs) tenders (subject to procurement strategy) as the Company’s name is listed in the PETRONAS ‘List of Licensed/Registered Companies (LLRC)’.

2. Company is encouraged to promote and introduce its products/services to PETRONAS Group of Companies and PAC.

3. If a licensed/registered Company is invited to participate in a tender, the Company is required to duly respond to the invitation. Failure to either respond or decline without valid reason repeatedly in a particular SWEC code may result in the Company not being invited for future tenders for that particular scope.

4. If Company fails to comply with Special Conditions imposed, the Company will be automatically excluded from PETRONAS’ LLRC even though the Company’s License/Registration is still valid.

**REMEMBER**

1. Applicant is advised to understand this General Guidelines thoroughly before submitting application through PLMS. Application will be rejected if information submitted is:
   - incomplete; OR
   - missing required documents; OR
   - non-compliance with General Guidelines and/or SWEC requirements.

2. Application by Company which has the same Shareholder(s)/Directors(s) of another licensed/registered company in the same SWEC is not allowed to avoid any conflict of interest.

3. During the application process, Licensing and Registration personnel may contact the applicant if clarification is required. Applicant is required to give his/her best cooperation.

4. Required certificates shall be valid throughout the License/Registration validity period.

5. All documents submitted must be scanned from the original document and in colored version.

6. Company is responsible to ensure that the latest contact details declared in PLMS is correct and updated in timely manner.

7. Company shall allow PETRONAS representatives for inspection visit/site/company audit and review/copy of documents and interview of employees and related parties.
Appendices

- **APPENDIX 1: DOCUMENT CHECKLIST FOR NEW/RENEWAL/UPDATE LICENSE/REGISTRATION APPLICATION**

- **APPENDIX 2: DOCUMENT CHECKLIST BASED ON THE MODE OF OPERATION OF APPLIED SWEC**

- **APPENDIX 3: AGENCY APPOINTMENT – GUIDELINE FOR AGENCY APPOINTMENT LETTER**

- **APPENDIX 4: AGENCY APPOINTMENT – TEMPLATE FOR AGENCY APPOINTMENT LETTER**

- **APPENDIX 5: TEMPLATE FOR MANUFACTURER, ASSEMBLER, CHEMICAL BLENDER, FABRICATOR, PACKAGER AND SYSTEM INTEGRATOR**
### APPENDIX 1: DOCUMENT CHECKLIST FOR NEW/RENEWAL/UPDATE LICENSE OR REGISTRATION APPLICATION (1 of 3)

<table>
<thead>
<tr>
<th>No.</th>
<th>Requirement/Documentation</th>
<th>Explanation and Important Attachments</th>
</tr>
</thead>
</table>
| 1   | Registered with Companies Commission of Malaysia (CCM)/Suruhanjaya Syarikat Malaysia (SSM) | i. Company **must be locally incorporated** as:  
   a) “Sdn Bhd” (private limited) OR  
   b) “Berhad” (private limited) company OR  
   c) “Berhad” (public limited) company OR  
   d) Sole Proprietorship and Partnership *(Note: ROB only applicable for West Malaysia).*  
   ii. Company needs to **ensure its latest company information** is updated in SSM.  
   iii. **Exception is given to professional bodies** e.g. Board of Land Surveyor for ‘Land Surveyor’, Board of Valuers, Appraisers and Estate Agents Malaysia for ‘Valuer’, Board of Architects Malaysia for ‘Architectural firm’ or other relevant professional bodies. Company is required to submit the relevant registration/certification of the professional body.  
   iv. Information which is **not available in SSM** is self-declared *(manually)* by Company. |
| 2   | Declaration of Company Beneficial Ownership (BO) | i. In line with Malaysian Companies Act 2016, and pursuant to Practice Note made effective in March 2020 by Suruhanjaya Syarikat Malaysia (SSM) i.e., Guideline for the Reporting Framework for Beneficial Ownership of Legal Persons, Company is required to declare BO to PETRONAS.  
   ii. The information will only be used solely internally by PETRONAS and will not be disclosed to any third-party.  
   iii. Company may update BO information via the following:  
      a) If Company License or Registration is expiring in less than four (4) months, to provide during Renewal of Company application.  
      b) Otherwise, Company to provide during Update Company Application.  
   iv. All information must be declared in order for Company to submit application for Renewal or Update of Company Application in PLMS.  
   v. Company is **reminded and advised** to consult own Company Secretary on the information to be provided.  
   vi. **Please refer to the Supplemental System User Guide** (How to Declare Beneficial Ownership inside PLMS) for detailed guideline on how to declare BO in PLMS. |
## APPENDIX 1: DOCUMENT CHECKLIST FOR NEW/RENEWAL/UPDATE LICENSE OR REGISTRATION APPLICATION (2 of 3)

