



A Member of
DRB-HICOM

Vendor's Profile Form

1. General information (gathered from Request for Information responded by suppliers)

Supplier Information (Tick where applicable)

Supplier Name	Address	Principal Business	Established Year	Co Number
		<input type="checkbox"/> Manufacturing <input type="checkbox"/> Service / Trading and etc.		

Tel.	Fax.	Website

Contact Person/PIC (Note: Please provide Detailed Organisation Chart)

Top Management	Production	Quality Dept.
Name	Name	Name
Position	Position	Position
E-mail	E-mail	E-mail
Tel.	Tel.	Tel.

2. Company Profile

(Tick where applicable)

Equity Structure	<input type="checkbox"/> Bumiputera <input type="checkbox"/> Non-Bumiputera <input type="checkbox"/> Foreign Country:				
Capital Details	Shareholders:		Value as in Currency Unit:		Shares in %:
					%
					%
					%
	Form of the company: <input type="checkbox"/> Limited <input type="checkbox"/> Pvt Ltd <input type="checkbox"/> Enterprise <input type="checkbox"/> GLC/GOC			Partnership:	
	<i>If Others: (Please specify)</i>				
Annual Sales	Turn-over	YR	YR	YR	YR
	Currency Unit				
Global Supplier	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Overseas Network	<input type="checkbox"/> Thailand	<input type="checkbox"/> India	<input type="checkbox"/> Vietnam	<input type="checkbox"/> Singapore	<input type="checkbox"/> Taiwan
	<input type="checkbox"/> Philippines	<input type="checkbox"/> Pakistan	<input type="checkbox"/> Indonesia	<input type="checkbox"/> US	<input type="checkbox"/> Others:
	<input type="checkbox"/> Europe	<input type="checkbox"/> China	<input type="checkbox"/> Other (pls. specify)	<input type="checkbox"/> Japan	
Possibility of Design Center	<input type="checkbox"/> Possible <input type="checkbox"/> Not Possible				

Parent / Sister Company

Name & Address	Business Category & Type	Approval / Accreditation

3. Company Financial

(Note: Please provide Financial Audited Account for the last 3 years)

Currency Used	RM
Paid Up Capital	
Authorised Capital	
Audited Sales/Turnover	
(Last 3 years)	
Sales Percentage (%)	
Domestic Market	
Sales Percentage (%)	
Export Market	
PBT for the past 3 years	<input type="checkbox"/> Positive <input type="checkbox"/> Negative

Ratio: Total Value of Current project vs Availability of Funds
<input type="checkbox"/> >= 10% <input type="checkbox"/> <= 5% <input type="checkbox"/> 6% to 9%
Availability of Funds
<input type="checkbox"/> >= 15% of Tender Sum <input type="checkbox"/> Between 10% - 15% of Tender Sum <input type="checkbox"/> Between 0% - 5% of Tender Sum <input type="checkbox"/> 0% of Tender Sum
Return on Equity = Net Profit After Tax / Equity
Inventory Turnover Days = [Average Inventory x 365] / COGS
Trade Debtors Turnover Days = [Average Trade Debtors x 365] / Revenue

4. Human Capital

(If more space is needed, please use an additional Excel sheet.)

A brief description of competent personnel's work/professional experiences.	Please attach CV , details as below: 1) Name 2) IC 3) Age 4) Nationality 5) Position 6) Qualifications 7) Years of experience 8) Relevant staff competency certificates, if any.
Staff strength	Professional (Degree qualification and above): _____ Semi-Professional (Diploma) : _____ Others : _____ Total : _____

5. Governance, Risk and Compliance (Tick where applicable)

Does your company has Quality Assurance Department Yes No *If yes, please provide your Quality Assurance Department Organisation Chart*

How many Quality Standards does your company comply with? Details ans its Validation Period *(Please provide copy of Certificates)*

Standards	Validation Period	Accreditation Body

Business Licenses from Governmental / Accredited Bodies *(Please provide valid licenses / certificates Eg: CIDB/PKK)*

Licenses	Validation Period	Accreditation Body

Does your company meets ISO14000 environmental standards? Yes No *If not, which environmental standards does your company comply with?*

Is your company a GST Registrant? Yes No *Yes / No
If Yes ;GST Number :*

Has your business been operating under a different name before? Yes No *If yes, please indicate and attach Form 13.*

Does your company familiar with LEAN Manufacturing? Yes No

Does your company register RISK? Yes No

Does your company breached any Department of Environment's Gazette or Laws in the last 3 years? Yes No

Are there any pending litigations against your company and any litigations against DRB HICOM Group (e.g. patent rights' infringemnet, winding up petition)? Yes No

6. Miscellaneous

Having business with CTRM Group of Companies on similar projects? Yes No

If Yes, please specify ;
Nature of Supply:
Company dealt with :
Yearly contract amount :

Are you aware of any relatives or business associates of your management Team that are currently under the employment of DRB-HICOM Group of Companies?

If yes, please specify name and designation.

I/We hereby certify that all the information provided above is true and accurate.

<p>Company Name : _____</p> <p>Company Stamp :</p> <p>Signature : _____</p> <p>Name : _____</p> <p>Position in Company : _____</p> <p>Date : _____</p>	<p>COMPLIANCE WITH THE PERSONAL DATA PROTECTION ACT 2010</p> <p>By executing this document, you indicate and acknowledge that you have read and understood our Privacy Notice and you hereby consent to us processing your personal data in the manner and for the purpose described in the aforesaid Privacy Notice. If you do not agree to or otherwise have any objections to the processing of your personal data or to the terms of the Privacy Notice, please do not proceed with the execution of this document. (See attached Privacy Note)</p> <p>.....</p> <p>(Authorized signatory) (Witness)</p> <p>Name: Name:</p> <p>Designation: Date:</p> <p>Date: Date:</p> <p>* NOT APPLICABLE FOR OVERSEAS SUPPLIER</p>
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Check List Box

- Company's Certificate of Registration (Form 9 or Form 13 where applicable)
- Annual Return Form (Form 24 and 49) – not applicable for Enterprise
- Last 3 years Audited Financial Statement (applicable for Sdn. Bhd. only)
- Minimum 6 months of Profit and Loss and Balance Sheet (applicable for Enterprise only)
- Company Organisation Chart and Quality Assurance Department Chart. (Please indicate positions with the names of key personnel)
- Latest Company Profile from Suruhanjaya Syarikat Malaysia (SSM)
- Corporate Profile, Product, Service Brochures, Catalogue etc.
- Accredited Certification, Company Licenses, Authorized Certification of Sole Agency, Distributor (If any)
- Certificate of Registration, Ministry of Finance Malaysia
- Certificate of GST Registrant by Royal Customs of Malaysia.
- Certificate of qualified personnel (If any)