VENDOR REGISTRATION FORM

User Guide

The vendor registration form is divided into the following key sections:

1. **Terms & Conditions:** This section outlines the general terms and conditions governing the vendor registration process. It is crucial to carefully review these terms as they define the understanding and expectations between your company and Brooke Holding Sdn. Bhd. regarding this registration. By proceeding with the application, you acknowledge that you have read, understood, and agree to these terms.

2. **Company Details:** This section requires fundamental information about your organisation. You will be asked to provide your company's legal name, registered address, business address (if different), contact information (phone, email, website), year of establishment, and details regarding your company's legal structure and ownership. Accurate and up-to-date information in this section is essential for our records and communication.

3. **Financial Performance:** This section focuses on your company's financial stability and track record. You will be required to provide details such as annual turnover for the past years. This information helps us assess your company's financial capacity to fulfill potential contractual obligations. You may also be required to attach relevant financial documents in the "Attachments" section.

4. **Employment:** This section gathers information about your company's workforce. You will be asked to provide the key contact employees. This helps us understand your company's operational capacity.

5. **Products and Services:** This crucial section requires a detailed description of the products and/or services your company offers. Please provide specific information about your core offerings, technical specifications (where applicable), production capacity, and any unique selling propositions. Clearly outlining your products and services will enable us to identify potential synergies with our requirements.

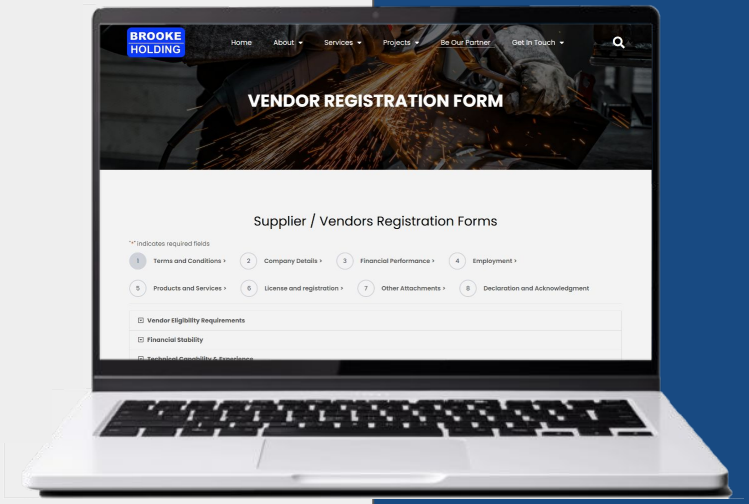
6. **License & Registration:** This section requires you to provide details of all relevant licenses, permits, and registrations held by your company. This may include business registration certificates, industry-specific licenses, quality certifications, and any other mandatory authorisations required to operate your business and provide the offered products/services. You will likely be required to attach copies of these documents in the "Attachments" section.

7. **Attachments:** This section lists the mandatory documents that must be submitted along with this completed form. Please ensure that you have prepared and attached all the required documents as specified. Failure to provide the necessary attachments may result in the rejection or delay of your registration. Common attachments may include company registration documents, financial statements, licenses, certifications, and other supporting materials.

8. **Declaration & Acknowledgement:** This final section requires a formal declaration by an authorised representative of your company, confirming the accuracy and truthfulness of all the information provided in this form and the attached documents. By signing this section, you acknowledge that you have read and understood all the terms and conditions and agree to abide by them.

REGISTRATION AND RENEWAL

For a seamless experience, please refer to this step-by-step tutorial that clearly explains how to complete your registration with our services.



Supplier / Vendors Registration Forms

"*" indicates required fields

✓ Terms and Conditions › | 2 Company Details › | 3 Financial Performance › | 4 Employment ›

5 Products and Services › | 6 License and registration › | 7 Other Attachments › | 8 Declaration and Acknowledgment

Company Details

Please provide accurate information about your organization, inc
and shareholder information. This information is crucial for verifyi
facilitate the assessment and approval of your application.

