

# Medivest Vendor Registration System (MVRS)

## User Manual

Thank you for your interest in becoming our Registered Vendor. We hope the User Manual will guide you through the registration process.

### Note:

1. "\*" - Mandatory to fill in the information or attachment
2. "\*\*\*" - Mandatory to fill in AT LEAST one information or attachment.
3. We have 5 sections :
  - Section 1 : Account Creation
  - Section 2 : Registration Form (17 parts)
  - Section 3 : Vendor Evaluation (5 Scopes)
  - Section 4 : Registration Fee
  - Section 5 : Approval Log

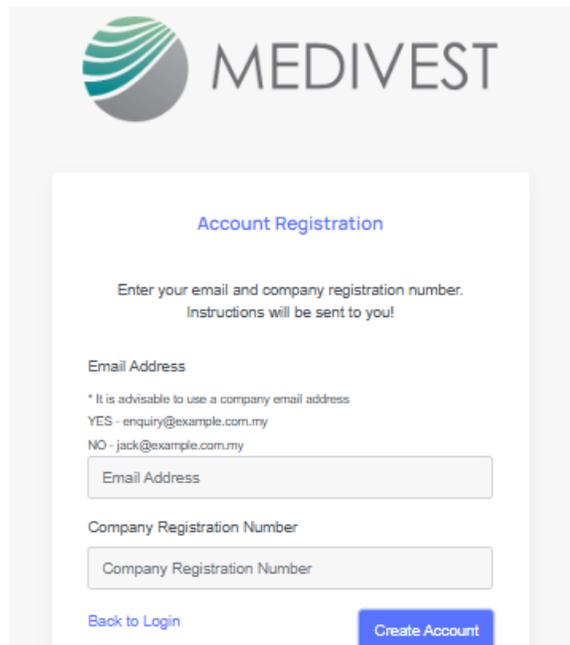
#### Vendor Approval



4. **Important! : Please frequently click the "Save Changes" button at top of page to save information and prevent data loss.**

## A. Account Creation

### 1 Create Account



**MEDIVEST**

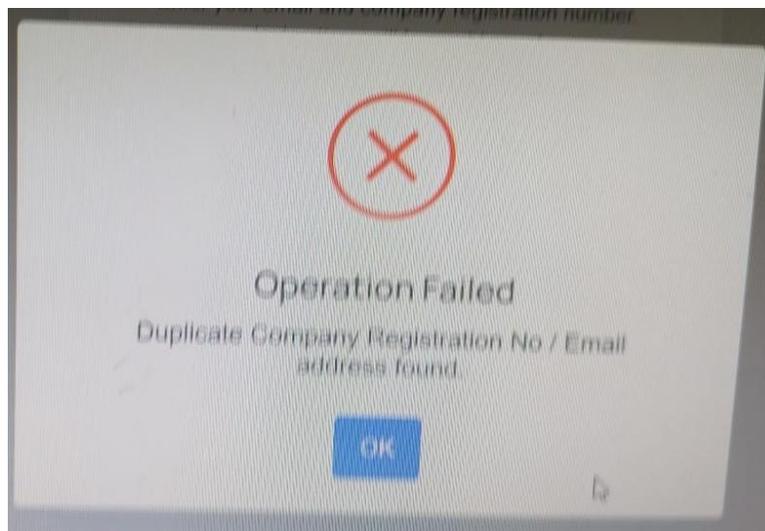
**Account Registration**

Enter your email and company registration number.  
Instructions will be sent to you!

Email Address  
\* It is advisable to use a company email address  
YES - enquiry@example.com.my  
NO - jack@example.com.my

Company Registration Number

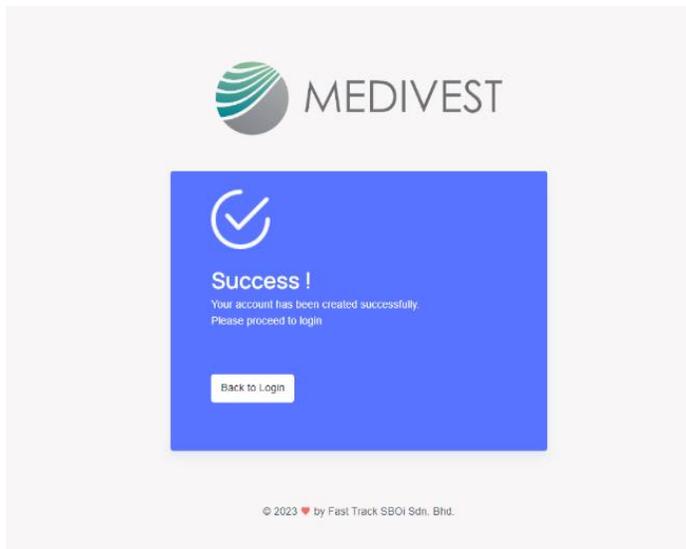
[Back to Login](#)



- Link MVRS : <https://mvrs.medivest.com.my/MedivestVR/auth/registration>
- Enter email address and company registration number (use SSM format no of 12 digits for eg. 2021xxx)
- Click on "Create Account" button to create the account.
- If you get error "Duplicate Company Registration No/Email address found", kindly email to [nur.najihah@medivest.com.my](mailto:nur.najihah@medivest.com.my) to get your LOGIN details.

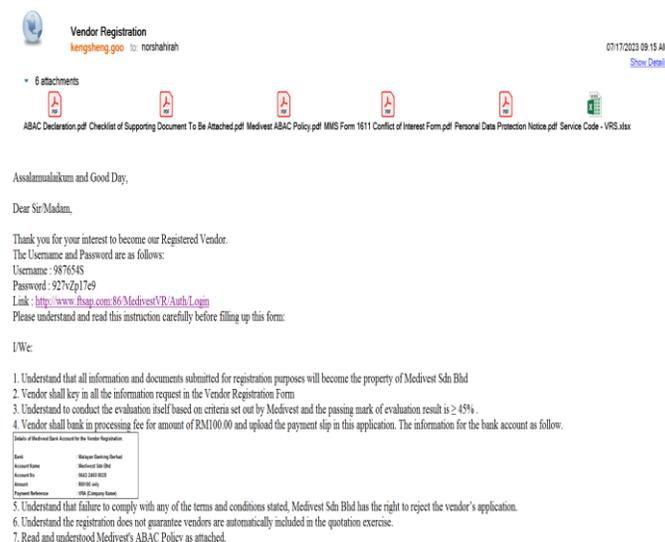
## A. Account Creation

### 2 Successful Message



- Successful message screen will show, click "Back to Login" to go to login page.

