

MEMO



To : Please see Distribution List
 From : Procurement, Group Management Services
 Ref. : 20-06/2015/PROC/DWN/saj
 Date : 15 June 2015

**Subject : UMW GUIDELINES FOR REGISTRATION OF SUPPLIERS
 SUPPLIER REGISTRATION GUIDELINES (SRG) VERSION 1.1**

Our earlier similarly titled IOM dated 10 December 2014 refers.

To address business needs there are additions/changes to the SRG, thus it is now SRG v1.1. For easier reference the additions/changes are tabulated below:

SRG Ver. 1.0	Page No.	SRG Ver. 1.1	Page No.
1. Related Party Transaction (RPT)			
▪ Not Available	-	▪ Added RPT clause in SRG; Item No. 10	10 of 68
▪ Not Available	-	▪ Added RPT clause in Terms & Conditions; Clause No. 13	37 of 68
▪ Supplier Registration Form (SRF); Item No. 5.0 RELATIONSHIP WITH OTHER COMPANY Read as "Please declare all companies which are registered with UMW where the director/partner/owner has interest in the Company".	32 of 61	▪ Supplier Registration Form (SRF); Item No. 5.0 RELATIONSHIP OF PARTIES/RELATED PARTY TRANSACTIONS (RPT) Read as: "Supplier is required to declare on RPT as per clause No. 13 of the Terms and Conditions attached. Do you or any of your Directors/ Partners/ Shareholders have any relatives working in or have any relationship with any of UMW's group of companies? If YES, please provide their name, company, designation, relationship and other details".	33 of 68
2. Gifts, Gratuities and Entertainment Policy for Supplier/Contractor			
▪ Available	-	▪ To highlight that Gifts etc. clause included in SRG; Item No. 12.	10 of 68
▪ Available	-	▪ To highlight that Gifts etc. clause included in Terms & Conditions; Clause No. 14.	37 of 68
3. Health, Safety and Environment (HSE) Supplier/Contractor Pre-Evaluation			
▪ Not Available	-	▪ Added: Standardized with HSE's Visitors, Suppliers and Contractors Safety Management Guidelines-Doc. No. OHSMS-CORP-SI-05, and stated in SRG under Item No. 16	16 of 68
▪ Available - HSE Pre-evaluation Form	43 of 61	▪ Revised the HSE Pre-evaluation Form; Item No. 22.5	48 of 68
4. Supplier Bank Information (For Purpose of Direct Automated Clearing House (ACH) Payment)			
▪ Not Available	-	▪ Added in Supplier Registration Form (SRF); Item No. 2.3	33 of 68
5. List of Work Categories			
▪ Available	37 of 61	▪ Revised List of Work Categories	38 of 68

Enclosed is the UMW Supplier Registration Guidelines, Ver.1.1 (PROC/SRG/V1.1/01062015).

We look forward to your support and cooperation in this matter.

Thanks and regards.

Dr Wafi Nazrin Abdul Hamid
 Executive Director, Group Management Services



UMW CORPORATION SDN BHD DISTRIBUTION LIST

YBhg Datuk Syed Hisham Syed Wazir	-	President & Group CEO
En Badrul Feisal Abdul Rahim	-	Group Chief Operating Officer, UMWC
En Azmin Che Yusoff	-	Group Financial Services
Pn Juliah Nik Jaafar	-	Group Human Resource
En Mazlan Abdul Samad	-	General Services & Travel
Pn Fadzilah Samion	-	Corporate Secretarial/Corporate Governance
Pn Roza Shahnaz Omar	-	Group Corporate Development
En Rohaizat Abd Rahman	-	Group Human Resource, Training & Development
En Shahrul Nizam Abdul Aziz	-	Group Chief Operating Officer's Office
Cik A'tikah Ahmad	-	Group Financial Services
En Ahmad Al Juhari	-	Group Internal Audit Division
En Muzafar Munzir	-	Group General Counsel
En Mohd Anuar Mohd Isa	-	Group Property
Pn Norchahya Ahmad	-	Group Risk Management
En Mohd Shahrudin Mohd Izzuddin	-	Group IT Division
En Badrul Shah Abdul Rahman	-	Branding, Information Channel & Project
En Abdul Aziz Mohd Edar	-	Group Human Resource, HSE/Group Marshal & Special Force
Mr S Vikneshwaran	-	Investor & Media Relations
Ms Amy Goh	-	Group Insurance Division
En Husaini Sulaiman	-	Group Integrity