

## **Table of Content**

### **Section 1.0 – General Information**

- 1.1 *Personal Data Protection Act 2010*
- 1.2 *Bumiputera Agenda*
- 1.3 *Related Party to Sime Darby Plantation*

### **Section 2.0 – Application & Processing**

- 2.1 *General Requirements for Vendor Application*
- 2.2 *Processing of Applications*
- 2.3 *Notice to Applicants*
- 2.4 *Application Status Check*

### **Section 3.0 – Required Documentation & Information**

- 3.1 *Prepare Documentation*
- 3.2 *Document Certification Guidelines*

### **Section 4.0 – Step-by-Step Online Guide**

- 4.1 *Account Creation*
- 4.2 *System Logon & Password Management*
- 4.3 *Forgotten Password*
- 4.4 *Payment Information*
- 4.5 *Company Documentation*
- 4.6 *Supplier Declaration*
- 4.7 *Application Submission*
- 4.8 *Request for Information*

### **Section 5.0 – Payment Guideline**

- 5.1 *Registration Fees*
- 5.2 *Step-by-Step Guide for Fee Payment*

**Section 6.0 – Manage Profile**

- 6.1 *Renewal of Registration*
- 6.2 *Initiate Registration Renewal*
- 6.3 *Update Online Application*
- 6.4 *Submit Registration Renewal*

**Section 7.0 - Rejection of Application / Termination of Registration**

**Section 8.0 - Account Purging**

## **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.simedarbyplantation.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), Sime Darby Plantation supports the Malaysia National Agenda on developing the capabilities and competencies of vendors who are classified as Bumiputera. Accordingly, Sime Darby Plantation 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 Sime Darby Plantation.

#### **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 Sime Darby Plantation, you are required to fulfil the above MOF criteria and encouraged to provide the MOF Bumiputera Certificate as proof.

The Bumiputera status with the Sime Darby Plantation is a pre-requisite which will provide opportunity to qualify for Sime Darby Plantation's Bumiputera Vendor Development programme.

### **1.3 Related Party to Sime Darby Plantation**

Sime Darby Plantation is also interested to know if an applicant is a related party to any of the Sime Darby Plantation subsidiaries / directors / shareholders. Applicants will be prompted to declare any such relationship in the Supplier Declaration prior to submitting online.

"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 Sime Darby Plantation Berhad
- b. a person in accordance with whose directions or instructions the directors of Sime Darby Plantation 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 Sime Darby Plantation 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 Sime Darby Plantation Berhad; or
- b. 5% or more of the aggregate of the nominal amounts of all the voting shares in Sime Darby Plantation 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. Sime Darby Plantation 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..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 Sime Darby Plantation Berhad Board of Directors/Senior Management, refer to the Sime Darby Plantation website  
<http://www.simedarbyplantation.com/our-people/board-of-directors>  
<http://www.simedarbyplantation.com/our-people/senior-management>

## **Section 2.0 – Application & Processing**

### ***2.1 General Requirements for Vendor Application***

Applicants of Sime Darby Plantation 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 Sime Darby Plantation’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	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"> <li>• Contractor</li> <li>• Palm Product Transportation Service</li> <li>• Palm Product Supplier</li> <li>• Accredited Consultant</li> </ul>

#### 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"><li>• Contractor</li><li>• Palm Product Transportation Service</li><li>• Palm Product Supplier</li><li>• Accredited Consultant</li></ul>

Should the vendor failed 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.