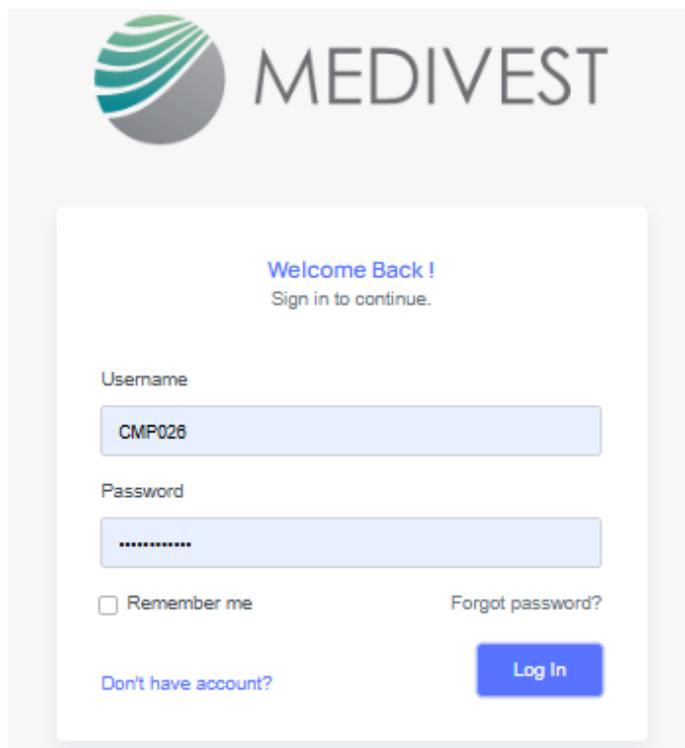
### 3 Email with Login Credential



- An email with login credential will be sent to the registered email.
- Please read and understand the instruction mentioned in the email.
- You will received 5 documents:
  - ABAC Declaration
  - Medivest ABAC Policy
  - MMS Form 1611 Conflict of Interest Form
  - Personal Data Protection Notice
  - Checklist of supporting document to be attached
  - Service Code – VRS
- **You shall signed and attached the document a, c & d in the registration form at Section 16.1-16.3**

## A. Account Creation

### 4 Login



Username

CMP026

Password

\*\*\*\*\*

Remember me

[Forgot password?](#)

[Don't have account?](#)

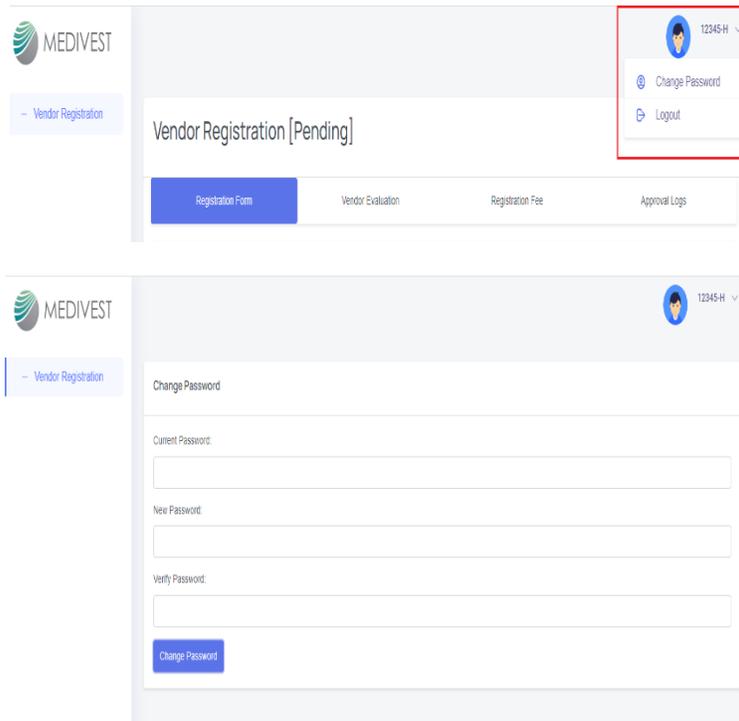
[Log In](#)

- Enter your **username (SSM No)** and password as per email received.
- Click on "Log In" button to login.
- If you forgot your password, you may click Forgot password?

## A. Account Creation

5

### Change Password



The top screenshot shows the MEDIVEST user interface. The user is logged in as '12345-H'. A dropdown menu is open, showing options for 'Change Password' and 'Logout'. The 'Change Password' option is highlighted with a red box. Below the dropdown, the page title is 'Vendor Registration [Pending]' and there are buttons for 'Registration Form', 'Vendor Evaluation', 'Registration Fee', and 'Approval Logs'.

The bottom screenshot shows the 'Change Password' form. It has three input fields: 'Current Password', 'New Password', and 'Verify Password'. A 'Change Password' button is at the bottom.

- Click on the change password if you would like to change the initial password.

- Key in current password, new password and verify password.
- Click on "Change Password" to change your login password.

