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Section 1.0 – General Information

1.1 Personal Data Protection Act 2010

The Personal Data Protection Act 2010 (“the Act”) is an Act that is passed by the Malaysian government to regulate the processing of personal data in a commercial transaction. To comply with the Act, we are required to manage the personal data that we collect from you.

Following this, you will be required to agree to the online Personal Data Protection Act 2010 Notice to provide your consent on the processing and disclosure of your personal information provided in this application. This notice would appear online at our website <https://procure.sdguthrie.com/> when you attempt to start registration, before any information is provided to us (this includes your email address for online profile creation).

Please be informed that if you disagree to the content of the Personal Data Protection Act 2010 Notice, we will not be able to proceed with your application as the personal data we are to collect from you is vital to fulfil the purpose of this registration.

1.2 Bumiputera Agenda

As a Government Linked Company (GLC), SD Guthrie supports the Malaysia National Agenda on developing the capabilities and competencies of vendors who are classified as Bumiputera. Accordingly, SD Guthrie encourages Bumiputera vendors to be registered and prequalified as our Registered Vendors.

For the purpose of recognising applicants as a Bumiputera, the established criteria and certification by the Ministry of Finance (MOF) for Bumiputera will be adopted by SD Guthrie.

Bumiputera criteria as defined by MOF

- a. At least 51% of company shares must be held by Bumiputera,
- b. At least 51% of the Companies’ Board of Directors positions must be held by Bumiputera,
- c. The posts of Chief Executive, Managing Director or General Manager and other key posts must be held by Bumiputera,
- d. At least 51% of the company’s employees must be Bumiputera,
- e. Its financial management must be controlled by Bumiputera, and
- f. The organizational chart and company functional management must reflect Bumiputera control.

To qualify as a Bumiputera vendor with SD Guthrie, you are required to fulfil the above MOF criteria and encouraged to provide the MOF Bumiputera Certificate as proof.

The Bumiputera status with SD Guthrie is a pre-requisite which will provide opportunity to qualify for SD Guthrie's Bumiputera Vendor Development programme.

1.3 Related Party to SD Guthrie

SD Guthrie is also interested to know if an applicant is a related party to any of the SD Guthrie subsidiaries / directors / shareholders. Applicants will be prompted to declare any such relationship in the Supplier Declaration prior to application submission. .

"Related Party" is defined per the following:

1.3.1 Per the Bursa Listing Requirements (BLR)

In relation to a Corporation, 'Related Party' is defined as a director, major shareholder or person connected with such director or major shareholder.

1.3.1.1 A Director:

A director is defined per the following:

- a. a person occupying or acting in the position of director of SD Guthrie Berhad
- b. a person in accordance with whose directions or instructions the directors of SD Guthrie Berhad are accustomed to act;
- c. an alternate or substitute director

1.3.1.2 Major Shareholder

Includes any person who is or was within the preceding 6 months of the date on which the terms of the transaction were agreed upon, and has an interest or interests in one or more voting shares in SD Guthrie Berhad and the nominal amount of that share, or the aggregate of the nominal amounts of those shares, is

- a. 10% or more of the aggregate of the nominal amounts of all the voting shares in SD Guthrie Berhad; or
- b. 5% or more of the aggregate of the nominal amounts of all the voting shares in SD Guthrie Berhad where such person is the largest shareholder.

Note: Interests in one or more voting shares mean where any property held in trust consists of or includes

shares in which a person knows or has reasonable grounds for believing that he has an interest, he shall be deemed to have an interest in those shares.