**Please take note the processing fee of RM100 shall be forfeited for any unsuccessful registration.**

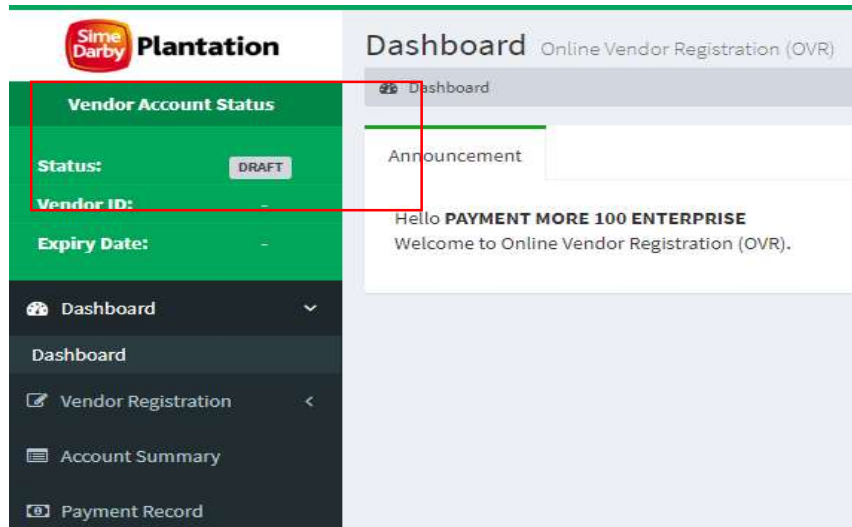
### **2.3 Notice to Applicants**

**IMPORTANT!** Please take note that successful application in becoming a registered vendor of Sime Darby Plantation **does not** guarantee you an automatic issuance of letter of award / purchase order / contract from Sime Darby Plantation nor does it guarantee automatic invitation to participate in any of Sime Darby Plantation’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 Sime Darby Plantation and matches that against the available pool of registered vendors. Also, further pre-qualification and Requests for Information (RFIs) can be carried out by Sime Darby Plantation companies / business units, depending on their specific procurement needs.

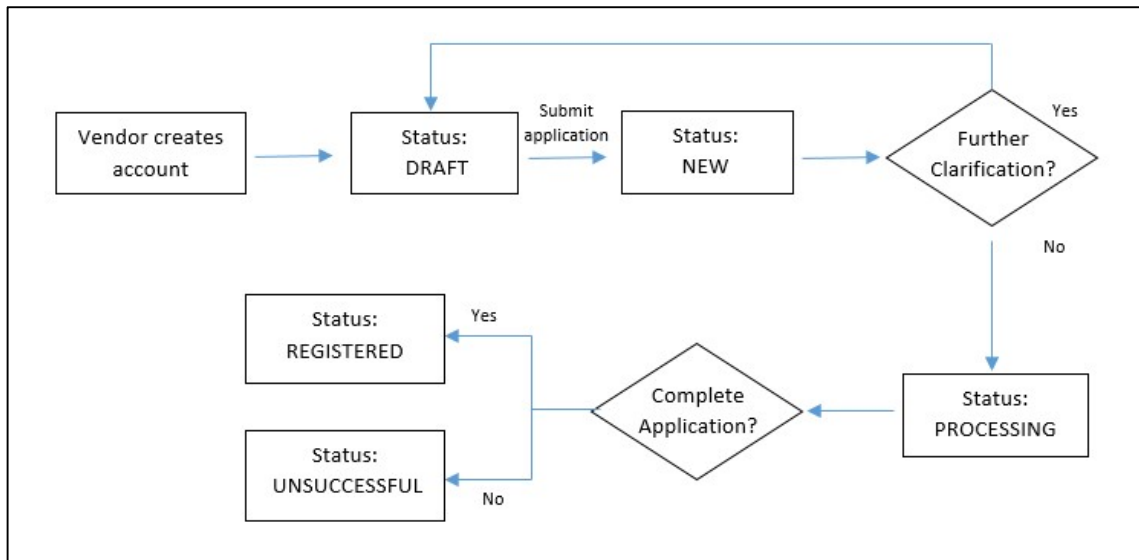
Vendors are advised to continue marketing their products and services to Sime Darby Plantation companies / business units respectively.

## 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 document 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 Sime Darby Plantation.

