

# MEMO



To : Please see Distribution List  
 From : Procurement, Group Financial Services  
 Ref. : 45-06/2017/PROC/ACY/wmh  
 Date : 04 July 2017  
 Subject : UMW SUPPLIER REGISTRATION GUIDELINES (SRG) VERSION NO. 1.3

Referring to the e-mail on 30 November 2016 (*subject: IOM: UMW GUIDELINES FOR REGISTRATION OF SUPPLIERS*), there are several amendments were made to the UMW Supplier Registration Guidelines (SRG) Version No. 1.2 as follows:

SRG Ver. 1.2	Page No.	SRG Ver. 1.3	Page No.
<b>1. UMW Supplier Registration Form (SRF)</b>			
<b>a) Supporting Documents</b>			
➤ " * " read as " <i>Compulsory</i> ".	i. SRG (Appendix 1): <b>Page 31 of 76</b> ii. SRF: <b>Page 1 of 4</b>	➤ " * " read as " <i>Submitting this documents may improve on the Pre-Evaluation scoring</i> ".	i. SRG (Appendix 1): <b>Page 31 of 76</b> ii. SRF: <b>Page 1 of 4</b>
➤ Additional documents for Sole Proprietor and Partnership read as: i. " <i>Form B (Maklumat Perniagaan &amp; Pemilik Semasa) and Form D (Perakuan Pendaftaran)</i> ".  ii. " <i>Income Statement &amp; Balance Sheet for the last Financial Year</i> ".	i. SRG (Appendix 1): <b>Page 31 of 76</b> ii. SRF: <b>Page 1 of 4</b>	➤ Additional documents for Sole Proprietor and Partnership read as: i. " <i>Form B (Maklumat Perniagaan &amp; Pemilik Semasa) and Form D (Perakuan Pendaftaran) / Form E (Perakuan Pembaharuan Pendaftaran)</i> ". ii. " <i>Income Statement &amp; Balance Sheet and/or Form e-B (Borang Nyata Pemastautin yang menjalankan Perniagaan di bawah Seksyen 77 Akta Cukai Pendapatan 1967) for the last Financial Year</i> ".	i. SRG (Appendix 1): <b>Page 31 of 76</b> ii. SRF: <b>Page 1 of 4</b>
<b>b) Note: Please Indicate "N/A" or " - " for Not Applicable / Not Available</b>			
➤ Not Available	N/A	➤ Added "Note" in SRF	i. SRG (Appendix 1): <b>Page 32-34 of 76</b> ii. SRF: <b>Page 2-4 of 4</b>
<b>c) Declaration</b>			
➤ Checkbox not available	N/A	➤ Added checkbox in SRF declaration	i. SRG (Appendix 1): <b>Page 34 of 76</b> ii. SRF: <b>Page 4 of 4</b>
➤ Supplier's Letter of Declaration not available	N/A	➤ Added Supplier's Letter of Declaration in SRF	SRG (Appendix 1): <b>Page 49 of 76</b>
➤ Personal Data Protection Notice Read as: <i>"confirm that I have read UMW Holdings Berhad, its subsidiaries, its related companies, associate companies and affiliates Personal Data Protection Notice (Notice) and I consent to the processing of my personal data in accordance to the Notice (to be served and consent obtained from Sole Proprietors/individual only).</i>	i. SRG (Appendix 1): <b>Page 34 of 76</b> ii. SRF: <b>Page 4 of 4</b>	➤ Personal Data Protection Notice Read as: <i>"confirm that I have read and understood UMW Corporation Sdn Bhd and its related and associate companies and affiliates ("UMW") Personal Data Protection Notice (Notice) regarding the processing of my personal data, and I hereby consent to UMW processing my personal data in accordance to the said Notice. (To be served and consent obtained from Sole Proprietors/Individual Service Provider only).</i>	i. SRG (Appendix 1): <b>Page 34 of 76</b> ii. SRF: <b>Page 4 of 4</b>




2. UMW Supplier Evaluation Form			
> Criteria to perform site visit not available.	N/A	> Added criteria in UMW Supplier Evaluation Form.	i. SRG (Appendix 7): Page 60 of 76 ii. SRF: Page 2 of 2

Enclosed is UMW Supplier Registration Guideline (SRG) Version No. 1.3 (*PROC/SRG/V1.3/19062017*).

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

Thanks and Regards.



**Azmin Che Yusoff**  
Group Chief Operating Officer /  
Executive Director, Group Financial Services



**UMW CORPORATION SDN BHD**  
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