



QVL Registration No.	:	
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Name of Company	:	
Company Registration No.	:	
TIN No	:	
SST No	:	
MSIC Code	:	
Trade of Business	:	

PART I - GENERAL

1. Background

Please enclose:

- i. Company Profile together with Track Records.
- ii. Forms 9, 24 and 49. Form 13 (if applicable).
- iii. Any relevant certificate/document, if any.

Name of Company	:	
Mailing Address	:	
Business Office Address	:	
Branch Office Location	:	
Telephone No.	:	
Fax No.	:	
E-mail	:	
Date of Incorporation	:	
No. of Years in Business	:	
Type of Company	:	Please √ whichever applicable <input type="checkbox"/> Private Limited <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Non-Bumiputra <input type="checkbox"/> Public Listed <input type="checkbox"/> Bumiputra <input type="checkbox"/> Others, please specify _____
Equity (%)	:	_____ % Bumiputra _____ % Non-Bumiputra (Malaysian) _____ % Foreign





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Contact Person	:	Name	:	_____
		Designation	:	_____
		Telephone No	:	_____
		Name	:	_____
		Designation	:	_____
		Telephone No	:	_____
Board of Directors	:	1.	_____	
		2.	_____	
		3.	_____	
		4.	_____	
		5.	_____	
Share Holders	:	1.		%
		2.		<input type="text"/>
		3.		<input type="text"/>
		4.		<input type="text"/>
		5.		<input type="text"/>
				<input type="text"/>



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2. Company Registration

Please enclose “Certified True Copies” of all registrations and certificates.

Registration	:	Please V whichever applicable	
PKK	:	<input type="checkbox"/> Yes, Class Status : _____	<input type="checkbox"/> No
CIDB	:	<input type="checkbox"/> Yes, Class Status : _____	<input type="checkbox"/> No
Petronas	:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
ISO 9001	:	<input type="checkbox"/> Yes, Validity Date : _____	<input type="checkbox"/> No
ISO 14001	:	<input type="checkbox"/> Yes, Validity Date : _____	<input type="checkbox"/> No
OHSAS 19001	:	<input type="checkbox"/> Yes, Validity Date : _____	<input type="checkbox"/> No
Others, please state	:	1. _____ 2. _____ 3. _____ 4. _____	

3. Resources

(a) **Human Resource:** Please provide Organization Chart and CV of all key staff and their professional accreditation, if any.

Technical Staff	:	Please fill in the numbers of professionals in your organization.	No.
		Project Manager	<input type="text"/>
		Contract Manager	<input type="text"/>
		Safety Manager/Officer	<input type="text"/>
		QA/QC Manager/Engineer	<input type="text"/>
		Quantity Surveyor	<input type="text"/>
		Civil/Structural Engineer	<input type="text"/>
		Mechanical Engineer	<input type="text"/>
		Planning Engineer	<input type="text"/>
		Site Supervisor	<input type="text"/>
	Others, please specify _____	<input type="text"/>	
Non-Technical Staff	:		No.
		Executive	<input type="text"/>
	Non-Executive	<input type="text"/>	
Technical / Product Knowledge of the Sales Staff	:		No.
		Professionally Qualified	<input type="text"/>
		Knowledgeable	<input type="text"/>
	Unknowledgeable	<input type="text"/>	



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(b) **Plant & Machinery:** Please attach additional sheet if not sufficient.

Heavy Machinery	:	Please state:	No.	Owned	Lease
		1. _____			
		2. _____			
		3. _____			
		4. _____			
		5. _____			
		Others, please list _____			

(c) **Workshop/Office Lot:** Please attach additional sheet if not sufficient.

Workshop	:	<input type="checkbox"/> Yes Owned (m ²): _____	Lease (m ²): _____	<input type="checkbox"/> No
Office Lot	:	<input type="checkbox"/> Yes Owned (m ²): _____	Lease (m ²): _____	<input type="checkbox"/> No

4. Work Experience

Please attach additional sheet if not sufficient.

