g

Vendor Management System (VMS)

External User Guide:

Vendor Registration Application

Table of Contents

1. Introduction 5

1.1 Overview 5

1.2 Purpose of This Guide 6

1.3 Who Should Use This Guide 6

1.4 Types of Applications Submitted for KWAP's Approval 7

1.5 Validity Period 7

1.6 Required Documents to Upload 8

Mandatory PDF Documents (For All Registration Types) 8

Additional Mandatory Documents (Based on Registration Type) 10

Non-Mandatory (Optional) PDF Documents 11

Additional Documents for Authorised Partner Resellers 11

2. System Access 12

2.1 System Requirements 12

2.2 Saving a Page Using the Next Button 14

3. Uploading Documents 16

3.1 Adding Additional Documents 16

4. Getting Started 18

4.1 Create a VMS Account 18

5. Logging In to the VMS 22

6. Resetting the Password 23

7. Creating a New Application 25

7.1 Home Page Overview 25

7.2 Starting a New Application 26

8. Section 1: Registration Type 28

9. Section 2: Terms and Conditions 29

10. Section 3: Company Details 30

10.1 (a) General Information 31

10.2 (b) Business Profile 35

10.3 (c) Board of Directors 38

10.4 (d) Ownership and Shareholding 41

Name of Shareholders / Partners / Owners 41

Equity Structure 44

Senior Management 45

Employment Structure 47

11. Section 4: Category Code 49

11.1 (a) Category Code 49

11.2 (b) Authorised Partner Reseller (if applicable) 52

12. Section 5: Financial Information 55

13. Section 6: Bank Account 59

14. Section 7: Track Record 60

15. Section 8: Documentation 64

16. Section 9: Questionnaire 67

17. Section 10: Declaration 69

18. Creating an Amendment Application 73

18.1 When to Use an Amendment Application 73

18.2 How to Access 74

18.3 Non-Editable Fields 76

19. Creating a Renewal Application 78

19.1 When to Use 78

19.2 How to Access 79

20. Cancelling an Application 81

21. Frequently Asked Questions (FAQs) 83

22. Contact Information 86

Appendix A: Label Changes Depending on Registration Type 87

Sole Proprietor 87

Partnership 92

Foreign 98

Others (professional firms, cooperatives, associations etc) 101

Appendix B: Mandatory Document Reference Guide 106

Form 9 or Section 17 (Certificate of Incorporation) 106

Form 13 or Section 28 (Certificate of Incorporation on Change of Name of Company) 107

Form 24 or Section 78 (Particulars of Shareholders) 110

Form D / Form E of SSM or Form B (Sabah) or Form I and Certificate of Registration (Sarawak) 112

LLP Certificate (Registration Certificate) 113

Business Information and Compliance Officer Table 114

Incorporation Certificate / Business Registration Document (for Foreign) 118

Appendix C: Guide to Completing Company Details 121

Business Profile 121

Board of Directors 122

Ownership and Shareholding..... 123

Appendix D: Guide to Completing Financial Information 124

1. Introduction

1.1 Overview

Thank you for registering your interest in becoming a vendor with KWAP. For the purpose of the Vendor Management System (VMS) platform, the term "vendor" refers to an individual or business entity that wishes to supply and/or provide goods, works and/or services to KWAP, including suppliers, service providers, contractors, and consultants.

All vendors who wish to be included in KWAP's vendor list and be eligible to participate in KWAP's procurement exercises shall submit their registration application online through this platform and maintain an active/approved registration status. To facilitate the registration process, please review and prepare all required information and documentation prior to submission.

All approved vendor registrations are valid for a period of 2 years. To maintain your registration status, vendors must renew it before the expiry date. The Renewal Application process will be available 6 months before the expiry date. This manual provides step-by-step guidance to assist vendors in completing all key tasks within the system.

1.2 Purpose of This Guide

The guide outlines the process for submitting applications and explains each stage involved, from account creation to application submission and subsequent follow-up actions.

The guide is designed to help vendors navigate the VMS efficiently, whether they are:

- Creating a new registration;
- Updating company details through an Amendment; or
- Renewing an existing approved registration.

The guide also highlights required documents, common troubleshooting steps, and available support channels.

1.3 Who Should Use This Guide

This guide is intended for:

- Vendors seeking to register with KWAP;
- Existing vendors who need to update approved information (Amendments) or renew their registration (Renewal); and
- Authorised representatives managing vendor profiles on behalf of their organisations.

1.4 Types of Applications Submitted for KWAP's Approval

Vendors may submit 3 types of applications through the VMS:

1. **New Application:** For vendors applying to be registered with KWAP for the first time. This application requires complete company information and supporting documents to become an approved KWAP vendor.
2. **Amendment Application:** For vendors who need to update or correct information in an already approved registration. An Amendment Application is for changes to an approved registration. If KWAP requests clarification while an application is under review, respond through the returned application instead of creating an Amendment Application.
3. **Renewal Application:** For extending the validity of an approved vendor registration. Vendors must submit updated information and documents where necessary.

If a vendor has not previously registered in the VMS, they must begin with a **New Application.**

Once approved, the vendor will be recognised as an approved KWAP vendor.

