

Checklist for Supplier Registration (for Malaysian Entity)

No.	Document	Note	Softcopy	Remark
1	Business Registration Certificate from Suruhanjaya Syarikat Malaysia (SSM). Must generated from MYDATA SSM / E-Info Services (Updated version) i.e: 1st Jan 2023 (Based on date of request from DNB).	Compulsory	✓	Please provide the updated version. Sample as attached.
2	SST Certificate (If have, please provide).	Compulsory	✓	Approval SST Certificate from Royal Malaysian Customs Department. If not relevant, pls provide email confirmation as this is Not Applicable (N/A) to: eSupplier@digital-nasional.com.my
3	Latest three (3) years Audited Financial Report.	Compulsory	✓	Please provide the latest Audited Financial Report i.e., 2024, 2023 and 2022.
4	Latest Company profile, organization chart, products & services	Compulsory	✓	Please provide latest version
5	Certificate of Bumiputera Company from Ministry of Finance (MOF).	<i>Applicable for Bumiputera Company ONLY</i>	✓	Please make sure the certificate is still valid during registration. If expired, please share renewal application as evidence.
6	DNB Anti-Bribery and Anti-Corruption (ABAC) Policy and Supplier Code of Conduct (SCOC).	Compulsory	✓	Please read, acknowledge and upload acknowledgement documents at DNB Supplier Portal. Acknowledgement Form link: https://forms.office.com/r/QF2ibz0TDi
7	DNB – Company Information Survey Form.	Compulsory	✓	In case you do not have a Bumiputera certificate, please download this file, fill in and answer all questions, and acknowledge the form with signature. Link: DNB - Company Information Survey Form .
8	DNB – Third Party Due Diligence Questionnaire	Compulsory	✓	Please download this file, fill in and answer all questions, and acknowledge the form with signature. Link:
9	DNB – Integrity Pledge	Compulsory	✓	Please fill-up and sign documents including Witness Signature.
10	Supplier Registration Fee	Compulsory	✓	Payment instruction will be shared once you have completed the Supplier Registration Document submission. Fees: RM300 for 3 years Frequency: Every 3 years Renewal: On 3rd year anniversary Supplier Registration Fee FAQ as attached.