Registration Form															
<p>1 Services Code</p> <p>Vendor Registration [Pending]</p> <div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <span style="background-color: #0056b3; color: white; padding: 2px 5px;">Registration Form</span> <span>Vendor Evaluation</span> <span>Registration Fee</span> <span>Approval Logs</span> </div> <div style="margin-bottom: 5px;"> <p>1. SERVICES CODE** <span style="float: right; background-color: #00a651; color: white; padding: 2px 5px; border-radius: 3px;">+ Add Service Code</span></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 10px;">1.</th> <th style="width: 15%;">Service Code</th> <th style="width: 15%;">Service Name</th> <th style="width: 15%;">Category Code</th> <th style="width: 15%;">Category Name</th> <th style="width: 15%;">Details Code</th> <th style="width: 15%;">Details Code</th> </tr> </thead> <tbody> <tr style="background-color: #e6f2ff;"> <td colspan="7">No data available in table</td> </tr> </tbody> </table> </div> </div>	1.	Service Code	Service Name	Category Code	Category Name	Details Code	Details Code	No data available in table							<ul style="list-style-type: none"> <li>- We have 13 services with 172 sub services.</li> <li>- Choose only ONE CORE/MAJOR service <b>but for category code, you may select more than one of the ON SELECTED service code.</b></li> </ul> <p>Eg: If your company can provide FEMS &amp; BEMS service, you may select only one of it but you may still get PO/Contract for the other service not registered at MVRS if your company is competent.</p> <ul style="list-style-type: none"> <li>- Click "Add Service Code" and a list of services will appear.</li> </ul>
1.	Service Code	Service Name	Category Code	Category Name	Details Code	Details Code									
No data available in table															
<p>2 Business Type</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>2. BUSINESS TYPE**</p> <div style="margin-bottom: 10px;"> <input type="checkbox"/> General                 </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> Manufacturer                 </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> Sole Agent/Distributor                 <div style="float: right; border: 1px solid #ccc; padding: 2px; margin-top: 5px;">                     Select files... <span style="background-color: #0056b3; color: white; padding: 2px 5px; border-radius: 3px;">Browse ...</span> </div> </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> Agent/Distributor                 <div style="float: right; border: 1px solid #ccc; padding: 2px; margin-top: 5px;">                     Select files... <span style="background-color: #0056b3; color: white; padding: 2px 5px; border-radius: 3px;">Browse ...</span> </div> </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> MOH Nominated Vendor                 <div style="float: right; border: 1px solid #ccc; padding: 2px; margin-top: 5px;">                     Select files... <span style="background-color: #0056b3; color: white; padding: 2px 5px; border-radius: 3px;">Browse ...</span> </div> </div> </div>	<ul style="list-style-type: none"> <li>- You can choose one or more business types.</li> <li>- If you click the 'Sole Agent/Distributor' or 'Agent/Distributor' or 'MOH Nominated Vendor' are mandatory to attached the letter of the appointment.</li> </ul>														

## Registration Form

### 3 Business / Company Details

3 BUSINESS / COMPANY DETAILS

3.1 Business / Company Name \*

CITY LINK TRADING

3.2 Business / Company Registration No. \*

202103128013

3.3 Holding or Parent Company (if applicable)

3.4 Registered Address \*

NO 85 TAMAN RANTAU, 71000 RANTAU, NG

3.5 Correspondence Address (if differs from above)

3.6 Office Telephone Number \*

019-6518158

3.7 Office Facsimile Number

3.8 Email Address \*

citylinktrading@gmail.com

3.9 Alternative Email Address

3.10 Company Type \*

Sole Proprietor

3.11 Date of Incorporation / Registration \*

16-APR-2021

3.12 Website

3.15 Signboard Preview (jpeg, png, etc) \*

Image

\* : Mandatory to fill up.

Registration Form																									
<p><b>4 Shareholder and Board of Directors Details</b></p> <p>4. SHAREHOLDER AND BOARD OF DIRECTORS DETAILS</p> <p>4.1 Malaysian <input type="text" value="0.00"/> %</p> <p>4.2 Foreign <input type="text" value="0.00"/> %</p> <p>4.3 Status <input type="text" value="Please Select"/></p> <p>4.4 Details of Sole Proprietor / Partner / Shareholder * (Please attach relevant forms where applicable) <span style="float: right;">+ Add Details</span></p> <table border="1"> <thead> <tr> <th>T1</th> <th>Name</th> <th>NRIC No.</th> <th>Amount (RM)</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td colspan="5" style="text-align: center;">No data available in table</td> </tr> </tbody> </table> <hr/> <p>4.5 Details of Board of Directors * (Member of Board (Sdn Bhd or Berhad)) <span style="float: right;">+ Add Details</span></p> <table border="1"> <thead> <tr> <th>T1</th> <th>Name</th> <th>NRIC No.</th> <th>Citizenship</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: center;">No data available in table</td> </tr> </tbody> </table>	T1	Name	NRIC No.	Amount (RM)	Percentage	No data available in table					T1	Name	NRIC No.	Citizenship	No data available in table				<ul style="list-style-type: none"> <li>- Make sure you fill in the information related to the Shareholders and Board of Directors the same as in SSM that compulsory to be attached at Sec 16A2.</li> <li>- <b>Medivest did not allow SHARED DIRECTOR &amp; SHAREHOLDER to register with Medivest. Hence, if you do have Conflict of Interest (COI), ensure you only register one company only with Medivest.</b></li> <li>- <b>Mandatory</b></li> </ul>						
T1	Name	NRIC No.	Amount (RM)	Percentage																					
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<p><b>5 Staffing Information</b></p> <p>5. STAFFING INFORMATION **</p> <table border="1"> <thead> <tr> <th>No.</th> <th>Category</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Management</td> <td><input type="text" value="0"/></td> </tr> <tr> <td>2</td> <td>Professional (Diploma and above)</td> <td><input type="text" value="0"/></td> </tr> <tr> <td>3</td> <td>Skilled Personnel (Competent Personnel) &gt;= 3 years experience</td> <td><input type="text" value="0"/></td> </tr> <tr> <td>4</td> <td>Skilled Personnel (Competent Personnel) &lt; 3 years experience</td> <td><input type="text" value="0"/></td> </tr> <tr> <td>5</td> <td>Administration</td> <td><input type="text" value="0"/></td> </tr> <tr> <td>6</td> <td>Foreign workers</td> <td><input type="text" value="0"/></td> </tr> <tr> <td colspan="2" style="text-align: right;">Total</td> <td style="text-align: center;">0</td> </tr> </tbody> </table>	No.	Category	Total	1	Management	<input type="text" value="0"/>	2	Professional (Diploma and above)	<input type="text" value="0"/>	3	Skilled Personnel (Competent Personnel) >= 3 years experience	<input type="text" value="0"/>	4	Skilled Personnel (Competent Personnel) < 3 years experience	<input type="text" value="0"/>	5	Administration	<input type="text" value="0"/>	6	Foreign workers	<input type="text" value="0"/>	Total		0	<ul style="list-style-type: none"> <li>- " ** " : Fill in at least one information</li> </ul>
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6	Foreign workers	<input type="text" value="0"/>																							
Total		0																							