1.5 Validity Period

The validity period of an approved vendor registration is 2 years, starting from the date the application is approved by KWAP.

Vendors must submit a Renewal Application within 6 months prior to the registration expiry date.

Renewal must be approved before expiry to maintain uninterrupted vendor status.

1.6 Required Documents to Upload

Each application requires specific PDF documents to be uploaded.

Vendors are encouraged to prepare all relevant documents before beginning an application to ensure a smooth submission process.

Mandatory PDF Documents (For All Registration Types)

These documents must be uploaded for every Registration Type (where applicable):

Document	**Description / Requirements**
Company Profile	Overview of the company's background, business activities and key information.
Organisation Chart	Clear structure showing reporting lines and key personnel.
Bumiputera Certificate (MOF) ***(if applicable)***	Required for companies with Bumiputera status.
Latest Audited Financial Statements	Based on Incorporation Period: • Less than 24 months: Submission of Audited Financial Statements is not mandatory. • 24–47 months: Submission of at least 1 set of Audited Financial Statements is mandatory. • 48–59 months: Submission of at least 2 sets of Audited Financial Statements is mandatory. • 60 months or more: Submission of 3 to 5 sets of Audited Financial Statements is mandatory.

Bank Statements for the Three Most Recent Months	Must show credit and debit details; combine into one PDF.
Front Page of Bank Account	Bank header/summary showing account name and number.
Letter of Award / Contract Appointment	For each project listed in Track Record. Confidential or personal information may be redacted, provided the document remains sufficient to verify the client or issuing party, project or appointment, effective date or period, and the nature of the engagement.

Additional Mandatory Documents (Based on Registration Type)

Registration Type	Document
Private Limited / Public Limited (Sdn Bhd/ Bhd)	**Form 9 / Section 17** – Certificate of Incorporation; **Form 49 / Section 58** – Particulars of Directors/Officers **Form 13 / Section 28** – Change of Company Name (if applicable)
Sole Proprietor / Partnership	**Peninsular Malaysia / Labuan**: Form D / Form E (SSM) **Sabah**: Form B **Sarawak**: Form I and Certificate of Registration
Limited Liability Partnership (LLP / PLT)	LLP Registration Certificate; Business Information & Compliance Officer Details
Foreign Company	Certificate of Incorporation / Business Registration Document
Others	Applicable official registration document for professional firms, cooperatives, associations, etc.

Non-Mandatory (Optional) PDF Documents

These documents are optional but recommended if relevant:

Document	Description
Form 24 / Section 78	Return of Allotment of Shares **(for companies with paid-up capital of RM10,000 or more)**
Form 32A / Section 105	Transfer of share ownership documentation.
Professional Certificates	Relevant industry / professional certification (if applicable)

Additional Documents for Authorised Partner Resellers

Document	Description
Authorisation Certificate / Letter of Appointment	Must clearly show official authorisation from the principal of the product/service.