<table>
<thead>
<tr>
<th>No.</th>
<th>Requirement/Documentation</th>
<th>Explanation and Important Attachments</th>
</tr>
</thead>
</table>
| 3   | Latest Audited Financial Statement (AFS) | i. The AFS shall be the latest and complete. Please refer to the following criteria:  
   a) The AFS date is within 8 months of its Financial Year End (or shall not exceed 20 months from company’s application submission date). Please refer below for further clarification:  
   • For ‘Sdn Bhd’ or ‘Berhad’ company, if the latest and required AFS is not available:  
     ▪ The application will not be accepted.  
     ▪ In case Company obtained Extension of Time (EOT) approval from SSM on AFS lodgement date to SSM. Company may submit SSM approval letter to PETRONAS Contact Centre.  
   b) Company which has Group/Consolidated financial information declared at SSM:  
     • To declare manually the Company financial information (not Group/Consolidated financial information) in PLMS.  
     • Attach a copy of latest AFS in PLMS.  
   c) Company with Exempt Private Company status at SSM:  
     • To declare manually the Company financial information in PLMS.  
     • Attach a copy of latest AFS in PLMS.  
   d) Submitted AFS document shall be:  
     • Audited by Auditor.  
     • Endorsed by Commissioner for Oaths.  
     • Duly signed by Directors.  
     • Including Auditor’s Report.  
   e) Exception is given to Company which is:  
     • Incorporated less than 20 months from date of application submitted.  
     • Not a ‘Sdn Bhd’ or ‘Berhad’ (i.e. under ROB & professional body category). However, Company must submit either one of the following:  
     • Annual Financial Statement date not exceeding 8 months from 31 December of the year, duly signed by Company’s Top Management.  
     • Management Account date not exceeding 3 months from company’s application submission date, duly signed by Company’s Top Management. |
<table>
<thead>
<tr>
<th>No.</th>
<th>Requirement/Documentation</th>
<th>Explanation and Important Attachments</th>
</tr>
</thead>
</table>
| 3   | Latest Audited Financial Statement (AFS) | ii. The company’s Net Worth **must be positive.**  
   a) If the Net Worth is negative:  
   • The application will not be accepted.  
   • Company is required to **perform capital injection** in order to turn their Net Worth from negative to positive.  
   • In case of **capital injection** has been performed & Net Worth has turned positive, but not reflected in SSM, Company may submit the following supporting documents to PETRONAS Contact Centre:  
   ▪ Latest Company Profile report from SSM,  
   ▪ Latest Management Account at the end of recent month, duly signed by Company’s Top Management (e.g. if submission to PETRONAS is made within June 2021, please submit Management Account as of 31 May 2021 reflecting the latest information on capital injection). |
| 4   | Bumiputera status verification for Shareholder, Director, and Management team | i. For **Shareholder and Director** Bumiputera verification purposes, Company to provide:  
   a) Latest Form of Annual Return (FoAR) of a Company having a Share Capital OR  
   b) Section 68.  
   ii. For **management team** Bumiputera verification, Company to provide:  
   a) **Birth certificate** which state the race OR  
   b) **Bumiputera status confirmation letter** from:  
   • Pejabat Hal Ehwal Anak Negeri Sabah (PHEANS)  
   • Mahkamah Anak Negeri Wilayah Persekutuan Labuan (MANWPL)  
   **Note:** For management team who is also a Shareholder/Director and FoAR/Section 68 already been provided, no additional supporting document is required. |
| 5   | Meet requirements for the applied SWEC | i. Company must comply with the respective SWEC’s requirements as follows:  
   a) Meet minimum Bumiputera requirement at ALL four (4) levels (Equity, Board of Directors, Management & Employment) for the applied SWEC.  
   b) Meet requirements which are **specified in the respective SWEC.** For example, Minimum Technical Requirement (MTR), certification by external bodies, appointment letter, and etc.  
   ii. **Required documents shall be valid throughout the License/Registration validity period.**  
   iii. All documents submitted must be scanned from the original document and in colored version.  
   iv. **For qualification requirement, a copy of certificate** (e.g. Certificate, Diploma, Degree and PhD) is required. Resume or Curriculum Vitae is not acceptable.  
   v. Company needs to be licensed/registered in at least one (1) approved SWEC for the License/Registration to be valid/effective. |
<table>
<thead>
<tr>
<th>No.</th>
<th>SWEC Mode of Operation (MOO)</th>
<th>Explanation and Important Attachments</th>
</tr>
</thead>
</table>
| 1   | Dealer (for products)                       | i. Dealer is a Company that can supply products from any supplier/manufacturer.  
ii. To provide other documents requested for the applied SWEC.  