## Registration Form

### 6 Facilities

6. FACILITIES \*\*

No.	Type	Owned	Rental
1	Office Premise	0	0
2	Factory	0	0
3	Workshop	0	0
4	Transportation	0	0

### 7 Technologies

7. TECHNOLOGIES + Add Technology

Please specify if you have the technology (e.i. Robotic, I.O.T, system or etc)

Sl.	No	Technology	Description
No data available in table			

### 8 Company Registration

1. CIDB Registration

Register your construction or other general business premises  
Please refer to CIDB website for details on how to register.

1. CIDB

Sl.	Dist	Company	Description	Registration No.	Date of Registration	Copy Date	Health
No data available in table							

2. Ministry of Energy (MOT)

Sl.	Dist	Company	Description	Registration No.	Date of Registration	Copy Date	Health
No data available in table							

3. Land Administration (LAD)

Sl.	Registration Certificate No.	Registration Date	Company	Valid Until	Health
No data available in table					

4. Energy Commission (EC)

Sl.	Certificate No.	Type of Firm	Issue Certificate Date/Company	Copy Date	Health
No data available in table					

5. Metro Services Agency (MSA) - Singapore

MSA Service Registration Certificate

MSA Service ID

Sl.	Service No.	Registration No.	Registration Validity Date	Initial Validity Date	Dist	Dist	Project Name
No data available in table							

6. Continued Care

MSA Service ID

Sl.	Service No.	Company	Issue Validity Date	Renew Registration	Health
No data available in table					

- " \*\* " : Fill in at least one information

- If your service required your company to register with CIDB, provide the details at 8A (refer CIDB website for full list of services compulsory to register with CIDB).

- If you provide BEMS service – equipment that required to register with MDA, kindly provide at 8E.

- Ensure your certificate is still in validity period.

Page 9 of 19

## Registration Form

### 9 Statutory, Regulatory and Accreditation

#### 9. STATUTORY, REGULATORY AND ACCREDITATION.

##### 9.1 List of Statutory and Regulation Compliance + Add

(i.e International Air Transport Association (IATA), Jabatan Bekalan Electric (JEE), Kementerian Dalam Negeri (KDN), Kementerian Kesihatan & Malaysian Medical of Association (MMA), Lesen Pengangkutan Jalan (JPJ), Lembaga Perlesenan Kenderaan Perdagangan (LPKP), Malaysian Communication & Multimedia Commission (MCMC))

#	No	List of statutory and regulation compliance	Validity Period	Expiry Date
No data available in table				

##### 9.2 Certificate/Registration with Professional Bodies + Add

(i.e Board of Architects (BOA), Board of Engineers Malaysia (BEM), Board of Quantity Surveyor (BQS), Lembaga Jurukur Tanah Malaysia (LJTM), Persatuan Insurance Am Malaysia (PIAM))

#	No	List of Certificate/Registration with Professional Bodies	Date
No data available in table			

##### 9.3 Management System (ISO) + Add

#	No	List of Management System (ISO)	Yes/No	Expiry Date
1		ISO 19001 Quality Management System	NO <input type="checkbox"/>	
2		ISO 14001 Environmental Management System	NO <input type="checkbox"/>	
3		ISO 45001 Occupational, Health & Safety Management Sy	NO <input type="checkbox"/>	

