

VENDOR REGISTRATION GUIDELINE

Introduction

To become an approved vendor with JLG Investment Holdings Sdn Bhd, all vendors are required to complete the registration process in two stages: **Basic Profile Application** and **Full Profile Application**.

Vendor Registration Process Flow

Stage 1	Screening	Stage 2	Approvals Onboarding
Basic Profile Application – Company Information only	Initial eligibility check – Conducted by Procurement/Supply Chain	Full Profile Application – Supporting documents upload	Approved vendors – Registered in Vendor Master

Stage 1 – Basic Profile Application

1. Provide the company’s basic details (name, registration number, address, contact, business nature).
2. Supporting documents are required at this stage.
 - a. Company Profile (Organization Chart, Services Offered, Product Information & Catalogue)
 - b. Company Registration Certificate from Companies Commission of Malaysia (SSM) Form D @ E/ Form 9/ Form 13/ Section 17 – Company Registration
3. Used for initial screening to ensure the minimum eligibility criteria are met. If eligible, the vendor proceeds to the next stage.

Stage 2 – Full Profile Application

1. Submit all required supporting documents according to the company type.
2. Documents may include Registration & licensing, audited accounts, professional registrations, financial statements, ESG practices, certifications, etc.
3. Used for full compliance and due diligence review.
 - a. Vendors who complete this stage successfully will be registered in our system (Vendor Master).

Important Notes

1. Ensure all documents are complete and valid before submission.
2. Incomplete submissions will not be processed.
3. Vendor/Supplier/Contractor/Consultant may be contacted for clarification or additional documents.