Completed Projects	:	Client Name	Project Title	Value	Year Completed
		1. _____			
		2. _____			
		3. _____			
Current Projects	:	Client Name	Project Title	Value	Year Award
		1. _____			
		2. _____			
		3. _____			
Sales	:	Largest single buyer during the last finance year	Aggregate total volume of sales to single buyer during the last 2 years		
		Value: _____	Value: _____		





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PART II - FINANCE

1. Financial Data

Please enclose:

- i. "Certified True Copy" of latest Audited Account for the last three (3) years.
- ii. "Certified True Copy" of Bank Statement for the last three (3) months.
- iii. Letter of Support from Financial Institution i.e. Letter of Award/Offer/Bank Confirmation Letter, etc.

Paid-Up Capital	:	RM _____
Authorized Capital	:	RM _____
Annual Turnover for the Latest Full Year	:	RM _____
Credit Facilities from Bank	:	1. _____
		2. _____
		3. _____
		4. _____
		Permission to take up bank reference <input type="checkbox"/> Yes <input type="checkbox"/> No
Type of Facilities		Overdraft : RM _____
		Bank Guarantee : RM _____
		Letter of Credit : RM _____
		Working Capital Financing : RM _____
		Others, please list : RM _____

		Sub-Total : RM _____
		Total Current Utilized : RM _____
		Balance Current Unutilized : RM _____
	Possible for Increase (please V whichever applicable) : <input type="checkbox"/> Yes <input type="checkbox"/> No	





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2. Balance Sheet

Assets	:	(a) Fixed Asset	-	RM _____
	:	(b) Current Asset	-	RM _____
Liabilities	:	(c) Current Liabilities	-	RM _____
	:	(d) Long Term Liabilities	-	RM _____
	:	(e) Working Capital (b – c)	-	RM _____
	:	(f) Fixed Capital (a – d)	-	RM _____
	:	(g) Net Worth (e + f)	-	RM _____
Average Positive Balance for Cash In Hand in Three (3) Months – Current Account Bank Statement + Overdraft	:	Month 1	-	RM _____
	:	Month 2	-	RM _____
	:	Month 3	-	RM _____
	:	Average	-	RM _____

3. Declaration

We hereby declare that the above information given is true and correct.

Signature	:	
Name	:	
Designation	:	
Company Name & Stamp	:	
Date	:	





PERSONAL DATA AND PRIVACY NOTICE

Muhibbah Engineering (M) Bhd and its group of companies (** see complete list of companies below) (“**Muhibbah**”) respect your privacy. We treat and view your personal data seriously.

This Personal Data and Privacy Notice is issued to all our clients, suppliers, vendors, service providers, sub-contractors, other entities / data subjects that we have commercial transactions with, pursuant to the requirements of the Malaysia Personal Data Protection Act 2010.

Personal Information & Data Collection

In the course of your dealings with us, we will request that you provide data and information about yourself, your organisation, your employees, your agents, your service providers, your customers and/ or any relevant individuals (“Personal Data”) to enable us to enter into transaction(s) with you or to deliver the necessary services and/or deliverables in connection with our business.

Such Personal Data may include information concerning name as per identity card, preferred name, identity card number, age, contact number, residential address, e-mail address, date of birth, designation, shareholding details, bank account details, work experience, past projects involvement, educational details etc.; and in some instances, may include sensitive information such as physical or mental health, political opinions, religious beliefs or other beliefs of a similar nature, the commission or alleged commission and/or charge of an offence, and other such data necessary for the performance of our services to you.

Why do we collect Personal Data?

Collection of personal data is relevant in connection with our business process, execution, including delivery of services and/or deliverables and client/ vendor relationship management.