1.3.1.3 Person Connected

A “person connected” means such person who falls under any one of the following categories:

- a. A family member of said Person;
- b. A trustee of a trust (other than a trustee for a share scheme for employees or pension scheme) under which the said Person, or a family member of the said Person, is the sole beneficiary;
- c. A partner of the said Person, or a partner of a person connected with that said Person;
- d. A person who is accustomed or under an obligation, whether formal or informal, to act in accordance with the directions, instructions or wishes of the said Person;
- e. A person in accordance with whose direction, instructions or wishes the said Person is accustomed or is under an obligation, whether formal or informal, to act;

“Family” is defined as such person who falls within any one of the following categories:

- a. Spouse;
- b. Parent;
- c. Child including an adopted child and step child;
- d. Brother or sister; and
- e. Spouse of the person referred to in (c) and (d)

1.3.2 Per the Financial Reporting Standards (FRS)

“Related party” is defined as a **person** or **entity** that is related to the entity that is preparing its financial statement (known as reporting entity; ie. SD Guthrie Berhad)

1.3.2.1 A Person:

A **person** or a **close member** of that person’s family is related to a reporting entity if that person:

- a. Has **control or joint control** over the reporting entity;

- b. Has **significant influence** over the reporting entity; or
- c. Is a member of the key management personnel of the reporting entity or of the parent of the reporting entity

Definitions of (i) Control or joint control

Control: power to govern the financial and operating policies of an entity so as to obtain benefits from its activities.

Joint control: contractually agreed sharing of control over an economic activity.

Definitions of (ii) Significant Influence

Power to participate in the financial and operating policy decisions of an entity, but is not control over those policies. Significant influence may be gained by share ownership, statute or agreement.

1.3.2.2 Entity

An **entity** is related to a reporting entity if any of the following conditions applies:

- a. The entity and the reporting entity are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others).
- b. One entity is an associate or joint venture of the other entity (or an associate or joint venture of a member of a group of which the other entity is a member).
- c. Both entities are joint ventures of the same third party.
- d. One entity is a joint venture of a third entity and the other entity is an associate of the third entity.
- e. The entity is a post-employment benefit plan for the benefit of employees of either the reporting entity or an entity related to the reporting entity. If the reporting entity is itself such a plan, the sponsoring employers are also related to the reporting entity.
- f. The entity is controlled or jointly controlled by a person identified in (1.3.2.1).
- g. A person identified in (1.3.2.1)(a) has significant influence over the entity or is a member of the key management personnel of the entity (or of a parent of the entity).

1.3.3 Relevant Links

For the most recent list of SD Guthrie Berhad Board of Directors/Senior Management, refer to the SD Guthrie website <https://www.sdguthrie.com/who-we-are/our-leaders/>.

Section 2.0 – Application & Processing

2.1 General Requirements for Vendor Application

Applicants of SD Guthrie Online Vendor Registration Portal must fulfil the following requirements:

2.1.1 General Requirements

- a. Applicants must be registered with their countries' respective governing registration bodies. For Malaysia-based companies, applicants must be registered with the Companies Commission of Malaysia (Suruhanjaya Syarikat Malaysia), or any related professional bodies (only applicable for professionals).
- b. Applicants must have a source of supply for each category of product supplied. Appointment as an exclusive agent must be obtained directly from the manufacturer and coverage includes at least all of Malaysia. Applicants must have the technical expertise with respect to management staff, skilled employees, system & system expertise and equipment for each service category applied.
- c. Applicants should preferably be registered with statutory/professional bodies or government departments related to the relevant category applied.

2.2 Processing of Applications

2.2.1 Application

All applications submitted online will undergo a pre-qualification/screening process. During screening and processing of applications, please take note that:

- a. Only Online Supplier Application Form that are duly completed will be accepted for further processing. In the processing of applications, the officer-in-charge may contact the applicant in the event that further clarification is required. Applicants are therefore advised to ensure that all contact details provided in the Vendor Application Form are accurate.

- b. Processing of each application submitted online shall be handled in accordance with SD Guthrie’s internal procedures and authorities.
- c. Applicants who successfully undergo the pre-qualification/screening process will be accepted as a Registered Vendor in the OVR portal and they will accordingly be notified via email.
- d. For any clarifications required regarding the Online Vendor Registration, kindly refer to the “Contact Us” page.