|     |                                             |                                                                                                                                                                                                                                       |
| 2   | Agent (for products or services)            | i. Agent is a company that represents a local or foreign Principal in providing products/services in Malaysia.  
ii. For the same SWEC:  
   a) Principal may choose to provide products/services directly or through one Agent or through multiple Agents (appointment can be on exclusive or non-exclusive basis).  
   b) A Company may be an Agent for more than one (1) principal.  
iii. The minimum duration of agency appointment shall be three (3) years. Longer duration (more than three (3) years) is highly encouraged e.g. five (5) years agency appointment.  
iv. The agency appointment shall be valid at least until the License/Registration expiry date. Example as follows:  

| License/Registration expiry date | 31/1/2024 |
| Agency appointment end date     | 31/1/2024 or more |

vii. To provide ‘Agency appointment letter’ from Principal. Please refer to Appendix 3 & Appendix 4 for further information on Agency appointment letter.  
viii. The agency appointment letter must be renewed three (3) months before expiry date.  
ix. To provide other documents requested for the applied SWEC e.g. certified true copy by principal, principal’s official stamp or principal Director(s) signature etc. |
| 3   | Self-operated (for services)                | i. Self-operated is a Company that carries-out works using its internal resources such as internal expertise, workforce, facilities and equipment.  
ii. To provide other documents requested for the applied SWEC e.g. certified true copy by Company, Company’s official stamp or Company Director(s) signature etc. |
| 4   | • Manufacturer  
     • Assembler  
     • Chemical Blender  
     • Fabricator  
     • Packager  
     • System Integrator | i. Company to provide the following documents:  
a) List of equipment/machine/hardware/software/vehicle.  
b) Manufacturing license from Malaysian Industrial Development Authority (MIDA) or Local Council.  
   • Company to attach exemption letter from MIDA in case the Company is eligible for exemption.  
c) Technical/commercial brochure for products.  
d) Factory details and layout plan.  
e) Flow chart for the process as e.g. manufacturing processes.  
f) To provide other documents requested for the applied SWEC e.g. certified true copy by Company, Company’s official stamp or Company Director(s) signature etc.  
ii. Please refer Appendix 5 for the template. |
### APPENDIX 2: DOCUMENT CHECKLIST BASED ON THE MODE OF OPERATION OF APPLIED SWEC

<table>
<thead>
<tr>
<th>No.</th>
<th>SWEC Mode of Operation (MOO)</th>
<th>Explanation and Important Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>i. The following documents are required to be submitted for ‘New SWEC’ and ‘Renewal of SWEC’ application <strong>based on the respective Mode of Operation applied:</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Document Required/MOO</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Certificate of Registry (CoR)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Appointment Letter</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Remarks</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

|     | Rig applications | • Agent | • Rig Operator | • Rig Owner-Operator |
|     | 5 | |

ii. The following additional documents are required to be submitted for ‘New SWEC’ and ‘Renewal of SWEC’ as **Rig Owner-Operator:**