Personal Data you provide will be collected, used and otherwise processed by us for, amongst others, the following purposes (collectively “Purpose”):

- (a) to perform the contract entered into between us;

- (b) to assist us to assess and select suitable candidate/ firm/ company for provision of services/ goods/ supplier jobs/ sub-contracting works etc;
- (c) to assess the performance of existing service providers/ vendors/ suppliers/ sub-contractors etc., either for specific projects in issue and in respect of future projects/ assignments;
- (d) contract recruitment and staffing;
- (e) workplace management and reporting;
- (f) the delivery of services or deliverables and the marketing of such services or deliverables whether present or future, to you;
- (g) to facilitate payment for services and other administrative management derived from business relationships;
- (h) member, client and vendor relationship management procedures;
- (i) those purposes specifically provided for in any particular service or deliverables offered by us;
- (j) conducting training and awareness programmes, client promotional activities, marketing and client profiling activities in connection with our services and related deliverables;
- (k) our internal record keeping;
- (l) meeting any legal or regulatory requirements relating to our provision of services and deliverables, and to make disclosure under the requirements of any applicable law, regulation, direction, court order, by-law, guideline, circular, code applicable to us; and
- (m) enable us to contact you and/or send you information by e-mail, telecommunication means (telephone calls or text messages) or social media about products and services offered by selected third parties that we think may interest you

What are the effects arising from failure to provide Personal Data?

The failure to supply such Personal Data will / may result in:-

- (a) our being unable to continue with the contract between you and Muhibbah;
- (b) our being unable to process/ evaluate/ assess your application/ registration

- (c) our being unable to assess your suitability as our service providers/ vendors/ suppliers/ sub-contractors etc.;
- (d) our being unable to contact you in the future (e.g. for any new assignments/ projects);
- (e) our being unable to contact you for necessary work related communications;
- (f) our being unable to provide clients with the services and/or deliverables requested;
- (g) our being unable to update you on our services, deliverables and/or launches; and
- (h) your inability to receive invitations to promotional activities organised by us /our agents.

Disclosure

Personal Data provided to us will generally be kept confidential but you hereby consent and authorize us to provide or disclose Personal Data to the following categories of parties:-

- (a) any person to whom we are compelled or required to do so under law or in response to a competent regulatory or government agency;
- (b) government agencies, statutory authorities and industry regulators;
- (c) our auditors, consultants, accountants, insurers, lawyers, or other financial or professional advisers; and
- (d) our sub-contractors or third party service or product providers as may be determined to be necessary or appropriate.
- (e) Muhibbah's group of companies (** see complete list of companies below)

Safeguards

We shall keep and process Personal Data in a secure manner. We endeavour, where practicable, to implement the appropriate administrative and security safeguards and procedures in accordance with the applicable laws and regulations to prevent the unauthorized or unlawful processing of Personal Data and the accidental loss or destruction of, or damage to, such Personal Data.

Data Transfer & Sharing

Where we consider it necessary or appropriate for the purposes of data storage or processing or providing any service or deliverable on our behalf to you, we may transfer Personal Data to a third party service / product provider or to Muhibbah's group of companies, within or outside the country, under conditions of confidentiality and similar levels of security safeguards.

Your Rights of Access and Correction

You have the right to request access to and for the correction of Personal Data held by us and in this respect, you may:

- (a) check whether we hold or use such Personal Data and request access to such data;
- (b) request that we correct any Personal Data that is inaccurate, incomplete or out-of-date;
- (c) request that we specify or explain policies and procedures in relation to data and types of Personal Data handled by us.

Written requests for access to Personal Data or correction of Personal Data or for information regarding policies and procedures and types of Personal Data handled by us can be made to:

PDPA Officer

Muhibbah Engineering (M) Bhd

Lot 586 & 579, 2nd Mile, Jalan Batu Tiga Lama, 41300 Klang, Selangor

Tel: 03-33424323 (ext: 5551)

