

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

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	Possess at least 3 years of experience in organising, coordinating and executing exhibitions and conferences, and website development.			Please provide your company experiences
4	Possess knowledge, know how, infrastructure & experience in organising, coordinating and executing exhibitions and conferences virtually and enhancement to existing website to support the event			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