<table>
<thead>
<tr>
<th>Document Required/MOO</th>
<th>Rig Owner-Operator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rig Sales &amp; Purchase Agreement (SPA)</td>
<td>Must be under rig owner’s name</td>
</tr>
<tr>
<td>Loan Facilities Agreement from Local Bank</td>
<td>Must be under rig owner’s name</td>
</tr>
<tr>
<td>Proof of Ownership/Ultimate Beneficiary</td>
<td>Official Letter from the Company showing the breakdown of the rig ownership in percentage (%)</td>
</tr>
</tbody>
</table>

| Remarks | • SPA and Loan Facilities Agreement from Rig Owner’s group of companies is acceptable, with minimum 51% equity. |
|         | • To provide supporting document to verify the company’s structure. |

iii. To provide other documents requested for the applied SWEC.
## APPENDIX 2: DOCUMENT CHECKLIST BASED ON THE MODE OF OPERATION OF APPLIED SWEC

<table>
<thead>
<tr>
<th>No.</th>
<th>SWEC Mode of Operation (MOO)</th>
<th>Explanation and Important Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td>i.</td>
<td>The following documents are required to be submitted based on the respective Mode of Operation applied:</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Document Required/MOO</strong></td>
<td><strong>Agent</strong></td>
</tr>
<tr>
<td></td>
<td>Certificate of Registry (CoR)*</td>
<td>Must be under vessel owner’s name</td>
</tr>
<tr>
<td></td>
<td>Safety Management Certificate**</td>
<td>Must be under vessel’s name</td>
</tr>
<tr>
<td></td>
<td>Document of Compliance (DOC)**</td>
<td>Must be under vessel owner’s name</td>
</tr>
<tr>
<td></td>
<td>Appointment Letter</td>
<td>Must be from vessel owner</td>
</tr>
</tbody>
</table>
|     |Remarks | • CoR, DoC and Appointment Letter from Vessel Owner’s group of companies is acceptable, with minimum 51% equity.  
• To provide supporting document to verify the company’s structure. | • Application within the same group of companies is acceptable, with minimum 51% equity.  
• To provide supporting document to verify the company’s structure. |

*For vessel registered in Denmark, please submit Certificate of Nationality.  
**Applicable for vessel > 500 MT only.

iii. To provide other documents requested for the applied SWEC.
## Appendix 3: Agency Appointment – Guideline for Agency Appointment Letter

<table>
<thead>
<tr>
<th>No.</th>
<th>Key Items</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Principal’s Information</td>
<td>i. Principal can either be a local or foreign company.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ii. Must consist the following Principal’s details:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>a) Principal’s official letterhead.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b) Company name.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>c) Address.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>d) Telephone number.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>e) Email address.</td>
</tr>
<tr>
<td>2</td>
<td>Agent’s Information</td>
<td>Agent must be a local company which complies with the Licensing/Registration general requirements.</td>
</tr>
<tr>
<td>3</td>
<td>Agent Terminology</td>
<td>Agent terminology to be stated clearly in the letter. Other relationship e.g. distributor, dealer is not acceptable.</td>
</tr>
<tr>
<td>4</td>
<td>Coverage of Appointment</td>
<td>i. The appointment can either be exclusive or non-exclusive; to be stated clearly in the letter i.e. either ‘Exclusive’ or ‘non-exclusive’; not both.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ii. The coverage for the appointment should also be stated clearly, i.e. Southeast Asia, West Malaysia, East Malaysia, Sabah, Sarawak, etc.</td>
</tr>
<tr>
<td>5</td>
<td>Scope of Product/Service</td>
<td>i. SWEC CODE</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Refer to latest PETRONAS SWEC List</td>
</tr>
<tr>
<td></td>
<td></td>
<td>E.g. 16221100P</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ii. List of product/services must be clustered according to categories and the applied SWEC must be highlighted, i.e. bold/color.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>iii. Specify the scope description and use the exact terminology as per latest SWEC list.</td>
</tr>
</tbody>
</table>
## APPENDIX 3: AGENCY APPOINTMENT – GUIDELINE FOR AGENCY APPOINTMENT LETTER