##### 9.4 Award and Recognition + Add

#	No	List of Award and Recognition
No data available in table		

<b>Registration Form</b>																																												
<b>10</b>	<div style="border: 1px solid #ccc; padding: 10px;"> <h3 style="margin: 0;">Experience of Works / Services</h3> <p>10. EXPERIENCE OF WORKS / SERVICES</p> <p>10.1 Current Project ** <span style="float: right; color: green; font-weight: bold;">+ Add Current Project</span></p> <p>Please specify current job/contract</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 5%;">T.</th> <th style="width: 5%;">No</th> <th style="width: 30%;">Clients' Name</th> <th style="width: 30%;">Title of Contract</th> <th style="width: 15%;">Commencement Date</th> <th style="width: 10%;">Expiry Date</th> <th style="width: 5%;">Total</th> </tr> </thead> <tbody> <tr> <td colspan="7" style="text-align: center; color: #ccc;">No data available in table</td> </tr> </tbody> </table> <p>10.2 Completed Project ** <span style="float: right; color: green; font-weight: bold;">+ Add Completed Project</span></p> <p>Please specify past job/contract undertaken in the past 3 years</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 5%;">T.</th> <th style="width: 5%;">No</th> <th style="width: 30%;">Clients' Name</th> <th style="width: 30%;">Title of Contract</th> <th style="width: 15%;">Commencement Date</th> <th style="width: 10%;">Expiry Date</th> <th style="width: 5%;">Total</th> </tr> </thead> <tbody> <tr> <td colspan="7" style="text-align: center; color: #ccc;">No data available in table</td> </tr> </tbody> </table> <p>10.3 Medivest and Other Concession Company <span style="float: right; color: green; font-weight: bold;">+ Add Medivest and Other Concession Company</span></p> <p>Please specify current &amp; past experience</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">T.</th> <th style="width: 5%;">No</th> <th style="width: 30%;">Clients' Name</th> <th style="width: 30%;">Title of Contract</th> <th style="width: 15%;">Commencement Date</th> <th style="width: 10%;">Expiry Date</th> <th style="width: 5%;">Total</th> </tr> </thead> <tbody> <tr> <td colspan="7" style="text-align: center; color: #ccc;">No data available in table</td> </tr> </tbody> </table> </div>	T.	No	Clients' Name	Title of Contract	Commencement Date	Expiry Date	Total	No data available in table							T.	No	Clients' Name	Title of Contract	Commencement Date	Expiry Date	Total	No data available in table							T.	No	Clients' Name	Title of Contract	Commencement Date	Expiry Date	Total	No data available in table							<ul style="list-style-type: none"> <li>- <b>" ** " : Fill in at least one information.</b></li> <li>- If your company is new established company where no project awarded yet, put N/A at 10.1</li> </ul>
T.	No	Clients' Name	Title of Contract	Commencement Date	Expiry Date	Total																																						
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<b>11</b>	<div style="border: 1px solid #ccc; padding: 10px;"> <h3 style="margin: 0;">Credit/Payment Term</h3> <p>11. CREDIT/PAYMENT TERM</p> <hr/> <p>Medivest Payment Term - 60 days from the date of receipt undisputed invoice &amp; its relevant supporting document.</p> </div>	<ul style="list-style-type: none"> <li>- Information for all vendors</li> </ul>																																										
<b>12</b>	<div style="border: 1px solid #ccc; padding: 10px;"> <h3 style="margin: 0;">Company's Financial Information</h3> <p>12. COMPANY'S FINANCIAL INFORMATION</p> <p>12.1 Capital / Equity *</p> <p>Accumulate Capital (RM) <input style="width: 150px;" type="text" value="0"/> <small>(For Partnership and Sole Enterprise)</small></p> <p>Authorized Capital (RM) <input style="width: 150px;" type="text" value="0"/> <small>(For Sdn Bhd or Berhad)</small></p> <p>Paid-Up Capital (RM) <input style="width: 150px;" type="text" value="0"/> <small>(For Sdn Bhd or Berhad)</small></p> <p>12.2 Bank * <input style="width: 150px;" type="text" value="Please Select"/> <small>▼</small></p> <p>12.3 Bank Account No. * <input style="width: 150px;" type="text"/></p> <p>12.4 Bank Account Name* <input style="width: 150px;" type="text"/></p> <p>12.5 Banker's Address * <input style="width: 150px; height: 20px;" type="text"/></p> <p>12.6 Financial Facilities <span style="float: right; color: green; font-weight: bold;">+ Add Financial Facilities</span></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 5%;">T.</th> <th style="width: 25%;">Name of Bank</th> <th style="width: 30%;">Address</th> <th style="width: 20%;">Type of Facility</th> <th style="width: 20%;">Amount</th> </tr> </thead> <tbody> <tr> <td colspan="5" style="text-align: center; color: #ccc;">No data available in table</td> </tr> </tbody> </table> </div>	T.	Name of Bank	Address	Type of Facility	Amount	No data available in table					<ul style="list-style-type: none"> <li>- Please ensure the information is correct as it will be link to the Finance department for payment purposes.</li> </ul>																																
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Registration Form																												
<p><b>13</b> Financial Information</p> <p>13. FINANCIAL INFORMATION **</p> <table border="1"> <thead> <tr> <th>No.</th> <th>Indicator</th> <th>Amount (RM)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Paid-up /Accumulated Capital</td> <td>0</td> </tr> <tr> <td>2</td> <td>Turnover : Revenue</td> <td>0</td> </tr> <tr> <td>3</td> <td>Profitability : Profit before tax (PBT)</td> <td>0</td> </tr> <tr> <td>4</td> <td>Shareholders' Fund (Shareholders' Equity)</td> <td>0</td> </tr> <tr> <td>5</td> <td>Current Cash and Cash Equivalent Balance : Cash &amp; Bank Balance</td> <td>0</td> </tr> <tr> <td>6</td> <td>Debt to Equity Ratio (Total Debt/Total Asset)</td> <td>0</td> </tr> <tr> <td>7</td> <td>Working Capital Ratio (Current Asset/Current Liabilities)</td> <td>0</td> </tr> <tr> <td>8</td> <td>Current Bank Balance (Average 3 months)</td> <td>0</td> </tr> </tbody> </table>	No.	Indicator	Amount (RM)	1	Paid-up /Accumulated Capital	0	2	Turnover : Revenue	0	3	Profitability : Profit before tax (PBT)	0	4	Shareholders' Fund (Shareholders' Equity)	0	5	Current Cash and Cash Equivalent Balance : Cash & Bank Balance	0	6	Debt to Equity Ratio (Total Debt/Total Asset)	0	7	Working Capital Ratio (Current Asset/Current Liabilities)	0	8	Current Bank Balance (Average 3 months)	0	<ul style="list-style-type: none"> <li>- Please fill in the financial figure based on your audited or Management Account.</li> <li>- Ensure the figures are the same as attached report. Ask your finance/accountant's help.</li> </ul> <p><b>** MANDATORY as Audited Financial Information will be review by next approver, Finance.</b></p>
No.	Indicator	Amount (RM)																										
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5	Current Cash and Cash Equivalent Balance : Cash & Bank Balance	0																										
6	Debt to Equity Ratio (Total Debt/Total Asset)	0																										
7	Working Capital Ratio (Current Asset/Current Liabilities)	0																										
8	Current Bank Balance (Average 3 months)	0																										
<p><b>14</b> Geographical Area of Services</p> <p>14. GEOGRAPHICAL AREA OF SERVICES **</p> <p> <input type="checkbox"/> Kuala Lumpur &amp; Selangor  <input type="checkbox"/> Negeri Sembilan  <input type="checkbox"/> Melaka  <input type="checkbox"/> Johor  <input type="checkbox"/> Other than the above-mentioned                 </p>	<ul style="list-style-type: none"> <li>- " ** " : Fill in at least one information</li> </ul>																											
<p><b>15</b> Name of Person Legally Empowered to Act for Your Company</p> <p>15. NAME OF PERSON LEGALLY EMPOWERED TO ACT FOR YOUR COMPANY * <span style="float: right;">+ Add</span></p> <table border="1"> <thead> <tr> <th>No.</th> <th>Name</th> <th>Position</th> <th>Telephone No.</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: center;">No data available in table</td> </tr> </tbody> </table>	No.	Name	Position	Telephone No.	No data available in table				<ul style="list-style-type: none"> <li>- Mandatory to fill in</li> </ul>																			
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No data available in table																												