2.2.2 Evaluation Criteria

The mandatory pre-qualification criteria for all applicants to be complied with are as follows;

For Malaysia based Companies

No.	Criteria	Mandatory Requirement for Submission	Remarks
1	Years of Incorporation	At least 2 years	Based on company registration form (SSM / CCM)
2	Related Track Record / Work Experience	Copy of Purchase Order / Letter of Award	-
3	Latest Audited Account / Income Tax Form B	Copy of latest Audited Account / Income Tax Form B	To be Certified True Copy (CTC) by the Director or Company Secretary
4	Related Certification (Where Applicable)	Copy of related category certifications, for example, Construction Industry Development Board (CIDB), Malaysia Palm Oil Board (MPOB), Roundtable on Sustainable Palm Oil (RSPO) etc	Mandatory for the following category of vendor: <ul style="list-style-type: none"> • Contractor • Palm Product Transportation Service • Palm Product Supplier • Accredited Consultant

For Overseas based Companies

No.	Criteria	Mandatory Requirement for Submission	Remarks
1	Years of Incorporation	At least 2 years	Based on company registration form / certificate
2	Related Track Record / Work Experience	Copy of Purchase Order / Letter of Award	
3	Latest Audited Financial Statement	Copy of latest Audited Financial Statement	To be Certified True Copy (CTC) by the Director or Company Secretary

No.	Criteria	Mandatory Requirement for Submission	Remarks
4	Related Certification	Copy of related category certifications, for example, Construction Industry Development Board (CIDB), Malaysia Palm Oil Board (MPOB), Roundtable on Sustainable Palm Oil (RSPO) etc	Mandatory for the following category of vendor: <ul style="list-style-type: none"> • Contractor • Palm Product Transportation Service • Palm Product Supplier • Accredited Consultant

Should the vendor fail to fulfil one of the criteria, the application shall be denied and vendor will receive notification of unsuccessful registration. Vendor shall re- apply for OVR once the basic criteria documents are available for submission.

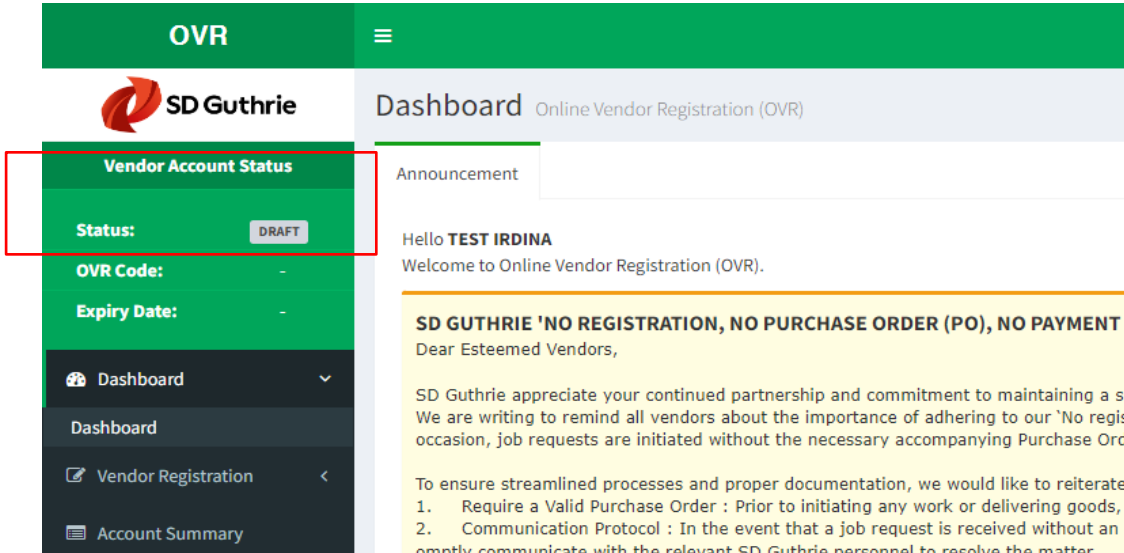
2.3 Notice to Applicants

IMPORTANT! Please take note that successful application in becoming a registered vendor of SD Guthrie Berhad **does not** guarantee you an automatic issuance of letter of award/purchase order/contract from SD Guthrie nor does it guarantee automatic invitation to participate in any of SD Guthrie’s quotation or tender exercise. The selection of vendors for participation in any quotation or tender exercise is based on the purchasing needs/requirements of SD Guthrie and matches that against the available pool of registered vendors. Also, further pre-qualification and Requests for Information (RFIs) can be carried out by SD Guthrie companies/business units, depending on their specific procurement needs.