**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***

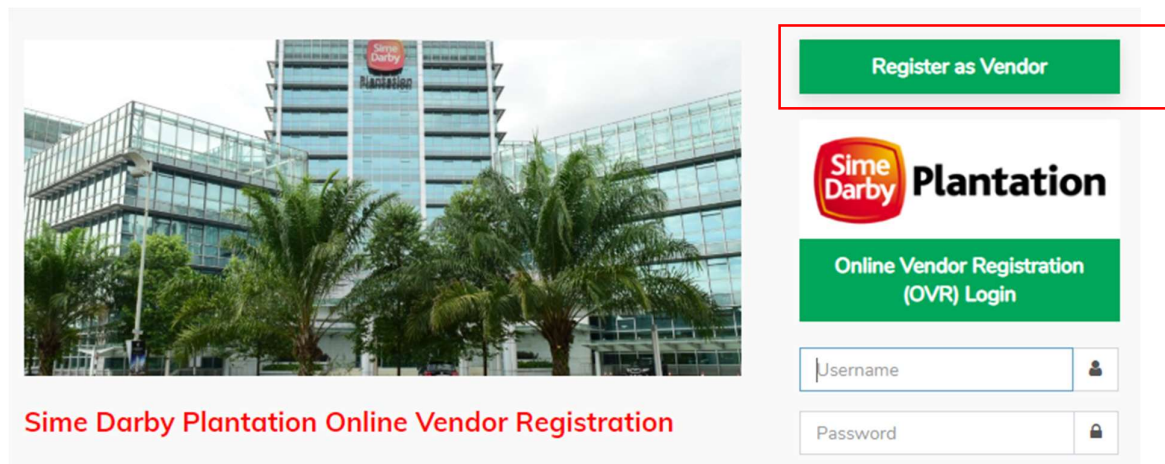
Financial documents submitted require certification to ensure its validity.

- 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.simedarbyplantation.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.simedarbyplantation.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 Payment Information**

Kindly refer to Payment Guideline available in the Vendor Application Fee section.

#### **4.5 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.

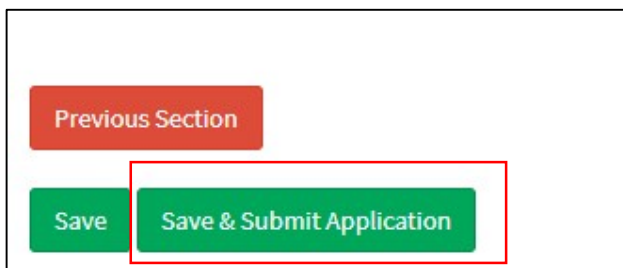
<b>No</b>	<b>List of Documents</b>
1	Vendor Integrity Pledge (VIP)
2	Conflict of Interest Declaration
3	Company Registration Certificate
4	Company Profile, Product & Services
5	Form 24 (Return of allotment of shares) & Form 49 (Return giving particular in register of directors)
6	Ministry of Finance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

#### **4.6 Supplier Declaration**

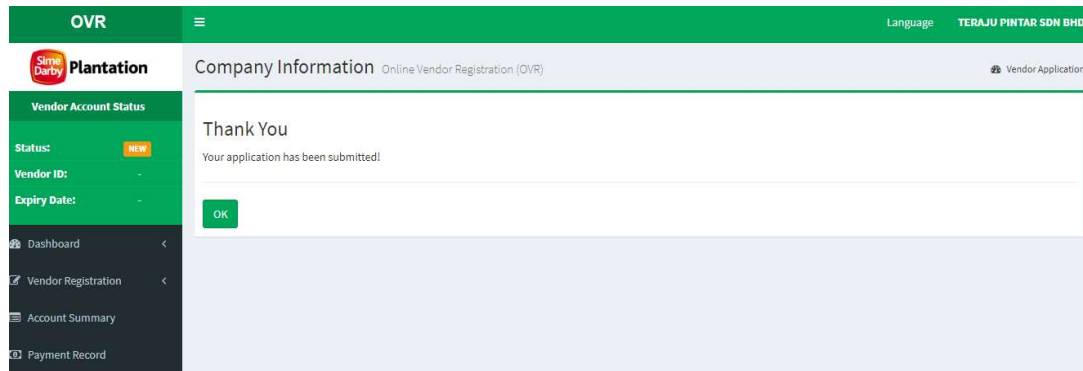
Applicants are required to complete the Supplier Declaration under “Declarations’ section before submission.