Please select the type of vendor registration you are submitting:

- **New Application:** Use this option if your company is registering as a vendor for the first time.
- **Renewal:** For existing registered vendors seeking to renew an expired license.

Registration Type *

New Application

Note: Please select the appropriate registration type for your application. Choose "New Application" if you are registering for the first time, or "Renewal" if you are updating or renewing your existing registration with us. Ensure that the selected option reflects your current status accurately.

1. Company Information

a) Company Name *

Company Name *

1 Please enter your company registered name

b) Company Registration Number *

Company Registration No *

2 Please enter your company registration number

c) Company Type *

Company Type *

3 Please select the company type

When was the company established? *

dd/mm/yyyy

4 Please enter your company establishment date

d) Phone Number *

60823456789

5 Please enter your company's phone number

e) Fax Number

6082987654

6 Please enter your company's fax number

f) Registered Address *

Registered Address 1

7 Please enter your company registered address according to its respective fields

Street Address

Registered Address 2

Address Line 2

City

City

State / Province / Region

State / Province / Region

Postal Code

ZIP / Postal Code

Malaysia

Country

e) Is your Business Address the same as above? (•) Yes ( ) No

If you have a separate business address, please select no and enter the business address

2. Director and Shareholder Information

Provide complete and accurate details of directors and shareholders, including full name, NRIC, position, email, and shareholding information. This information is essential for verifying your company's ownership and management structure.

a) Director and Shareholder Information

Fullname	Status	NRIC / Passport No.	Position	Email	Locality	Ordinary Shares (%)	Preference Shares (%)
There are no directors and shareholders.							

Add Director and Shareholder

Please fill in your director and shareholder details here. A pop up page will appear for all inputs.

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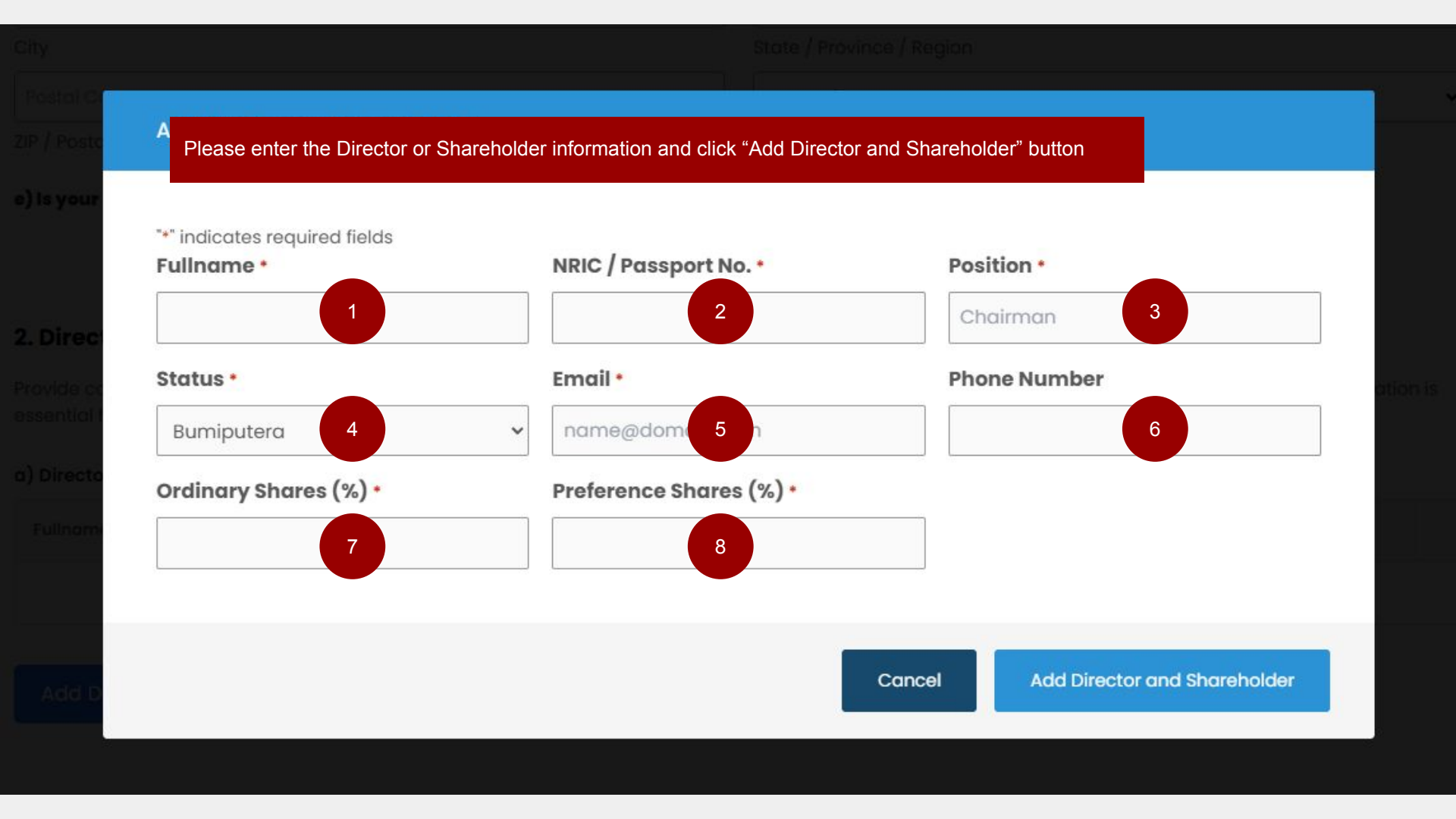
Please enter the Director or Shareholder information and click “Add Director and Shareholder” button
"*" indicates required fields
Fullname *
NRIC / Passport No. *
Position *
Chairman
Status *
Bumiputera
Email *
Phone Number
Ordinary Shares (%) *
Preference Shares (%) *
1
2
3
4
5
6
7
8
Cancel
Add Director and Shareholder

