

**EPIC VENDOR DEVELOPMENT PROGRAM (EVDP)***(PROGRAM PEMBANGUNAN VENDOR EPIC (EVDP))***APPLICATION FORM***(BORANG PERMOHONAN)*

EPIC/SCM/FORM/017

REVISION: 00

INSTRUCTION*(Arahan)*

1. Please read the Terms and Conditions before filling up this form.
(Sila baca Terma dan Syarat sebelum mengisi borang ini)
2. Please fill in details (preferably typed), signed and returned.
(Sila isi butiran, ditangani dan dikembalikan semula)
3. Incomplete EVDP Application Form will not be processed or rejected.
(Borang Permohonan yang tidak lengkap tidak akan diproses atau ditolak)
4. Application does not guarantee the vendors are automatically included in the programme.
(Permohonan ini tidak menjamin vendor akan dimasukkan ke dalam program secara automatik)

Please tick the box below.

Sila tanda pada kotak di bawah.

VDP01

VDP02

VDP03

VDP04

VDP05

A. COMPANY GENERAL INFORMATION*(Maklumat Syarikat)*

1	Company Name <i>(Nama Syarikat)</i>			
	Registration No. <i>(No Pendaftaran)</i>		Registration Date <i>(Tarikh Pendaftaran)</i>	
2	Registered Address <i>(As per SSM)</i> <i>(Alamat Berdaftar dalam SSM)</i>			
3	Operation Address/ Correspondence Address <i>(If differ from above)</i> <i>(Alamat Operasi/Alamat Surat-Menyurat)</i>			
4	Company Official E-mail <i>(Email Syarikat)</i>			
5	Company website <i>(If available)</i> <i>(Website Syarikat)</i>		Telephone No <i>(No Telefon)</i>	
6	EPIC Vendor No <i>(No Pembekal EPIC)</i>		Registered Date <i>(Tarikh Pendaftaran)</i>	
7	EPIC Product and Service (EPSC) Code <i>(Kod Produk dan Perkhidmatan)</i> <i>(EPSC) EPIC)</i>			

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B. EQUITY CONTENT <i>(Kandungan Equiti)</i>		
1	Malaysian <i>(Malaysia)</i>	%
2	Foreign <i>(Asing)</i>	%
3	Status (Please circle) <i>(Status (Sila bulatkan))</i>	Bumiputra / Non Bumiputra / Foreign <i>(Bumiputra / Bukan Bumiputra / Asing)</i>

C. FINANCIAL INFORMATION <i>(Maklumat Kewangan)</i>			
1	Authorised Capital (MYR) <i>(Modal Dibenarkan) (RM)</i>		
2	Paid Up Capital (MYR) <i>(Modal Berbayar) (RM)</i>		
3	Working Capital (MYR) <i>(Modal Kerja) (RM)</i>		
4	Overall Annual Turnover in the past 3 years <i>(Keseluruhan Perolehan Tahunan dalam 3 tahun yang lepas)</i>	Year1(Tahun1)	Year2(Tahun2)
5	Annual Net Profit in the past 3 years <i>(Keuntungan Bersih Tahunan dalam 3 Tahun yang lepas)</i>		

D. EVDP INFORMATION <i>(Maklumat EVDP)</i>		
1	<p>Which VDP code would you like to participate in this program? Please refer to your answer in A7. <i>(Kod VDP manakah yang anda ingin sertai dalam program ini? Sila rujuk jawapan anda di A7)</i></p>	<i>Please specify 1 (one) VDP Code only</i> <i>(Sila nyatakan 1 kod EPSC sahaja)</i>
2	<p>Why would you like to participate in this program? Please provide your answer in a bullet form. <i>(Mengapa anda ini menyertai program ini)</i> <i>(Sila berikan jawapan anda dalam bentuk bullet)</i></p>	
3	<p>What is your company direction and where you want to position your company in the next 5 years? <i>(Apakah hala tuju syarikat anda dan di mana anda ingin meletakkan syarikat anda 5 tahun akan datang?)</i></p>	