#### **4.7 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:

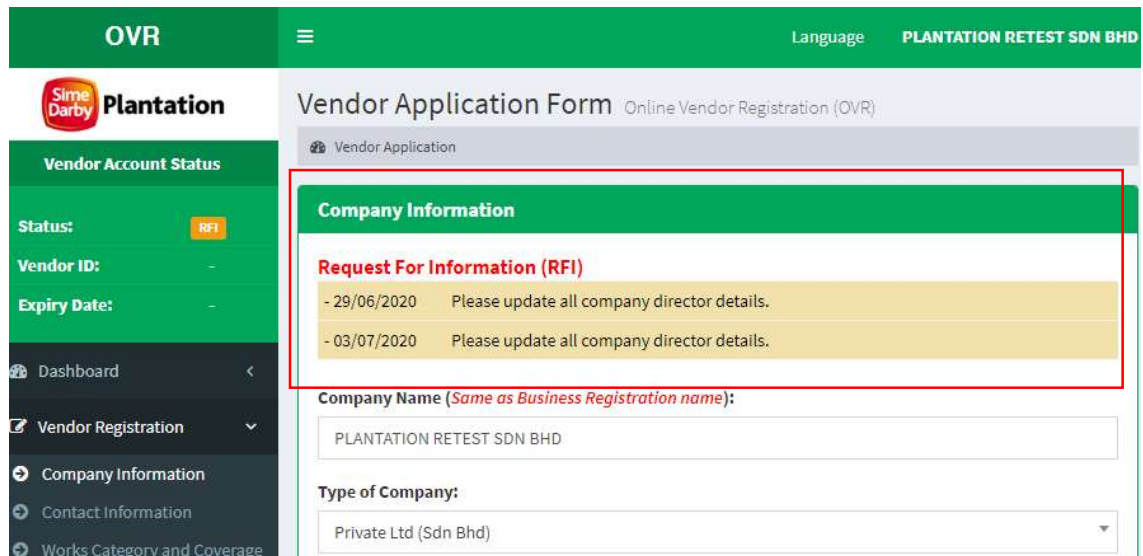


To check the status of the application, Applicants may refer to the application status at the 'Account Summary' tab.

#### 4.8 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@simedarbyplantation.com](mailto:ovr@simedarbyplantation.com). If the application is successful, the vendor will be included in the Sime Darby Plantation registered vendor list and a unique vendor code will be provided – the Sime Darby Plantation 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 Sime Darby Plantation registered vendor list. No certificate will be provided.

## **Section 5.0 – Payment Guideline**

### **5.1 Registration Fees**

There will be a registration fee for processing of applications, and pre-qualification processes.

The fee imposed shall be **RM 100**, with no GST / SST after 1 June 2018.