Registration Form	
<p>16 Declaration</p> <p>16. DECLARATION *</p> <p>I/We read, understood and agreed on the following Policy as attached in the email:</p> <p><input type="checkbox"/> 16.1 PERSONAL DATA PROTECTION NOTICE</p> <p><input type="checkbox"/> 16.2 ANTI BRIBERY AND ANTI CORRUPTION (ABAC)</p> <p><input type="checkbox"/> 16.3 CONFLICT OF INTEREST (COI)</p>	<p>Select files... </p> <p>Select files... </p> <p>Select files... </p> <ul style="list-style-type: none"><li>- It is <b>mandatory</b> for you to declare and attach the signed forms (<b>sign by Director only</b>), which can be found in the email Login Credential.</li><li>- For 16.1 PDPN, please scan all pages includes signage page and merge as 1 PDF.</li></ul>

17 Supporting Document to be attached

	Attachment(s)				
A.1 Company Profile	<table border="1"> <tr> <td>T1</td> <td>File Name</td> </tr> <tr> <td colspan="2">No data available in table</td> </tr> </table>	T1	File Name	No data available in table	
T1	File Name				
No data available in table					
A.2 SSM Company Profile*(upload full pages of SSM e-info)*	<table border="1"> <tr> <td>T1</td> <td>File Name</td> </tr> <tr> <td></td> <td>SSM CITY LINK 2025.pdf</td> </tr> </table> <p><i>Example SSM e-info</i></p>	T1	File Name		SSM CITY LINK 2025.pdf
T1	File Name				
	SSM CITY LINK 2025.pdf				
A.3 Form 9 / Form 8 / Form A / Form 13 / Section 17 - Company Registration	<table border="1"> <tr> <td>T1</td> <td>File Name</td> </tr> <tr> <td colspan="2">No data available in table</td> </tr> </table>	T1	File Name	No data available in table	
T1	File Name				
No data available in table					
A.4 Form 24 / Section 78 / Section 51 - Return of Allotment of Shares	<table border="1"> <tr> <td>T1</td> <td>File Name</td> </tr> <tr> <td colspan="2">No data available in table</td> </tr> </table>	T1	File Name	No data available in table	
T1	File Name				
No data available in table					
A.5 Form 44 / Section 46 (3) - Registered Office	<table border="1"> <tr> <td>T1</td> <td>File Name</td> </tr> <tr> <td colspan="2">No data available in table</td> </tr> </table>	T1	File Name	No data available in table	
T1	File Name				
No data available in table					
A.6 Form 49 / Section 14 / Section 58 - Director's Details	<table border="1"> <tr> <td>T1</td> <td>File Name</td> </tr> <tr> <td colspan="2">No data available in table</td> </tr> </table>	T1	File Name	No data available in table	
T1	File Name				
No data available in table					
A.7 Form 32A - Change of Shareholder of company	<table border="1"> <tr> <td>T1</td> <td>File Name</td> </tr> <tr> <td colspan="2">No data available in table</td> </tr> </table>	T1	File Name	No data available in table	
T1	File Name				
No data available in table					
A.8 Form E	<table border="1"> <tr> <td>T1</td> <td>File Name</td> </tr> <tr> <td colspan="2">No data available in table</td> </tr> </table>	T1	File Name	No data available in table	
T1	File Name				
No data available in table					
A.9 Form D	<table border="1"> <tr> <td>T1</td> <td>File Name</td> </tr> <tr> <td colspan="2">No data available in table</td> </tr> </table>	T1	File Name	No data available in table	
T1	File Name				
No data available in table					
A.10 Business Information & Current Owner (Enterprise/Partnership/Sole Proprietor)	<table border="1"> <tr> <td>T1</td> <td>File Name</td> </tr> <tr> <td></td> <td>SSM 2025 BizInfo.pdf</td> </tr> </table>	T1	File Name		SSM 2025 BizInfo.pdf
T1	File Name				
	SSM 2025 BizInfo.pdf				
A.11 Oversea Certificate of Registration	<table border="1"> <tr> <td>T1</td> <td>File Name</td> </tr> <tr> <td colspan="2">No data available in table</td> </tr> </table>	T1	File Name	No data available in table	
T1	File Name				
No data available in table					
A.12 Memorandum for Article (M&A) / Constitution	<table border="1"> <tr> <td>T1</td> <td>File Name</td> </tr> <tr> <td colspan="2">No data available in table</td> </tr> </table>	T1	File Name	No data available in table	
T1	File Name				
No data available in table					
A.13 Detail of Experience	<table border="1"> <tr> <td>T1</td> <td>File Name</td> </tr> <tr> <td colspan="2">No data available in table</td> </tr> </table>	T1	File Name	No data available in table	
T1	File Name				
No data available in table					
A.14 ISO Certificate	<table border="1"> <tr> <td>T1</td> <td>File Name</td> </tr> <tr> <td colspan="2">No data available in table</td> </tr> </table>	T1	File Name	No data available in table	
T1	File Name				
No data available in table					
A.15 Statutory and Regulation Compliance	<table border="1"> <tr> <td>T1</td> <td>File Name</td> </tr> <tr> <td colspan="2">No data available in table</td> </tr> </table>	T1	File Name	No data available in table	
T1	File Name				
No data available in table					
A.16 Certificate/Registration with Professional Bodies	<table border="1"> <tr> <td>T1</td> <td>File Name</td> </tr> <tr> <td colspan="2">No data available in table</td> </tr> </table>	T1	File Name	No data available in table	
T1	File Name				
No data available in table					
A.17 Latest Audited Account for Sdn Bhd & Berhad	<table border="1"> <tr> <td>T1</td> <td>File Name</td> </tr> <tr> <td colspan="2">No data available in table</td> </tr> </table>	T1	File Name	No data available in table	
T1	File Name				
No data available in table					
A.18 Latest 1 year Certified Management Account for Enterprise, Partnership & Sole Proprietor	<table border="1"> <tr> <td>T1</td> <td>File Name</td> </tr> <tr> <td colspan="2">No data available in table</td> </tr> </table>	T1	File Name	No data available in table	
T1	File Name				
No data available in table					
A.19 Latest 3 months Bank statements	<table border="1"> <tr> <td>T1</td> <td>File Name</td> </tr> <tr> <td colspan="2">No data available in table</td> </tr> </table>	T1	File Name	No data available in table	
T1	File Name				
No data available in table					
A.20 SST Registration (if any)	<table border="1"> <tr> <td>T1</td> <td>File Name</td> </tr> <tr> <td colspan="2">No data available in table</td> </tr> </table>	T1	File Name	No data available in table	
T1	File Name				
No data available in table					

- Please ensure that all the information mentioned at Registration Form is included with the supportive document as a reference.