<table>
<thead>
<tr>
<th>No.</th>
<th>Key Items</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| 6   | Duration of Appointment           | i. The agency appointment Start and End Date must be stated in the appointment later.  
   |                                   |  • The date shall be stated in complete date i.e. consisting day, month and year. Both Start and End Date must be **highlighted in bold**.  |
|     |                                   | ii. The minimum duration of agency appointment shall be three (3) years. Longer duration (more than three (3) years) is highly encouraged e.g. five (5) years agency appointment. |
|     |                                   | iii. The **agency appointment shall be valid at least until the License/Registration expiry date.** Example as follows: |
|     |                                   | **| License/Registration expiry date | 31/1/2024 |
|     |                                   | **| Agency appointment end date     | 31/1/2024 or more |
|     |                                   | iv. The agency appointment letter **must be renewed three (3) months before expiry date.** |
| 7   | Letter Signatory                  | i. Must consist the following signatory’s details:  
   |                                   | a) Duly signed by Principal’s Top Management or personnel on behalf of Top Management (must at least be Managerial position and above).  
   |                                   | b) Signatory’s full name.  
   |                                   | c) Signatory’s designation.  |
|     |                                   | ii. Digital signatory is acceptable. |
APPENDIX 4: AGENCY APPOINTMENT – TEMPLATE FOR AGENCY APPOINTMENT LETTER

Complete Principal’s Name
Full Address
Postcode Country.
Tel: +49 (0) XXXX / XXXX-X
E-mail Address: xxx@xy.de Website: www.xx.de

Date of Letter

Complete Agent’s Name
Full Address
Postcode Country.
Attention: Full Name
Designation

Dear Sir,

RE: APPOINTMENT LETTER

We, (name of principal) hereby confirm that your company, (name of Agent) has been appointed as our AGENT on exclusive / non-exclusive basis in the territory of Malaysia for our product as follows:

<table>
<thead>
<tr>
<th>SWEC CODE</th>
<th>SCOPE DESCRIPTION</th>
<th>INFORMATION OF PRODUCT/SERVICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refer to PETRONAS SWEC List</td>
<td>Refer to PETRONAS SWEC List</td>
<td>Details of product/service offered</td>
</tr>
<tr>
<td>E.g. 16221100P</td>
<td>E.g. Motor Vehicle</td>
<td>E.g. Passenger car, motorcycle, pickup truck, etc.</td>
</tr>
</tbody>
</table>

This appointment shall be for a period of _____ (years) effective from _____ (day, month, year) to _____ (day, month, year) and must be renewed in writing before expiration.

Thank you.

Yours faithfully,

Principal Authorised Signature
Full Name
Designation
# APPENDIX 5: DOCUMENT CHECKLIST FOR MANUFACTURER, ASSEMBLER, CHEMICAL BLENDER, FABRICATOR, PACKAGER AND SYSTEM INTEGRATOR

Factory/Workshop and List of Equipment

<table>
<thead>
<tr>
<th>Factory/fabrication yard/workshop/store</th>
<th>Ownership (please tick ‘(^\sqrt{\cdot})’)</th>
<th>Self-owned</th>
<th>Rented</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area</td>
<td>Ownership (please tick ‘(^\sqrt{\cdot})’)</td>
<td>Self-owned</td>
<td>Rented</td>
</tr>
<tr>
<td>Name of Owner (if rented)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address of Owner (if rented)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>License number</th>
<th>License duration</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please include copy of certificate for the above manufacturing license.

List of Equipment

<table>
<thead>
<tr>
<th>No.</th>
<th>Equipment/machine/hardware/software/vehicle</th>
<th>Quantity/Size/Area</th>
<th>Ownership (self-owned/rented)</th>
<th>Owner (if rented)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
