

**The following two (2) pages form part of the SRForm itself:****UMW SUPPLIER REGISTRATION TERMS AND CONDITIONS (to be retained by applicant)****1. Registration Method**

Application for New or Renewal shall be made via Supplier Registration Form (SRF).

**2. Supplier Registration Form (SRF)**

Supplier / Contractor is required to disclose, and update all information in the SRF, and furnish all documents as required or specified in the SRF, failing which the application shall not be processed.

SRF shall be completed in black / blue ink, preferably typewritten. Any corrections, changes, alterations or amendments shall be initialed. Should the space provided is insufficient, Supplier / Contractor may use separate A4 paper, and nevertheless the format shall be maintained as per SRF.

All documents that form part of Supplier's / Contractor's submission shall be properly bound.

**3. Work Category**

Applicant is allowed to register a maximum of three (3) main work categories only. However, the sub-category is unlimited and subject to the main category applied.

**4. Processing Fee Payment (WAIVED)**

For New Registration and Renewal will be imposed processing fee in the form of Banker's Cheque or Bank Draft or Company's Cheque or Cash thru Cash Deposit Machines (CDM) or Online Transaction Maybank2u payable to UMW Corporation Sdn Bhd.

Bank details as follow:-

Beneficiary Name	: UMW Corporation Sdn Bhd
Bank Name	: Malayan Banking Berhad
Bank Address	: Shah Alam, Branch
Bank Account	: 5-12101-30406-5

Please ensure you to submit the bank-in-slip as a proof of payment to Procurement. Submission of bank-in-slip can be made via email, fax or by hand.

**5. Evaluation and Approval**

UMW will process application typically within 3 weeks from the date of receipt of the SRF and complete supporting documents.

Approval of application is upon the sole discretion of UMW. UMW will issue Certificate of Registration for approved application.

**6. Rejection of Application or Termination of Registration**

UMW reserves the right to reject, suspend or terminate the registration without any notice and without assigning any reasons.

Supplier / Contractor application will be rejected in the event, but not limited to the following:

- ✓ Incomplete submission/not meeting requirement as specified in the SRF.
- ✓ Information given is false.
- ✓ Supplier / Contractor is blacklisted by UMW.

Supplier / Contractor registration status will be suspended or terminated in the event, but not limited to the following:

- ✓ Supplier / Contractor fail to perform and / or honor contracts awarded by UMW or breach in of any contract terms & conditions.
- ✓ Withdrawal from a bid or refusal to accept an award without submitting a valid justification.
- ✓ Assignment or subcontracting of the awarded contract to another supplier/contractor without prior written approval by UMW.
- ✓ Supplier / Contractor / Owner / Partner / Director involved in any illegal or criminal offences such as bribing, harboring illegal immigrant/s, etc.
- ✓ Supplier / Contractor declared bankrupt by the court.
- ✓ Supplier / Contractor proceeds with legal proceeding against UMW.
- ✓ Collusion with other bidder in manipulating procurement exercise
- ✓ Submission of false information or falsified documents during registration or bidding process.
- ✓ Supplier / Contractor fail to update UMW any changes of Company information within the stipulated time.
- ✓ Suppliers / Contractor that do not pay UMW when UMW is Suppliers / Contractors to them.

**7. Renewal of Registration**

Application for renewal of registration must be submitted to Procurement at least two (2) months before the expiry date of the Registration.

Delay in renewing the Registration will affect the company's chances in participating in procurement activities. UMW is not responsible for reminding of their expiry date.

**8. Appeal on Rejected Application**

For rejected application, Supplier / Contractor may appeal for reconsideration by submitting all relevant information and documents within one (1) month from the rejected date, after which their appeal will be regarded as new application i.e. Supplier / Contractor to resubmit the SRF complete with supporting documents and processing fee.

**9. Change of Company Information**

Any change to the company particulars must be communicated in writing complete with supporting documents to Procurement within thirty (30) days from the date of such changes.

**10. Change or Add Work Category**

Application to change or add the work category could be made in writing within three (3) months after the registration effective date and six (6) months before registration expiry date. Supplier/Contractor is required to provide sufficient information e.g. detail experience, certificate of registration with other agencies to support the request.

**11. Participation in UMW’s Procurement Exercise**

Approval as UMW’s registered Supplier / Contractor does not connote any agreement or guarantee to secure any work from UMW or be invited in UMW’s Procurement exercise.

**12. Enquiries and Consultation Service and its Operating Hours**

Company may obtain consultation service and make further enquiries with regards to UMW Supplier/Contractor Registration, through the following:

- ✓ Registration Consultation Service:-  
UMW Corporation Sdn Bhd,  
Procurement,  
Menara UMW (formerly known as Wisma Nusantara), Jalan Puncak, off Jalan P. Ramlee, 50250 Kuala Lumpur

Service Counter and Help Desk Operating Hours		
Day	Time (Morning)	Time (Afternoon)
Monday – Thursday	9:00 am – 12:30 pm	2:30 pm – 5:00 pm
Friday	9:00 am – 12:00 pm	3:00 pm – 5:00 pm

Telephone No. : 03-2025 2025  
 Fax No. : 03-2025 2030  
 E-mail : [ptp.procurement@umw.com.my](mailto:ptp.procurement@umw.com.my)

**13. Relationship of Parties / Related Party Transactions (RPT)**

Supplier / Contractor are required to declare whether or not:

- ✓ it can be considered to be a “related party” to UMW for purposes of Bursa Malaysia Berhad’s Listing Requirement; and
- ✓ it can be considered to have a “related party relationship” with UMW for purposes of Malaysian Financial Reporting Standard No. 124 (MFRS 124) issued by the Malaysia Accounting Standard Board (MASB).

In the event of an affirmative declaration in relation to either or both matters above, the said Supplier / Contractor is required to give full details of such relationship with UMW.

Supplier/Contractor who makes an affirmative declaration in relation to either or both matters above will NOT be discriminated from other Supplier/Contractor. The Supplier/Contractor declaration is merely for disclosure purposes under the provisions of Bursa Malaysia Berhad’s Listing Requirement and Malaysian Financial Reporting Standard No. 124 (MFRS 124) issued by the Malaysia Accounting Standard Board (MASB).

**14. Gifts, Gratuities and Entertainment Policy for Suppliers / Contractor**

It is unethical, against the law and contrary to good corporate governance for businesses, their directors, officers, employees or representatives, to offer or provide persons with gifts and/or entertainment with a view to improperly influence or induce those persons in order to obtain some benefit or result.

Gifts, gratuities and entertainment include any of the following:

- ✓ Money in cash or kind;
- ✓ Merchandise;
- ✓ Special personal discounts;
- ✓ Supplier-paid lunches and other during/after working hours; or
- ✓ Any item or benefit that providing personal gain or gratification or which could be seen to compromise either the employee or the Company.

**15. No Approved Purchase Order (PO) - No Payment**

In order to deliver and improve on procurement process, Procurement would like to inform that Supplier / Contractor is requested not to deliver any product or service to UMW PRIOR to receiving of approved Purchase Orders (PO) from UMW. UMW will not take any responsibility for any non-payment transaction or delay for such products or services.

**16. Disclosure and Confidentiality – Personal Data Protection Act 2010 (PDPA)**

**(To be served and consent obtained from Sole Proprietor / Individual)**

I as the Applicant hereby 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.