**- Mandatory to attach :**

- i. A1 – company profile
- ii. A2 – SSM e-info (refer example given)
- iii. A3 Form 13 (if any change of business name)
- iv. A14 - if any selected at Sec 9.3
- v. A17 – if Sdn Bhd company
- vi. A18 – if Enterprise, Partnership & Sole Proprietor
- vii. A19 – 3 latest months bank statement
- viii. A20 – if any filled in at Sec 3.13

## Registration Form

### 0 Vendor Summary Evaluation

Vendor Summary Evaluation

No	Scope	Maximum Score		Vendor Score		Star
		Score (Point)	Score (%)	Score (Point)	Score (%)	
		(a)	(b)	(c)	(d= c/a x b)	
1	Corporation	10	10	0	0	
2	Technical Capabilities	25	25	0	0	
3	Business Track Record	25	25	0	0	
4	Statutory, Regulatory and Accreditation	10	10	0	0	
<b>Technical Evaluation</b>		70	70	0	0	
5	Financial Capabilities	42	30	0	0	
<b>Evaluation Marks</b>		112	100	0	0	0

- Panel summary for the evaluation.
- The majority of the criteria are evaluated and generated automatically based on the information provided in the Registration Form. **Only a few criteria are manually evaluated by the Vendor.**
- Technical Evaluation : 70%
- Financial Evaluation : 30%

### 1 Scope 1 : Corporation

SCOPE 1: CORPORATION

**Point Scores**

1A. Total years Incorporated 0

1B. Register with CIDB 0

N/A

1C. Registered with Ministry of Finance (MOF) 0

None

1D. Registered with PPK Bumiputera 0

None

**Vendor Score (%) for Corporation** : 0

**Maximum Score (%) for Corporation** : 10

<b>Registration Form</b>																																									
<b>2</b>	<div style="border-bottom: 1px solid black; padding-bottom: 5px;"> <p style="margin: 0;"><b>Scope 2 : Technical Capability</b></p> </div> <hr style="border: 0.5px solid black; margin: 10px 0;"/> <p style="margin: 0;">SCOPE 2: TECHNICAL CAPABILITY</p> <hr style="border: 0.5px solid black; margin: 10px 0;"/> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 90%;"></th> <th style="width: 10%; text-align: right; font-weight: normal; font-size: small;">Point Scores</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px 0 5px 20px;">2A. Business Status</td> <td></td> </tr> <tr> <td style="padding: 5px 0 5px 20px;"> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> <span style="flex-grow: 1;"> </span> <span style="font-size: 0.8em;">v</span> </div> </td> <td style="text-align: right; vertical-align: middle;">0</td> </tr> <tr> <td style="padding: 5px 0 5px 20px;">2B. No of Professional Staff ( Diploma and above)</td> <td></td> </tr> <tr> <td style="padding: 5px 0 5px 20px;"> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> <span style="flex-grow: 1;">N/A</span> <span style="font-size: 0.8em;">v</span> </div> </td> <td style="text-align: right; vertical-align: middle;">0</td> </tr> <tr> <td style="padding: 5px 0 5px 20px;">2C. No. of Skilled Personnel (Experience &gt; 3 years)</td> <td></td> </tr> <tr> <td style="padding: 5px 0 5px 20px;"> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> <span style="flex-grow: 1;">N/A</span> <span style="font-size: 0.8em;">v</span> </div> </td> <td style="text-align: right; vertical-align: middle;">0</td> </tr> <tr> <td style="padding: 5px 0 5px 20px;">2D. No of Facilities</td> <td></td> </tr> <tr> <td style="padding: 5px 0 5px 40px;">2Di. Office Premise</td> <td></td> </tr> <tr> <td style="padding: 5px 0 5px 40px;"> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> <span style="flex-grow: 1;">N/A</span> <span style="font-size: 0.8em;">v</span> </div> </td> <td style="text-align: right; vertical-align: middle;">0</td> </tr> <tr> <td style="padding: 5px 0 5px 40px;">2Dii. Factory</td> <td></td> </tr> <tr> <td style="padding: 5px 0 5px 40px;"> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> <span style="flex-grow: 1;">N/A</span> <span style="font-size: 0.8em;">v</span> </div> </td> <td style="text-align: right; vertical-align: middle;">0</td> </tr> <tr> <td style="padding: 5px 0 5px 40px;">2Diii. 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Factory		<div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> <span style="flex-grow: 1;">N/A</span> <span style="font-size: 0.8em;">v</span> </div>	0	2Diii. Workshop		<div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> <span style="flex-grow: 1;">N/A</span> <span style="font-size: 0.8em;">v</span> </div>	0	2Div. Transportation		<div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> <span style="flex-grow: 1;">N/A</span> <span style="font-size: 0.8em;">v</span> </div>	0	2E. 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<b>Maximum Score (%) for Technical Evaluation</b>	: 70																