Please take note, the fee is:

1. Non-refundable; and
2. Shall be forfeited after 60 days from date of payment, if application is not received.

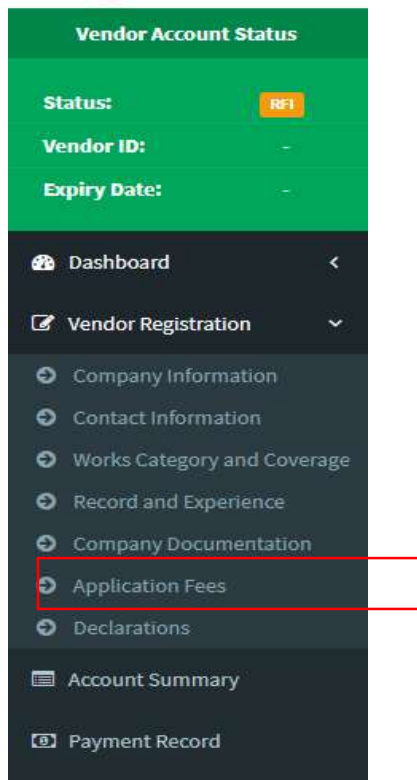
Additionally, for foreign vendors:

- If you are making payment in a foreign currency, please refer to your respective bank(s) for exchange rates.

### **5.2 Step-by-Step Guide for Fee Payment**

In order to retrieve the payment instructions and other details, kick-start new OVR application or renewal and proceed to Application Fees:

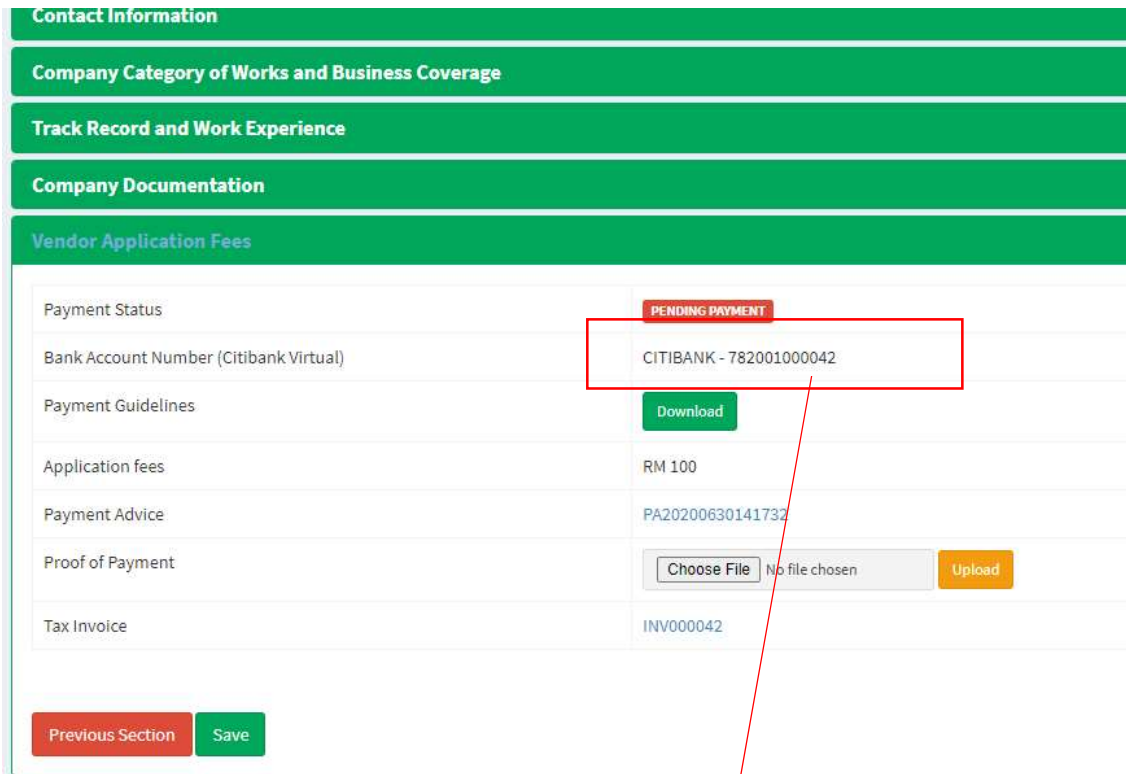
**Click on the Application Fees tab:**



**Payment:**

Your payment can be made via **Online Transfer** or **Cheque to our DXC-OVR Office, ONLY.**