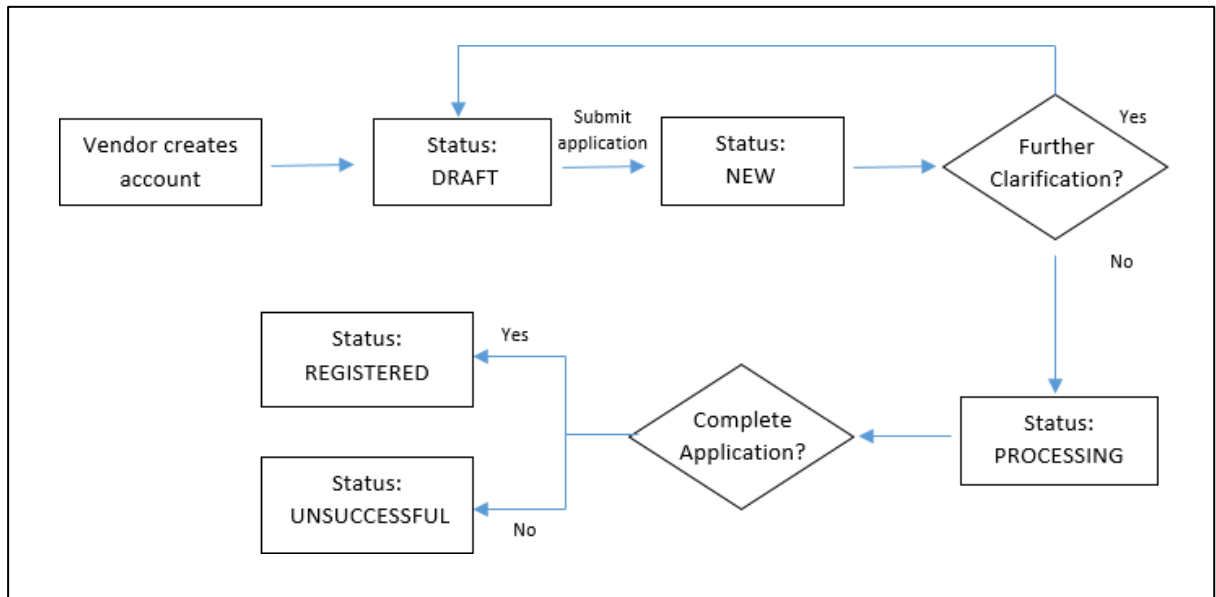
Vendors are advised to continue marketing their products and services to SD Guthrie companies/business units respectively.

2.4 Application Status Check

Applicants can check their application status by logging in to the portal. Status will be displayed at the top left corner, example as shown below.



Refer to flow chart below for possible statuses during the course of application.



Section 3.0 – Required Documentation & Information

3.1 Prepare Documentation

There are number of documents that are required to be attached to the online application (softcopy) in order to support the information that you provide in the supplier application form (such as track record and work experience, financial information, etc.). Kindly take note of both the mandatory and required documents that are needed depending on your company type and nature of business detailed out in the next section.

IMPORTANT! It is highly recommended that **all documentation is prepared prior to commencing the application** to ensure a smooth registration process. Please be informed that all documents submitted will be kept with the **strictest confidentiality**.

There is a pre-defined set of compulsory documents that need to be submitted by all vendors, depending on;

- a. the type of vendor (such as sole proprietary, partnership, private limited or public listed company) and
- b. the vendor's nature of business/type of products or services provided (such as engineering contractor, general supplier for office supplies etc.)

Note:

- '*' marks Mandatory Documents for all vendors – these must be attached to the site unless advised otherwise by SD Guthrie.