City

State / Province / Region

Postal Code

Malaysia

ZIP / Postal Code

Country

2. Director and Shareholder Information

You can edit or delete the record that was enter previously

Provide complete and accurate details of directors and shareholders, including full name, NRIC, position, email, and shareholding information. This information is essential for verifying your company's ownership and management structure.

a) Director and Shareholder Information

Fullname	Status	NRIC / Passport No.	Position	Email	Locality	Ordinary Shares (%)	Preference Shares (%)	
James	Bumiputera	8008081308088	Board Member	james@test.com	Malaysian	50	50	Edit Delete
Ali	Bumiputera	800808130000	Chairman	ali@test.com	Malaysian	50	50	Edit Delete

If you wish to add in more, simply click "Add Director and Shareholder" button

Add Director and Shareholder

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Financial Performance

Please enter the financial information based on your company's audited report in its respective fields.

Applicants are required to submit their company's Balance Sheet and Income Statement for the financial year. These financial documents provide essential insights into your company's financial health, stability, and performance, which are critical for our evaluation process. The Balance Sheet should reflect your company's assets, liabilities, and shareholders' equity, while the Income Statement should show your revenue, expenses, and net profit or loss. Ensure that these documents are accurate, complete, and audited if possible, as they will be used to assess your company's financial strength and ability to meet potential obligations.

	Current Year *	Previous Year *
1) Year :	2025	2024
2) Current Asset :		
3) Total Non-current Asset :		
4) Total Asset :	RM 0.00	RM 0.00
5) Total Current Liability :		
6) Total Non-current Liability :		

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5) Total Current Liability :	RM 200,000.00	RM 300,000.00
6) Total Non-current Liability :	RM 200,000.00	RM 200,000.00
7) Total Liability :	RM 400,000.00	RM 500,000.00
8) Equity :	RM 200,000.00	RM 200,000.00
9) Retain Earning :	RM 200,000.00	RM 200,000.00
10) Revenue :	RM 200,000.00	RM 200,000.00
11) Cost of Sales :	RM 50,000.00	RM 54,000.00
12) Gross Profit / Loss :	RM 150,000.00	RM 146,000.00

Please enter the financial information based on your company's audited report in its respective fields.