As displayed in your online application, page “Vendor Application Fees”:



Payment Status	PENDING PAYMENT
Bank Account Number (Citibank Virtual)	CITIBANK - 782001000042
Payment Guidelines	Download
Application fees	RM 100
Payment Advice	PA20200630141732
Proof of Payment	Choose File No file chosen Upload
Tax Invoice	INV000042

Previous Section Save

- 1) This virtual account number is **different for each vendor, kindly refer to your Online Vendor Registration profile.**
- 2) This number is to be used as the **“Bank Account Number”** for **online banking or cheque deposit.**
- 3) For payment via Internet/Online Banking, please choose **“Interbank GIRO Transfer” – CITIBANK BERHAD**
- 4) The payment is to be made to **Sime Darby Plantation Berhad’s Citibank Account Number:** (Refer to the Virtual Account Number)
- 5) Once payment is made, **please attach the payment receipt** in the field **‘Proof of Payment’.**



**IMPORTANT:**

We RECOMMEND using [Online Banking](#).

However, in the case Cheque is used – please send the cheque to:

**DXC-OVR (Online Vendor Registration),  
Level 2, Menara Sime Darby, Oasis  
Corporate Park,  
Jalan PJU 1A/2, Ara Damansara,  
47301 Petaling Jaya, Selangor.**

**(Note: Cheque CANNOT be directly deposited to the bank)**

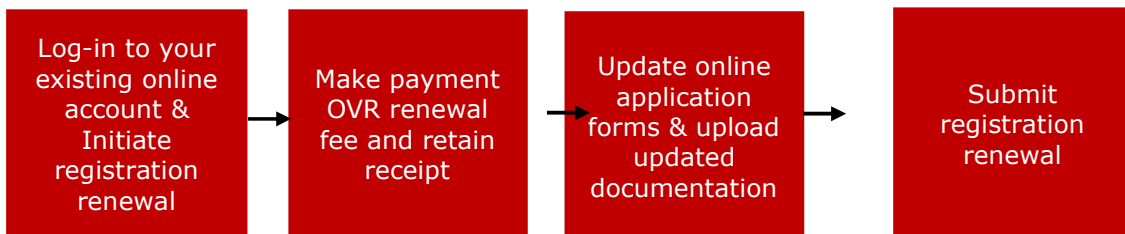
## **Section 6.0 – Manage Profile**

### **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 as well as on the expiry date, but please be reminded to keep track of your registration expiry date separately for ease of action on your end.

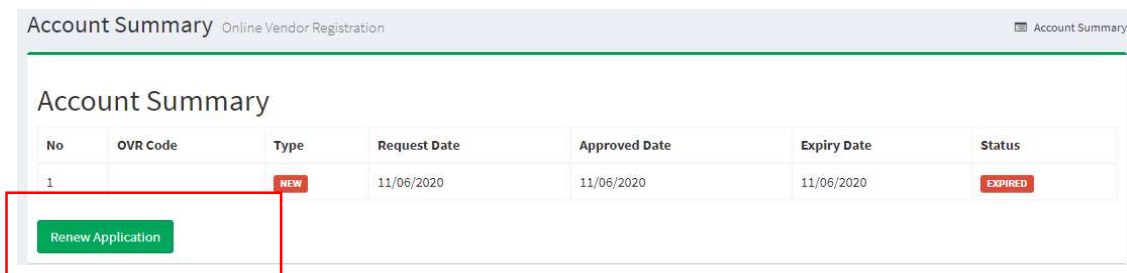
Similar to a new application, a RM100 processing fee is required for each renewal.