IMPORTANT! Please ensure these applicable documents are submitted online together with your application in order to avoid delays in registration/renewal and to avoid possible rejection of your application.

3.2 Document Certification Guidelines

Financial documents submitted require certification to ensure its validity.

3.2.1 Documents submitted must be certified by any one of the following:

- a. Company Secretary or Director/Partner/Owner or
- b. Companies Commission of Malaysia or
- c. Commissioner of Oaths
- d. Other equivalent form of certification from relevant authorities/bodies where applicable

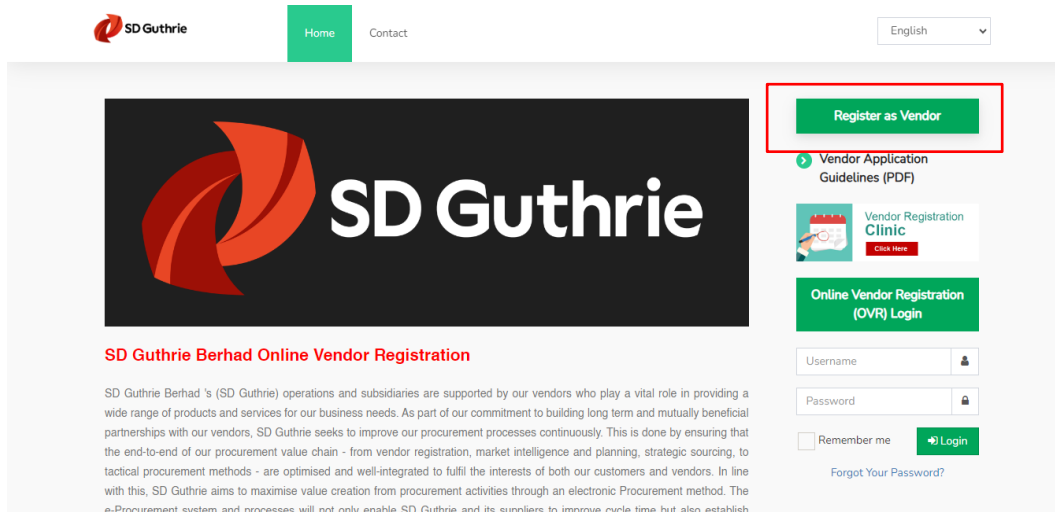
3.2.2 CTC (Certified True Copy) requires:

- a. 'Certified True Copy' stamp
- b. Signature of any authorised personnel
- c. Name & Designation of individual signatory

Section 4.0 – Step-by-Step Online Guide

4.1 Account Creation

To commence application, Vendors need to first create an account. Go to the OVR portal <https://procure.sdguthrie.com/> and click on the “Register as Vendor” button shown below.



IMPORTANT! Kindly note that **email correspondences on account related issues**, password notifications, account locking, etc. will be sending to the email address provided in this section. Only one (1) email address is allowed.

Upon submitting the login & contact information, a login ID and password email will be sent to the registered email address provided.

4.2 System Logon & Password Management

Once an account has been created, the applicant can log on to the OVR portal using the ID and password that has been e-mail to the registered e-mail address.

4.3 Forgotten Password

Kindly proceed to the portal at <https://procure.sdguthrie.com/>, click on “Forgot Your Password?”. An e-mail will be sent to the registered e-mail address requesting for a new password to be reset.

4.4 Company Documentation

The final step of the application is to attach softcopy of required documentation for the submission of your application to become a Vendor.

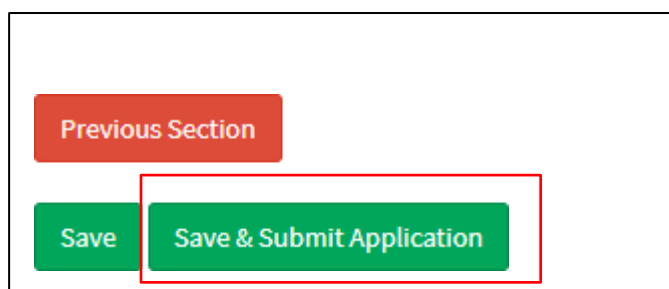
No	List of Documents
1	Vendor Integrity Pledge (VIP)
2	Conflict of Interest Declaration
3	Company Registration Certificate
4	Company Profile, Product & Services
5	Form 24 (Return of allotment of shares) & Form 49 (Return giving particular in register of directors)/relevant documents
6	Ministry of Finance (MOF) Certificate (where applicable)
7	Ministry of Finance (MOF) Certificate (Bumiputera Status) (where applicable)
8	Construction Industry Development Board Malaysia (CIDB) Certificate (where applicable)
9	ISO Certificate (where applicable)
10	Certified Copy of Latest Audited Report
11	Letter of Award (LoA)/Purchase Order (PO) to support past experience
12	Others (Related Certificate/Documents) (where applicable)

4.5 Supplier Declaration

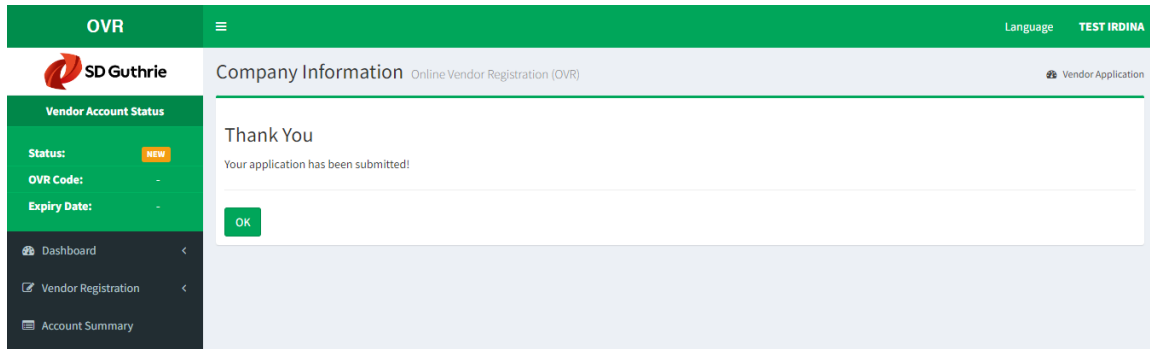
Applicants are required to complete the Supplier Declaration under “Declarations” section before submission.

4.6 Application Submission

Upon completing the declaration, applicants can proceed to submit their application by clicking on “Save & Submit Application” button.



Upon clicking the button, system will prompt a message to inform that the application has been submitted. Please refer screenshot below:

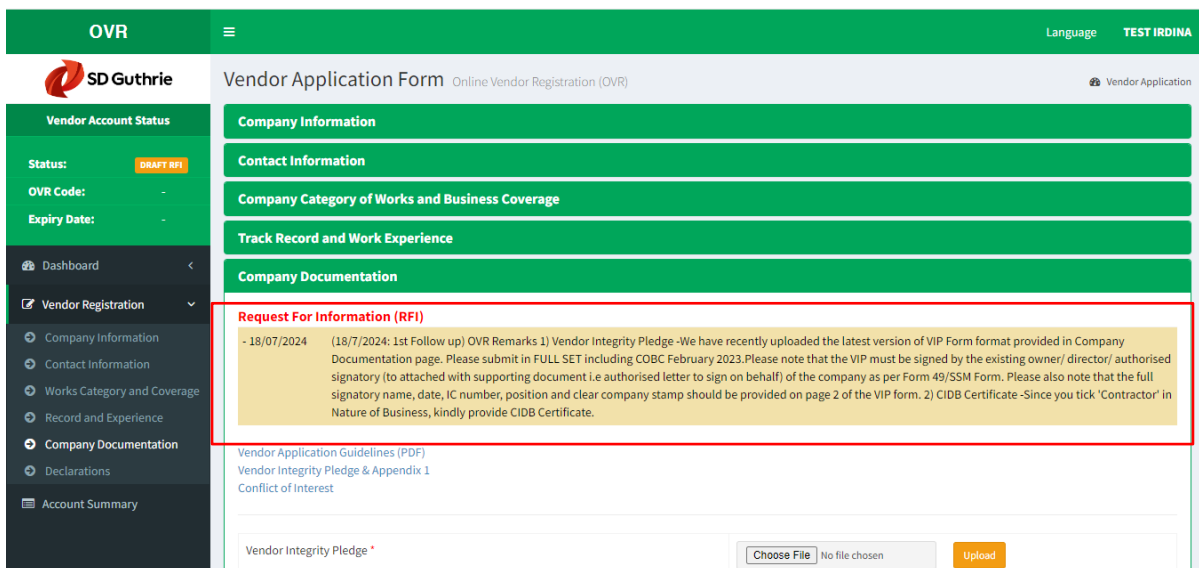


To check the status of the application, Applicants may refer to the application status at the 'Account Summary' tab.

4.7 Request for Information

In the event of missing information or if further clarification is required, the officer-in-charge may contact the applicants. This is done via the system through a "Request for Information."

Applicants will be notified via email which lists all the required missing information or documentation. The list of requirements will also be visible once applicants log in to the portal as illustrated below.



Once the vendor has submitted a complete application and processed, the vendor will be notified via an automated e-mail from ovr@sdguthrie.com. If the application is successful, the vendor will be included in the SD Guthrie registered vendor list and a unique vendor code will be provided – the SD Guthrie registration code (e.g. SDPXXXXX). This code will be mentioned in the successful notification e-mail and will be the unique code to be quoted when proving that the vendor is part of the SD Guthrie registered vendor list. No certificate will be provided.

Section 6.0 – Manage Profile

6.1 Renewal of Registration

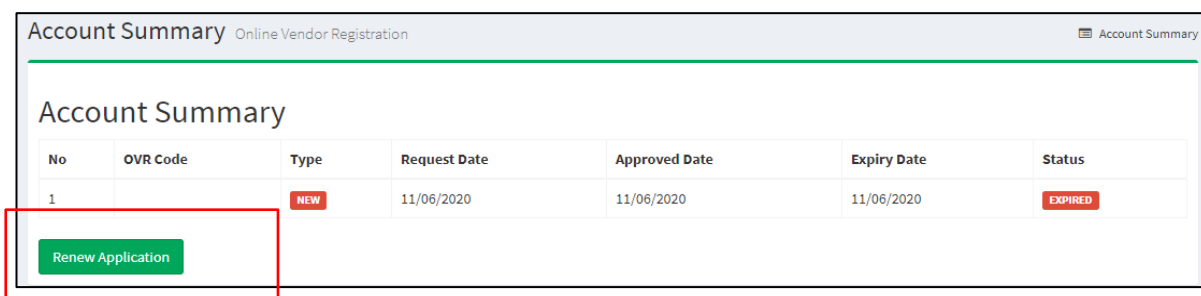
It is advised to submit the renewal of an application through the OVR portal not later than one (1) month before the expiry date (exactly 2 years from the receipt of system-generated e-mail confirming successful of the vendor’s registration application). Delays in renewal of registration will affect your access to the OVR portal. There will be a reminder email sent on registration expiry sixty (60) days, thirty (30) days, ten (10) days before the expiry date, therefore please be reminded to keep track of your registration expiry date separately for ease of action on your end.

6.1.1 General Renewal Steps



6.2 Initiate Registration Renewal

To initiate supplier renewal application, please login to your existing online account at <https://procure.sdguthrie.com/> using your own ID and password. Under the “Account Summary” tab, please click the “Renew Application” button as below:



Upon clicking the Renew Application button, the information from the following pages will be copied over to the draft renewal application for your further updates:

- a) Company Information
- b) Contact Information
- c) Works Category and Coverage
- d) Track Record and Experience
- e) Company Documentation
- f) Declarations

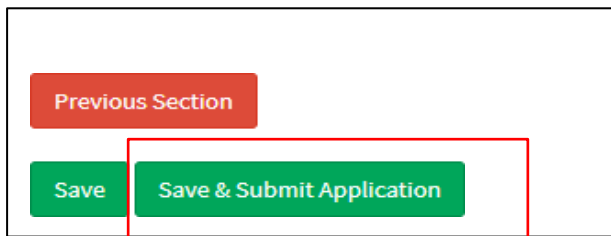
6.3 Update Online Application

When a draft registration renewal has been created, all pages will be available for your amendments and updates. It is advised to double-check all pages to ensure the information is up to date.