Fax: 03-33487831

Email:pdpa@muhibbah.com.my

****List of Muhibbah Group of Companies :**

- 1 *Muhibbah Engineering (M) Bhd*
- 2 *Muhibbah Petrochemical Engineering Sdn Bhd*
- 3 *Eaststar Ltd*
- 4 *Muhibbah Marine Engineering Sdn Bhd*
- 5 *Energy Ocean Ltd*
- 6 *Elelink Sdn Bhd*
- 7 *ITS Konsortium Sdn Bhd*
- 8 *Muhibbah Airline Support Industries Sdn Bhd*
- 9 *MEB Construction Sdn Bhd*
- 10 *Muhibbah Steel Industries Sdn Bhd*
- 11 *Ann Bee (M) Sdn Bhd*
- 12 *MEB Marketing Sdn Bhd*
- 13 *Muhibbah Reefers Sdn Bhd*
- 14 *Citech Energy Recovery System Malaysia Sdn Bhd (fka Solid Reserve Sdn Bhd)*
- 15 *Citech Energy Recovery Solutions (UK) Ltd*
- 16 *Muhibbah-LTAT JV Sdn Bhd*
- 17 *Konsortium Muhibbah Eng-LTAT Sdn Bhd*
- 18 *CB International Engineering Sdn Bhd*
- 19 *Karisma Duta Sdn Bhd*
- 20 *Juara Lagi Sdn Bhd*
- 21 *Sun Vibrant Sdn Bhd*
- 22 *MEB Equipment Sdn Bhd*
- 23 *Khas Jejaka Sdn Bhd*
- 24 *Muhibbah Oil & Gas Sdn Bhd (fka Besimega Sdn Bhd)*
- 25 *Aspect Saga Sdn Bhd*
- 26 *Muhibbah International Labuan Ltd*
- 27 *Muhibbah Airport Services (Labuan) Ltd*
- 28 *Muhibbah Offshore Services Ltd*
- 29 *Advance Vision Ltd*
- 30 *Cambodia Land Ltd*
- 31 *Delta Field Ltd*
- 32 *Muhibbah Marine Engineering (Deutschland) GmbH*
- 33 *Muhibbah Engineering (Singapore) Pte Ltd*
- 34 *Muhibbah Construction Pty. Limited*
- 35 *Muhibbah Engineering (Cambodia) Co., Ltd*
- 36 *Muhibbah Masteron Cambodia JV Limited*

- 37 *Muhibbah Engineering (Philippines) Corporation*
- 38 *Favelle Favco Bhd*
- 39 *Favelle Favco Cranes (M) Sdn Bhd*
- 40 *Favelle Favco Cranes Pte Ltd*
- 41 *Favelle Favco Cranes (USA), Inc*
- 42 *Favelle Favco Cranes Pty. Limited*
- 43 *FF Management Pty Limited*
- 44 *Milperra Blasting and Coating Pty Limited*
- 45 *Kroll Crane A/S*
- 46 *Favelle Favco Cranes International Ltd*
- 47 *FES Equipment Services Sdn Bhd*
- 48 *Favelle Favco Management Services Sdn Bhd*
- 49 *Favelle Favco Winches Pte Ltd*
- 50 *Shanghai Favco Engineering Machinery Manufacturing Co Ltd*
- 51 *Roadcare (M) Sdn Bhd*
- 52 *Freyssinet PSC (M) Sdn Bhd*
- 53 *Societe Concessionnaire de l'Aeroport*
- 54 *Cambodia Airport Management Services Ltd*
- 55 *Inno Marine Services Sdn Bhd*
- 56 *IDS Cahaya Ltd*
- 57 *IDS Cahaya Sdn Bhd*
- 58 *IDS Darul Ehsan Sdn Bhd*
- 59 *IDS Darussalam Sdn Bhd*
- 60 *IDS Offshore Sdn Bhd*
- 61 *MEB (Thailand) Co., Ltd*
- 62 *Favco Offshores Sdn Bhd*
- 63 *Favelle Favco Machinery and Equipment L.L.C*
- 64 *Favco Heavy Industry (Changsu) Co., Ltd (fka Favco Equipment (Shanghai) Co. Ltd)*

Third Party Consent

In the event you have provided personal data of third parties (e.g. your emergency contact person, tenant, authorized representatives, contractors, lawyers, financiers) to us, we rely on you to have sufficiently obtained the prior consent of such third parties to allow us to process their personal data in relation to the Purpose.

Changes to our Privacy Policy

We reserve the right to amend this Privacy Policy from time to time without prior notice. We advise that you check our Privacy Policy on a regular basis.

I have fully read and understood this Personal Data & Privacy Notice and by signing this, I consent to the use of my personal information in accordance with the terms of this Personal Data and Privacy Notice.

.....

Name:

Designation:

Date: