



# Vendor's Profile Form

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

**Supplier Information** (Tick where applicable)

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

**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)

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

**Parent Company**

Name & Address	Business Category & Type	URL

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

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

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

**4. Human Capital**

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

<b>A brief description of competent personnel's work/professional experiences.</b>	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.
<b>Staff strength</b>	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 and its Validation Period *(Please provide copy of Certificates)*

Standards	Validation Period	Accreditation Body

Did you have Subtier for CTRM package ? *(Please provide details)*

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

Licences	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' infringement, 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?

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

<p>Company Name : _____</p> <p>Company Stamp :</p> <p>Signature : Name : Position in Company : Date :</p>	<p><b>COMPLIANCE WITH THE PERSONAL DATA PROTECTION ACT 2010</b></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>..... (Authorized signatory) Name: Designation: Date:</p> <p>..... (Witness) Name: Date:</p> <p><b>* NOT APPLICABLE FOR OVERSEAS SUPPLIER</b></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)
- Last 3 years 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)