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"*" indicates required fields

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Employment

Please provide the details of your company's key contact person, including their name, position, phone number, and email address, as they will be the main point of communication. Additionally, include information about your top management team, such as their names, positions, and roles. This information is crucial for establishing effective communication and understanding your organization's leadership structure.

Employment

Fullname	Status	NRIC / Passport No.	Position Title	Email Address	Phone Number	Employment Status	Total working experience
There are no entries.							

Add Entry

Please fill in your key employee's contact in your company for any communication. A pop up page will appear to input all the relevant information. You may add more than one (1) employee information here.

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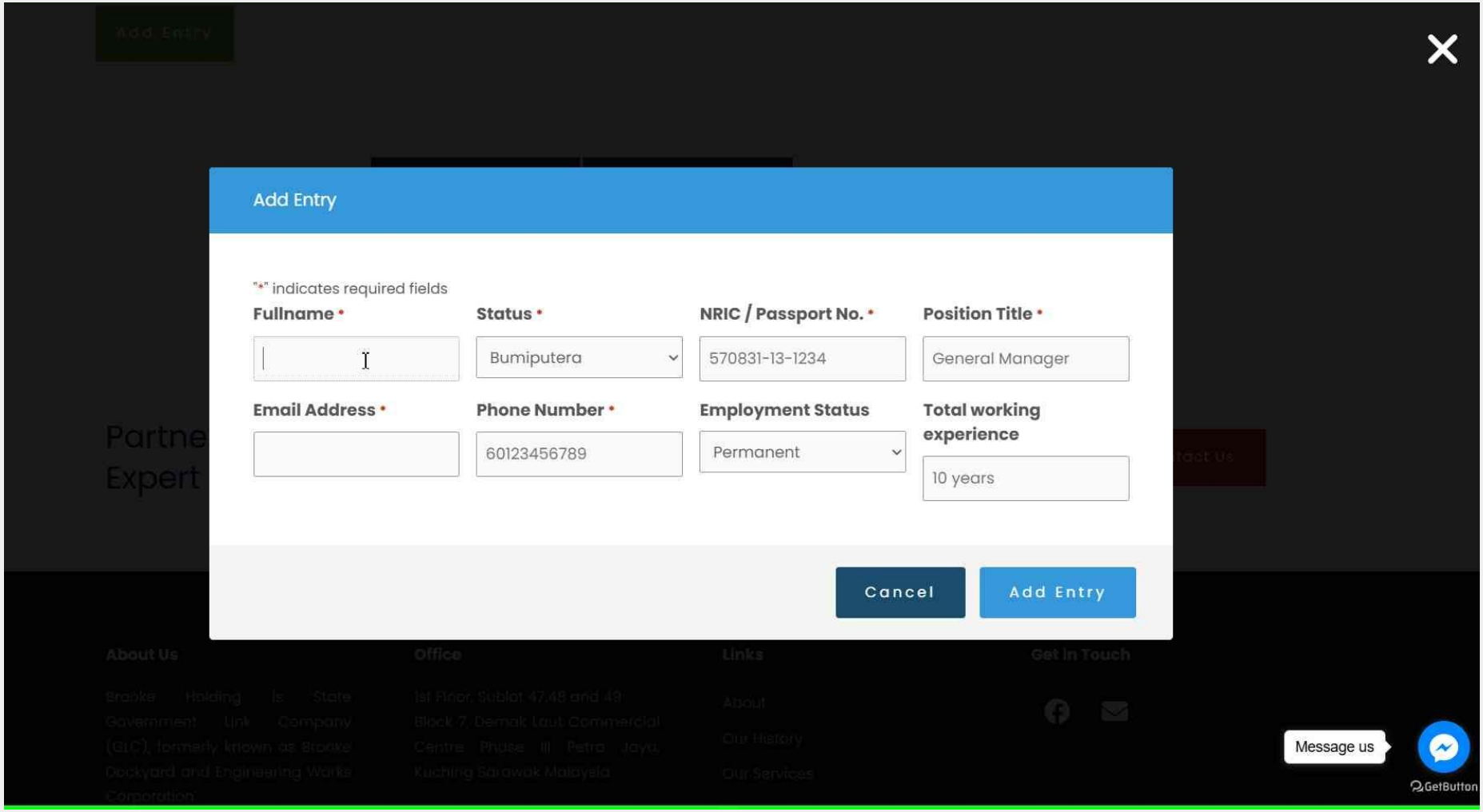