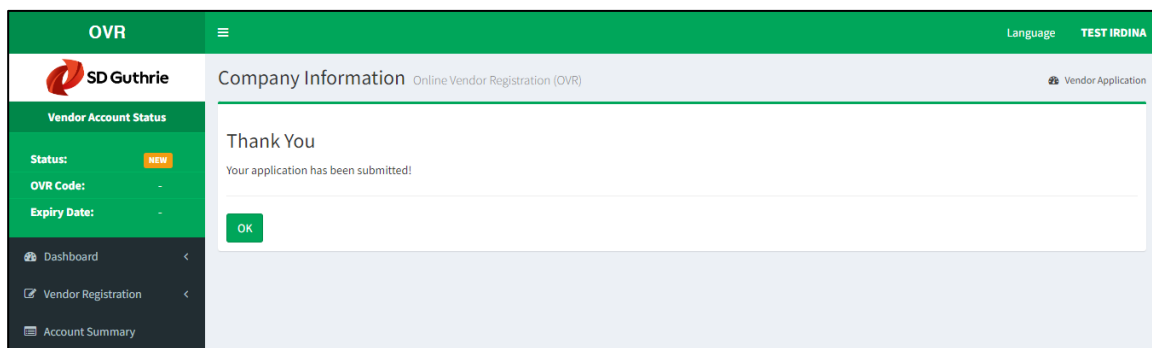
6.4 Submit Registration Renewal

Once all information and documentation has been checked and updated, Applicants are required to complete the Supplier Declaration under “Declarations’ section before submission.

Upon completing the declaration, applicants may proceed to submit the draft renewal application by clicking on the “Save and Submit” button. Please refer screenshot below:



When you click on the button, system will prompt a message to inform that the application has been submitted. Please refer screenshot below:



To check the status of the renewal, you may refer to the application status at the ‘Account Summary’ tab.

7.0 Rejection of Application / Termination of Registration

SD Guthrie reserves the right to reject, suspend or terminate any application/registration without any notice and without assigning any reasons. However, for your awareness, the typical reasons are, but not limited to:

Application rejection:

- Incomplete information submitted
- False information provided (after verification)
- Non-signing of the Vendor Integrity Pledge (VIP) for any reason whatsoever
- Supplier is already blacklisted by SD Guthrie

Registration suspension:

- Supplier withdraws a bid or refuses to accept an award (after bidding for the same)
- Supplier assigns or sub-contracts the awarded contract to another company without prior approval of SD Guthrie

Registration termination:

- Abandonment of a contract/LOA/PO or failure to carry out terms of contract/LOA/PO other than due to force majeure reasons
- Unethical conduct and practices including breaches of law by vendors' employees (including, without limitation, breaches of bribery and corruption laws), regardless whether such conduct and practices were in relation to SD Guthrie or its business. This includes but is not limited to possession of firearms and drugs or pilfering of the SD Guthrie's property.
- Non-adherence to the VCOBC or VIP.
- Persistent non-compliance with safety and environmental regulations
- Involved in legal suits against SD Guthrie
- Any other reason may be determined by the top management from time to time.

Suspension of vendor profile means that vendor will temporarily not be able to participate in any new invitation to quote or tender but will need to continue carrying out their existing commitments. Suspension will entail vendors to comply with conditions for performance improvement – to be agreed upon on a case-to-case basis with input from both procurement team and contract owner or end user. Persistent failure to meet the conditions to improve performance may lead to termination of vendor profile from OVR portal and blacklisting from SD Guthrie's Registered Vendor List. This may also potentially lead to LOA/purchase order/contract termination.