#### **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.simedarbyplantation.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) Application Fees
- g) Declarations

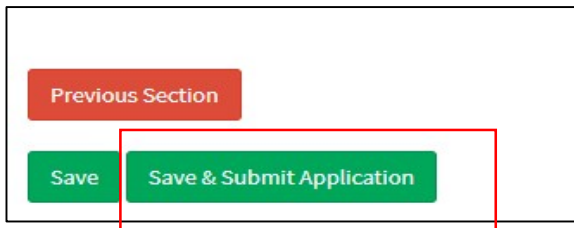
### **6.3 Update Online Application**

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.

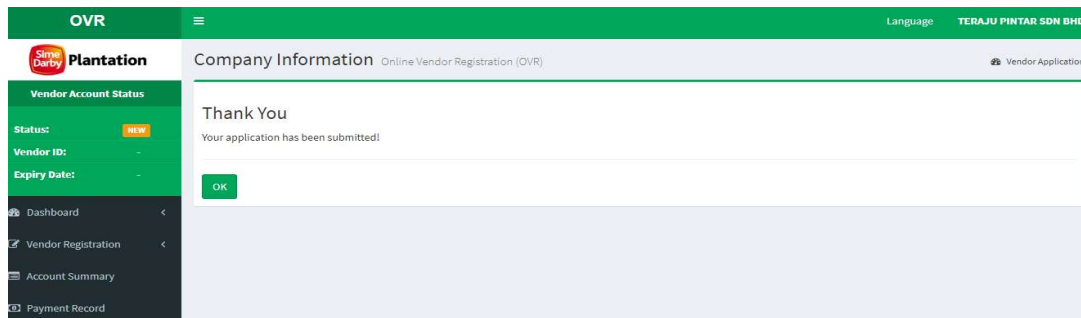
### **6.4 Submit Registration Renewal**

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**

Sime Darby Plantation 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 Sime Darby Plantation

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 Sime Darby Plantation

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 Sime Darby Plantation or its business. This includes but is not limited to possession of firearms and drugs or pilfering of the Sime Darby Plantation's property.
- Non-adherence to the VCOBC or VIP.
- Persistent non-compliance with safety and environmental regulations
- Involved in legal suits against Sime Darby Plantation
- Any other reason as 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 Sime Darby Plantation's Registered Vendor List. This may also potentially lead to LOA / purchase order / contract termination.

## **8.0 Account Purging**

In accordance to the Personal Data Protection Act 2010 (PDPA), Sime Darby Plantation will purge the personal information submitted by vendors via this online application portal once the information has no further business use to Sime Darby Plantation i.e. online applications which have been left idle and included in the scope outlined below will be deleted from the system. This auto-purging would also serve as a form of portal house-keeping to remove any duplicate or invalid accounts from the system.

The scope of vendors to be included in auto purging (auto deletion):

- a) Vendor who is in "Draft" mode, has not logged into the system in the past 90 days and has never submitted the application.
- b) Vendor who is in "Draft" mode, has not logged into the system in the past 90 days and has been sent a Request for Info (RFI) due to an incomplete submission.
- c) Rejected vendors, in line with the Personal Data Protection Act (PDPA), who have not attempted to re-apply within 90 days of rejection.
- d) Vendors with Expired registrations, who have not attempted to renew their application within 180 days from the date of expiry.

A warning email will be sent to the vendor 30 days prior to actual account purging to provide ample time for vendors to re-activate their online profiles if they wish to continue with the application. To re-activate the account, vendors need only log in to their online profiles. It is advised that if the vendor is keen on continuing the application process, the online profiles should be re-visited, completed according to the requirements and submitted to Sime Darby Plantation for further evaluation and processing as soon as possible.

If no action has been taken (the account is left idle) and the online profile falls within the scope mentioned above, the account will be automatically purged (deleted) from the system.

If the vendor account has already been purged and yet the vendor wishes to continue with the application, said vendor would need to re-start the application process from the very beginning and **another re-registration fee** is required. Refer to the "Application Fee" tab on the online application for the correct amount to be paid.