Add Entry

"*" indicates required fields

Fullname *

Status *

Bumiputera

NRIC / Passport No. *

570831-13-1234

Position Title *

General Manager

Email Address *

Phone Number *

60123456789

Employment Status

Permanent

Total working experience

10 years

Cancel

Add Entry

Employment

Please provide the details of your company's key contact person, including their name, position, phone number, and email address, as they will be the main point of communication. Additionally, include information about your top management team, such as their names, positions, and roles. This information is crucial for establishing effective communication and understanding your organization's leadership structure.

You can edit or delete the record that was enter previously

Employment

Fullname	Status	NRIC / Passport No.	Position Title	Email Address	Phone Number	Employment Status	Total working experience	
Jamal	Bumiputera	999999139999	General Manager Finance	jamal@test.com	60123456789	Permanent	15	Edit Delete

Add Entry

If you wish to add more, click onto the "Add Entry" button

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Product and Service Category

Please read through BHSB Work category for any service related to your company

Please review the Brooke Holding Sdn. Bhd. Product and Service Categories provided and select the relevant work categories that align with your track record and experience. Your choices will help us understand your expertise and better assess your application.

BHSB WORK CATEGORIES - PRODUCT

BHSB WORK CATEGORIES - SERVICE

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1) Please select the Discipline that match your organisation services *

- ☐ Advertising
- ☐ Civil Works & Maintenance Materials
- ☐ Electrical
- ☐ Food Catering
- ☐ ICT Software & Hardware
- ☐ IT Software & Hardware
- ☐ Marine
- ☐ Non Destructive Test (NDT) Services
- ☐ Piping Services
- ☐ Travel Agency & Services
- ☐ Chemicals
- ☐ Civil Works And Maintenance Services
- ☐ Electrical Services
- ☐ General Hardware
- ☐ Instrument
- ☐ Lifting & Weighing
- ☐ Mechanical
- ☐ Office Supplies
- ☐ Protection Materials
- ☐ Chemicals Services
- ☐ Consumables
- ☐ Fabrication & Construction
- ☐ General Services
- ☐ Instrument Services
- ☐ Logistic
- ☐ Mechanical Services
- ☐ Piping
- ☐ Structural

2) Please describe your company's experience, including key projects, industries served, and relevant achievements that demonstrate your expertise. *

BROOKE HOLDING

BROOKE HOLDING'S LICENSE AND WORK CATEGORY - PRODUCT

New Code	Products / Services	MAIN CATEGORY	CAT 1	CAT 2	CAT 3	Description
BHSB 10111010	Product	Chemicals	Commodity Chemicals	Acids	Acetic Acid	To supply and deliver Acetic Acid
BHSB 10111011	Product	Chemicals	Commodity Chemicals	Acids	Acid Fracturing & Acidizing Additives	To supply and deliver Acid Fracturing & Acidizing Additives
BHSB 10111012	Product	Chemicals	Commodity Chemicals	Acids	Formic Acid	To supply and deliver Formic Acid
BHSB 10111013	Product	Chemicals	Commodity Chemicals	Acids	Hydrochloric Acid	To supply and deliver Hydrochloric Acid
BHSB 10111014	Product	Chemicals	Commodity Chemicals	Acids	Hydrofluoric Acid	To supply and deliver Hydrofluoric Acid
BHSB 10111015	Product	Chemicals	Commodity Chemicals	Acids	Other Acids	To supply and deliver Acid excluding Acetic Acid, Acid Fracturing & Acidizing Additives, Formic Acid, Hydrochloric Acid, Hydrofluoric Acid & Sulphuric Acid
BHSB 10111016	Product	Chemicals	Commodity Chemicals	Acids	Sulphuric Acid	To supply and deliver Sulphuric Acid
BHSB 10111100	Product	Chemicals	Commodity Chemicals	Amines		To supply and deliver Amines
BHSB 10111200	Product	Chemicals	Commodity Chemicals	Ammonia		To supply and deliver Ammonia
BHSB 10111300	Product	Chemicals	Commodity Chemicals	API Class G Cement		To supply and deliver API Class G cement
BHSB 10111400	Product	Chemicals	Commodity Chemicals	Base Oil		To supply and deliver Base Oil
BHSB 10111510	Product	Chemicals	Commodity Chemicals	Chloralkali	Caustic Soda	To supply and deliver Caustic Soda
BHSB 10111511	Product	Chemicals	Commodity Chemicals	Chloralkali	Other Chloralkali	To supply and deliver Chloralkali excluding Caustic Soda and Hydrochloric Acid

