



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 & 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