

### **Vendor Registration Form**

1	Registered Business Name:	
2	Registered Company Number (ROC Number) :	
3	Registered Business Address :	
4	Incorporated Date :	
5	Authorised Capital :	
6	Total Shares Issued and Par Value :	
7	Paid-Up Capital :	
8	Current Address: (if different from registered address)	
9	Current Telephone No. / Fax No. / Email :	
10	Nature of Business :	
11	Directors / executive management: (Name and position)	
12	Major Shareholders: (Name)	

13	<p>Past Project Experience</p> <p>Note: At least 2 recent projects</p> <p>To also attach relevant supporting documents</p> <p>Project Name                      Year                      Client Name</p>
14	<p>Knowledge, know how, infrastructure &amp; experience in organising, coordinating and executing exhibitions and conferences</p> <p>Note: Please attached relevant supporting documents</p> <p>Project Name                      Year                      Client Name</p>
15	<p>Representative (person who is authorised to represent the tenderer.)</p> <p>Name                      Job Title                      Mobile                      Email</p>

**Pre-Qualification Requirements Checklist (As per Advertisement Form)**

No	Description	Compliance		Remark
		Yes	No	
1	Locally incorporated and legally registered company in Malaysia.			
2	Must have a local presence and technical support team based in the Klang Valley region.			
3	A company with at least 3 years of experience related on event management.			Please provide your company experiences
4	Possess knowledge, know how, infrastructure & experience in organising, coordinating and executing annual dinners.			Please provide details experiences
5	Any litigation or dispute instituted against the company and/or its directors, must be disclosed.			If yes, please disclosed the dispute
6	Have latest audited financial statements.			



I/We declare that the particulars provided herein are true and correct.

Signed .....

In the Capacity of .....

Duly authorised to sign for and  
on behalf of .....

Date .....

Company Seal