1) Please select the Discipline that match your organisation services *

- [x] Advertising
- [ ] Civil Works & Maintenance Materials
- [ ] Electrical
- [ ] Food Catering
- [x] ICT Software & Hardware
- [ ] IT Software & Hardware
- [ ] Marine
- [ ] Non Destructive Test (NDT) Services
- [ ] Piping Services
- [ ] Travel Agency & Services
- [ ] Chemicals
- [ ] Civil Works And Maintenance Services
- [x] Electrical Services
- [ ] General Hardware
- [ ] Instrument
- [ ] Lifting & Weighing
- [ ] Mechanical
- [ ] Office Supplies
- [ ] Protection Materials
- [ ] Chemicals Services
- [ ] Consumables
- [ ] Fabrication & Construction
- [ ] General Services
- [ ] Instrument Services
- [ ] Logistic
- [ ] Mechanical Services
- [ ] Piping
- [ ] Structural

1

Select the services / discipline that your company provide. You may add more than one(1) services / discipline.

Advertising *

2

Select the correct SWEC Code related to your company services

Electrical Services *

ICT Software & Hardware *

2) Please describe your company's experience, including key projects, industries served, and relevant achievements that demonstrate your expertise. *

3

Please enter a summary of your company services, experience, expertise and information related to your company's services

General Requirement	
1.	Quality Assurance – Lloyd's, SIRIM and etc.
2.	Track records and past project experience.
3.	Register with any Government agency, Statutory Body and other organisation
4.	Must have the technical capability aspect in management, competency and facilities for all category of product offered.
5.	Contingent Liability – Has and will any litigation, suits or court action be taken against the company.
6.	Clearly stated the category of products as offered. Brochure, catalogue and profile.

3) Please select the category that best fit four services *

- [x] Category A - Oil & Gas Project Supplier / Subcontractor
- [ ] Category B - Frieght Forwarding & Storage (Air, Land & Sea)
- [ ] Category C - Marine Related of Works Subcontractor & General Subcontractor
- [ ] Category D - Civil General Supplier / Subcontractor

Please select the best category that represent your company

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License and Registration

Please provide details of your licenses and certifications, including Construction Industry Development Board (CIDB), Ministry of Finance (MOF), Unit Pendaftaran Kontraktor & Juruperunding (UPK), Pusat Khidmat Kontraktor (PKK), Petronas License, Quality Management System, HSE Management System, and Environmental Management System. Accurate entries ensure smooth application processing.

Kindly provide a comprehensive list of all licenses held by your company. This includes, but is not limited to, licenses such as CIDB, MOK, UPK, PKK and Petronas License

Licenses

License	Registration Number	Issue Date	Expiry Date	Grade	Upload your license certificate
There are no entries.					

Add Entry

ISO

ISO type	Certificate Number	Issue Date	Expiry Date	Scope of Certification	Certified By	Upload your certificate
There are no entries.						

Add Entry

Kindly provide a comprehensive list of all ISO held by your company. This includes, but is not limited to QMS, HSE and Environmental MGT System.

