

Vendor Registration Document Checklist					
Please provide the following documentations where applicable					
√ =It is a MANDATORY Requirement. Failure to provide these documents may result in ineligibility to register. ALL documents MUST be submitted. Where this is not possible, the original copy must be submitted with a translation In English.					
DOCUMENTATIONS	TYPE OF COMPANY				
	PRV/SDN. BHD.	SP	COOP	PRT	INT
LEVEL 1					
Copy of Certificate of Registration (Cooperatives)			√		
Copy of Constitution			√		
Copy of Certificate of Registration of Business Name (Section 16 & 17)		√		√	
Copy of Partnership Agreement				√	
Copy of Certificate of Incorporation	√				√
Copy of Particulars of Directors or Managers (For local - Form X to be submitted. For International vendors, please provide proof via any legal documentation.)	√		√	√	√
Copy of Memorandum & Articles of Association	√				
Copy of Return on the Allotment of Shares (Section 45)	√				
Copy of Notice of Change in the situation of the Registered Office (When Applicable)	√				
Copy of Company's latest list of Members to Accompany Annual Return	√				
Copy of Shares Certificates	√				
Copy of IC/ Passport of Proprietor/ Partners/ Shareholders	√	√	√	√	√
LEVEL 2					
<u>(i) Specific for Product Registration</u>					
Original Copy of Letter of Agency/ Representation/ and letter of support from OEM Distribution with EXPIRY DATE (for Reps, Distributors, Agents)	√	√	√	√	√
Letter from OEM (Original Equipment Manufacturer) approved as TAMAP vendor or product TAMAP is the Shell list of Technically Accepted Manufacturers & Products, OEM needs to be TAMAP certified.	√	√	√	√	√
Product Catalogue (for Reps, Distributors, Agent)	√	√	√	√	√
Material Specification Datasheet (If Applicable) – click HERE for the Materials Specification Form	√	√	√	√	√
Original copy of documentation stating warranty pass through from manufacturer (If Applicable)					√
<u>(ii) Specific for Service Registration</u>					
Original Copy of Letter of Agency/ Representation/ and letter of support from OEM Distribution with EXPIRY DATE (for Reps, Technical Support, Agents)	√	√	√	√	√
<div> <div> • PRV/ Sdn. Bhd. = Private Company Ltd / Sendirian Berhad • COOP = Cooperative • INT = International (outside Brunei Darussalam) </div> <div> • SP = Sole Proprietor • PRT = Partnership </div> </div>					