<b>Registration Form</b>		
<b>5</b>	<p><b>Scope 5 : Financial Capability</b></p> <p>SCOPE 5: FINANCIAL CAPABILITY</p> <div style="text-align: right; margin-bottom: 10px;"><b>Point Scores</b></div> <p>5A. Status of company SME                      Definition of SME : Business that maintain revenues, assets or a number of employee below a certain threshold.                      Manufacturing sector: sales turnover not exceeding RM50Mil @ full time employee not exceeding 200.                      Services &amp; other sector: sales turnover not exceeding 20Mil @ full time employee not exceed 75</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px; display: flex; justify-content: space-between;"> <span style="flex-grow: 1;">▼</span> <span>0</span> </div> <p>5B. Categorised of SME under Manufacturing sector                      Medium : sales turnover from RM15Mil ≤ to RM50Mil @ full time employee from 75 ≤ 200                      Small : sales turnover from RM300K &lt; to RM15Mil @ full time employee from 5 &lt; 75                      Micro : sales turnover &lt; RM300K @ full time employee &lt; 5</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px; display: flex; justify-content: space-between;"> <span style="flex-grow: 1;">▼</span> <span>0</span> </div> <p>5C. Shareholding structure</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px; display: flex; justify-content: space-between;"> <span style="flex-grow: 1;">▼</span> <span>0</span> </div> <p>5D. Submit latest Audited/Management Account</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px; display: flex; justify-content: space-between;"> <span style="flex-grow: 1;">▼</span> <span>0</span> </div> <p>5E. Submit 3 months Bank Statement</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px; display: flex; justify-content: space-between;"> <span style="flex-grow: 1;">▼</span> <span>0</span> </div> <p>5F. Paid-up Capital</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px; display: flex; justify-content: space-between;"> <span style="flex-grow: 1;">▼</span> <span>0</span> </div> <p>5I. Shareholders' Fund (Shareholders' equity)</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px; display: flex; justify-content: space-between;"> <span style="flex-grow: 1;">▼</span> <span>0</span> </div> <p>5J. Current Cash and Cash Equivalent Balance : Cash &amp; Bank Balance</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px; display: flex; justify-content: space-between;"> <span style="flex-grow: 1;">▼</span> <span>0</span> </div> <p>5K. Debt to Equity Ratio (Total Debt/ Total Assets)</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px; display: flex; justify-content: space-between;"> <span style="flex-grow: 1;">▼</span> <span>0</span> </div> <p>5L. Working Capital Ratio (Current Asset/Current Liabilities)</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px; display: flex; justify-content: space-between;"> <span style="flex-grow: 1;">▼</span> <span>0</span> </div> <p>5M. Current Bank Balance (Average 3 months)</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px; display: flex; justify-content: space-between;"> <span style="flex-grow: 1;">▼</span> <span>0</span> </div> <p><b>Vendor Scores (%) for Financial Capabilities : 0</b></p> <p><b>Maximum Score (%) for Financial Capabilities : 30</b></p>	<p>- 5A, 5B, 5C, 5D &amp; 5E : Please fill in by yourself</p>
	<p>Vendor Total Scores (%) for Vendor Registration System (VRE) : 0</p> <p>Maximum Score (%) for Vendor Registration Evaluation (VRE) : 100</p> <p>STAR For VENDOR REGISTRATION EVALUATION (VRE) : 0</p> <p>LEGEND For VENDOR REGISTRATION EVALUATION (VRE) : Meet the requirement of registration and basic operation</p>	<p>- Overall Evaluation marks</p>

Registration Fee													
<p><b>1 Registration Fee</b></p> <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p>Please bank in the Vendor Registration Fee amounting RM100 to the following account</p> <p>Details of Medivest Bank Account for the Vendor Registration.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Bank</td> <td>: Malayan Banking Berhad</td> </tr> <tr> <td>Account Name</td> <td>: Medivest Sdn Bhd</td> </tr> <tr> <td>Account Number</td> <td>: 5643 2460 8028</td> </tr> <tr> <td>Amount</td> <td>: RM100 only</td> </tr> <tr> <td>Payment Reference</td> <td>: VRA (Company Name)</td> </tr> </table> <p>Attach the payment slip</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center;"> <input style="flex-grow: 1;" type="text" value="Select file..."/> <input style="margin-left: 10px;" type="button" value="Browse ..."/> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>Previous</span> <span>Submit</span> </div> <p><i>Note</i> :If you receive pop up error "There is error at Registration Form" OR "There is error at Vendor Evaluation" after you click Submit button, please check back one by one all in mandatory asterisk * has been COMPLETELY FILL IN.</p>  </div>	Bank	: Malayan Banking Berhad	Account Name	: Medivest Sdn Bhd	Account Number	: 5643 2460 8028	Amount	: RM100 only	Payment Reference	: VRA (Company Name)	<ul style="list-style-type: none"> <li>- The registration fee is RM100. You shall bank in the fee to the Medivest Sdn Bhd and attach the receipt as the reference.</li> <li>- Can via Online Transfer or IBG Transfer</li> <li>- Once you attached the receipt you can <b>click the button "Submit"</b>.</li> <li>- Ensure click Submit button as we will never accept your submission unless you click Submit button.</li> <li>- Your Registration page also will appear as "Vendor Registration [SUBMITTED]" at the top of page which means you have successfully submit your registration.</li> </ul>		
Bank	: Malayan Banking Berhad												
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Approval Log													
<p><b>Approval Log</b></p> <p>Approval Audit Trail</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 15%;">Approver</th> <th style="width: 15%;">Action By</th> <th style="width: 15%;">Action Date</th> <th style="width: 10%;">Status</th> <th style="width: 30%;">Remarks</th> <th style="width: 15%;">Approval Level</th> </tr> </thead> <tbody> <tr> <td colspan="6" style="padding: 10px;">No data available in table</td> </tr> </tbody> </table>	Approver	Action By	Action Date	Status	Remarks	Approval Level	No data available in table						<ul style="list-style-type: none"> <li>- If you would like to inquire about the approval status, you may check by yourself by refer to the <b>approval log</b>.</li> <li>- If you got <b>rejected</b>, kindly do amendment toward section(s) that you got rejections only and after done, may SUBMIT.</li> <li>- If your last status is "Reviewed by PSC" and pending for next approver, you may rest assured as there is <b>no pending on vendor side anymore</b> unless got rejected by any of next approver.</li> </ul>
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