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D. EVDP INFORMATION*(Maklumat EVDP)*

4	Based on your answer in D1, what are the challenges faced by your organization in meeting your company direction as describe in D3. <i>(Berdasarkan jawapan anda D1, apakah cabaran yang dihadapi oleh organisasi anda dalam memenuhi hala tuju syarikat anda seperti yang diterangkan dalam D3)</i>	
5	What are your action plans to overcome the challenges? <i>(Apakah tindakan anda untuk mengatasi cabaran tersebut)</i>	
6	Have you ever joined any other Vendor Development Program? <i>(Adakah anda pernah menyertai mana-mana vendor yang lain)</i>	Yes <i>(Ya)</i> No <i>(Tidak)</i>

E. COMPANY'S RESOURCES*(Sumber Syarikat)*

1	Number of Staff <i>Please attach CV for executive staff</i> <i>(Bilangan Kakitangan)</i> <i>(Sila lampirkan CV untuk kakitangan Eksekutif)</i>		Permanent <i>(Tetap)</i>	Contract <i>(Kontrak)</i>
		Executive <i>(Eksekutif)</i>		
		Non-Executive <i>(Bukan Eksekutif)</i>		
2	Your company organization chart. <i>(Carta organisasi syarikat anda)</i>	Please attached <i>(Sila lampirkan)</i>		
3	Your organization chart to execute scope of work as per your answer in D1 <i>(Carta organisasi anda untuk melaksanakan skop kerja seperti jawapan anda dalam D1)</i>	Please attached <i>(Sila lampirkan)</i>		
4	Specific equipment/ tools/ machinery listing owned by your organization in order to execute the scope of work as per your answer in D1. <i>(Nyatakan peralatan/ alatan/ jentera yang dimiliki oleh organisasi anda untuk melaksanakan skop kerja seperti jawapan anda di D1)</i>	Please attached <i>(Sila lampirkan)</i>		

F. SHAREHOLDERS (AS PER SSM)*(Pemegang Saham seperti dalam SSM)*

Indicate the details of all shareholders in the company;

(Nyatakan butiran pemegang saham dalam syarikat)

No <i>(No)</i>	Name <i>(Nama)</i>	I/C No <i>(No IC)</i>	Bumi/ Non- Bumi <i>(Bumi/ Bukan- Bumi)</i>	% Shares <i>(Saham%)</i>	Position in the Company <i>(Jawatan dalam syarikat)</i>

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G. BUSINESS OPERATIONS (Operasi Perniagaan)				
1	List down top 3 of your services or products supplied by your company based on EPSC Code stated in A7. <i>(Nyatakan 3 perkhidmatan atau produk anda yang dibekalkan oleh syarikat anda berdasarkan kod EPSC yang dinyatakan dalam A7)</i>		a) _____ b) _____ c) _____	
2	List down orders received from EPIC and SBU for the past 3 years in the form of Purchase Order (PO) or Letter of Award (LA) <i>(Senaraikan pesanan yang diterima dari EPIC dan SBU selama 3 tahun yang lalu dalam bentuk pesanan belian (PO) atau Letter Award (LA))</i>			
	NO (No)	PO/LA Ref No. (No rujukan PO/LA)	Date (Tarikh)	Amount (RM) (Jumlah RM)
3	Other than EPIC and SBU, have you extended your service or supply your product to other organization? If your answer is YES, please list down. <i>(Selain daripada EPIC dan SBU, Adakah anda melanjutkan perkhidmatan anda atau membekalkan produk anda kepada organisasi and ? Jika jawapan anda YA, sila senaraikan.)</i>		Yes (Ya)	No (Tidak)