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Other Attachments

Applicants are required to upload relevant documentation to support their application. This includes your company registration certificate, trade license, and any other pertinent licenses or certifications that demonstrate your business's compliance with local regulations. Additionally, please provide any documents that showcase your operational capacity, such as partnerships, memberships, or quality assurance certifications. Accurate and complete documentation is crucial for our review process, as it helps verify your company's legitimacy and capability to deliver the products or services offered. Ensure all uploaded documents are clear and legible to facilitate a smooth evaluation of your application.

1. Suruhanjaya Syarikat Malaysia (SSM) certificate - Super Form 14

Drop files here or
Select files

Accepted file types: pdf, Max. file size: 20 MB, Max. files: 1.

2. Upload your organisation Financial audited report

Remark: *The uploaded audited report must cover the same financial years as the data provided in* ***Step 3: Financial Performance***

Drop files here or
Select files

Accepted file types: pdf, Max. file size: 20 MB, Max. files: 1.

2. a) Upload Company Bank Statement (Last 3 Months)

Drop files here or
Select files

Accepted file types: pdf, Max. file size: 20 MB, Max. files: 1.

3. Application for Registration of a Company - Section 14

Drop files here or
Select files

Accepted file types: pdf, Max. file size: 20 MB, Max. files: 1.

4. Notice of Registration - Section 15

Drop files here or
Select files

Accepted file types: pdf, Max. file size: 20 MB, Max. files: 1.

5. Trade License from Sarawak Government or relevant local authority

Drop files here or
Select files

Accepted file types: pdf, Max. file size: 20 MB, Max. files: 1.

6. Company profile with full details of track record

Drop files here or
Select files

Max. file size: 20 MB.

a) Project Experience
b) Company Profile (Overview of Business, Services and Expertise)
c) Organisation Chart
d) Company Track Record
e) Awards and Certification

Please upload all the relevant attachment to its respective fields

Environmental, Social and Governance (ESG) Practices

We are dedicated to building a responsible and sustainable supply chain. We believe that integrating Environmental, Social, and Governance (ESG) principles is vital for long-term success. As part of our registration process, we ask all applicants to share details of their current ESG practices. This includes any efforts to minimise environmental impact, ensure fair labour standards, and maintain ethical business conduct. Your commitment to these principles is important to us, and we look forward to reviewing how your company aligns with them as we build a collaborative and sustainable partnership

Environmental

Answer a short survey on Environmental, Social and Governance that your company practice.

1. Environmental Policy: To what extent does your company have a formal environmental policy? *

- ○ Not Implemented at all
- ○ In the planning phase
- ○ Partially implemented
- ○ Fully implemented
- ○ Fully implemented and regularly reviewed

2. Resource Management: How would you rate your company's efforts in measuring and reducing energy and water consumption? *

- ○ No efforts made
- ○ Informal efforts
- ○ Formal initiatives in place
- ○ Targets set and progress monitored
- ○ Targets exceeded and continuous improvement

3. Waste Management: To what degree is your company's waste management approach focused on reduction, recycling, and responsible disposal? *

- ○ No efforts made
- ○ Informal efforts
- ○ Formal initiatives in place
- ○ Targets set and progress monitored
- ○ Targets exceeded and continuous improvement

operational capabilities. Any false or misleading information may result in the rejection of your application or termination of vendor eligibility. Brooke Holding Sdn Bhd reserves the right to verify the submitted information and request additional documentation if necessary. Your acknowledgment signifies your agreement to comply with all requirements and terms set forth in the registration process.

Name *

Jamal

First Name

Khairi

Email *

jamal@test.com

60123456789

1

2

3

4

Please enter the representative that fills in the information. We will contact this representative for any information or updates

Consent *

I agree to the Terms and Conditions

Tick the consent button

I agree that Brooke Holding Sdn Bhd and its Group of Companies ("BHSB"), may collect, obtain, store and process my personal data that I have provided in this Form for the purpose of registering as a Vendor with BHSB.

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Submit

Save as draft

You can choose to submit or save all the information as draft and continue later.

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