H. SUPPORTING DOCUMENTS CHECKLIST (Senarai Semak dokumen sokongan)			
Please ensure to tick below table for the supporting documents provided: <i>(Sila tandakan jadual di bawah untuk dokumen sokongan yang disediakan)</i>			
No (No)	List of documents (Senarai Dokumen)	Yes (Ya)	No (Tidak)
1	Company Registration Certificate from Companies Commission of Malaysia (SSM) (Refer to A1) <i>(Sijil Pendaftaran Syarikat daripada Suruhanjaya Syarikat Malaysia (SSM) Rujuk A1)</i>		
2	Copy of the latest Company Search <i>(Salinan Syarikat Terkini)</i>		
3	Latest Company Organization Chart – Overall (Refer to E2) <i>(Carta Organisasi Syarikat Terkini (Rujuk E2))</i>		
4	Organization chart to execute scope of work as per your answer in D1 (Refer to E3) <i>(Carta Organisasi untuk melaksana skop kerja seperti jawapan dalm D1 (Rujuk E3))</i>		
5	List of specific equipment/ tools/ machinery (Refer to E4) <i>(Senarai peralatan/ Alatan/ Jentera (Rujuk E4))</i>		
6	Copy of licenses and certificate if any (MOF, PKK, DOSH, SPAN, CIDB, PETRONAS, etc.) <i>(Salinan lesen dan sijil jika ada (MOF, PKK, DOSH, SPAN, CIDB, PETRONAS, dan lain-lain))</i>		
7	ISO Certificate (if applicable) <i>(Sijil ISO(jika ada))</i>		
8	CV executive staff and above <i>(Kakitangan Eksekutif dan ke atas)</i>		
9	Latest three (3) months bank statement <i>(Penyata bank 3 bulan terkini)</i>		

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H. SUPPORTING DOCUMENTS CHECKLIST <i>(Senarai Semak dokumen sokongan)</i>			
10	Latest Audited Financial Statement/ Report <i>(Penyata / Laporan Kewangan Beraudit Terkini)</i>		
11	Company Policy (Safety Policy, Quality Policy, etc.) <i>(Polisi Syarikat (Polisi Keselamatan, Polisi Kualiti, dan lain-lain))</i>		
12	Company Procedure, SOP <i>(Prosedur Syarikat, SOP)</i>		
I. COMPANY'S DECLARATION <i>(Akuian Syarikat)</i>			
<p>I hereby confirm that the information given in this form are accurate and represent the current status of the company. I agree that EPIC has a right to reject my application if information provided is false or insufficient of documents submitted as per supporting document checklist.</p> <p><i>(Saya dengan ini mengesahkan bahawa maklumat yang diberikan adalah tepat, saya bersetuju bahawa EPIC mempunyai hak untuk permohonan saya jika maklumat yang diberikan adalah palsu atau tidak mencukupi bagi dokumen yang dikemukakan mengikut senarai yang diberikan)</i></p>			
Signature & Date <i>(Tandatangan & Tarikh)</i>			
Name <i>(Nama)</i>			
Designation <i>(Jawatan)</i>			
Company stamp <i>(Cop Syarikat)</i>			

Note: This company declaration shall be signed by the owner of the company or highest position as stated in your company organisation chart

(Nota: Pengisytiharan syarikah ini hendaklah ditandatangani oleh pemilik syarikat atau jawatan tertinggi seperti yang dinyatakan dalam carta organisasi syarikat anda)

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J. FOR GROUP SCM OFFICE USE ONLY
(Untuk Kegunaan pejabat SCM sahaja)

APPLICATION CHECKLIST:
(Senarai Semak permohonan)

NO (No)	DESCRIPTION (Penerangan)	YES (Ya)	NO (Tidak)
1	Company Registration Certificate from Companies Commission of Malaysia (SSM) (Refer to A1) <i>(Sijil Pendaftaran Syarikat daripada Suruhanjaya Syarikat Malaysia)</i>		
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Received by <i>(Diterima Oleh)</i>
Executive, SCM <i>(Eksekutif, SCM)</i> Date: <i>(Tarikh)</i>