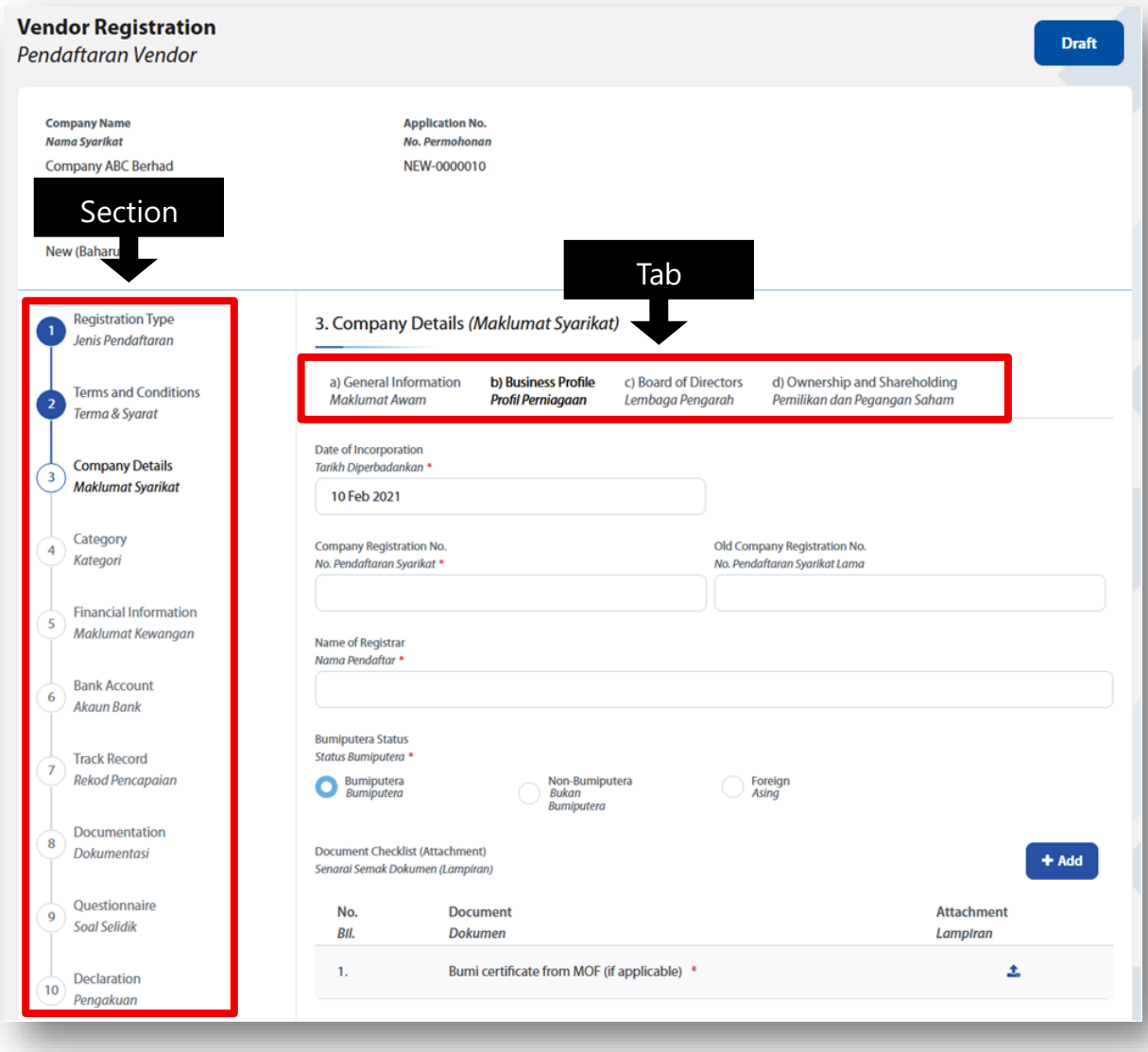
2. System Access

2.1 System Requirements

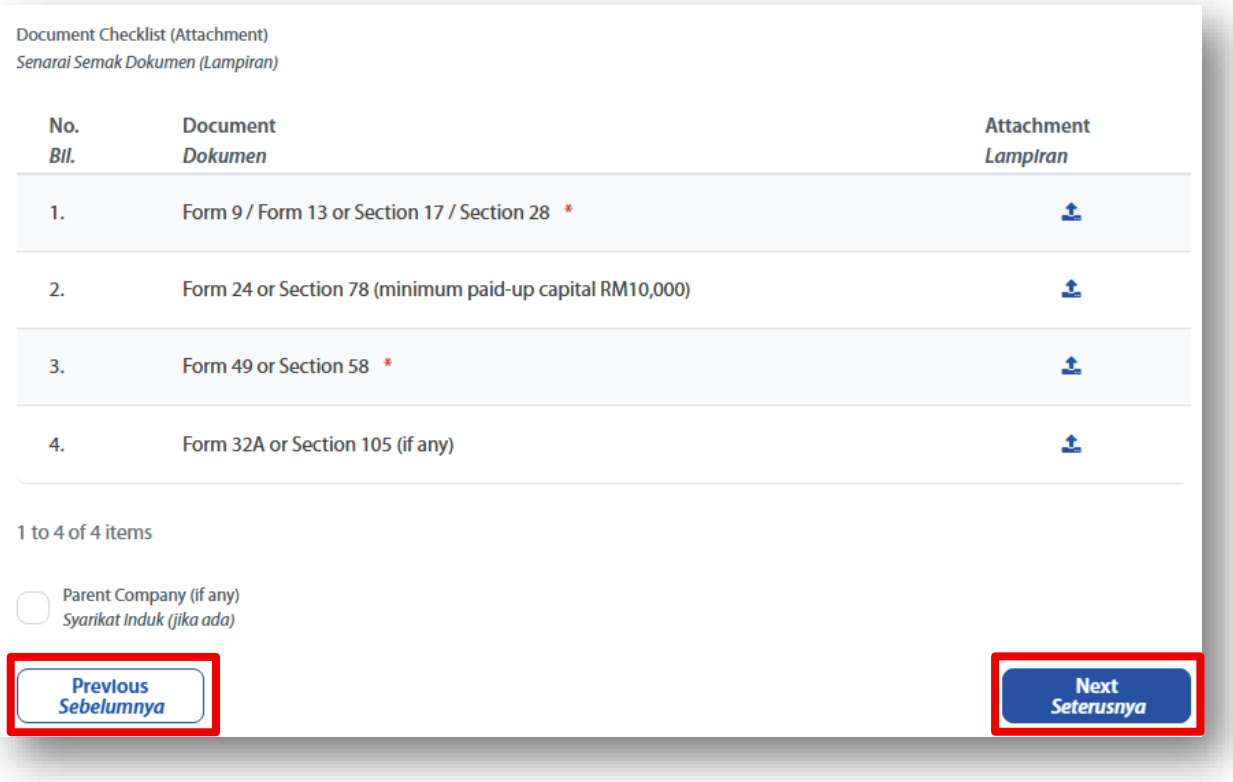
Microsoft Edge is the recommended browser for VMS. Google Chrome is also supported. However, users must ensure that pop-ups and document downloads are enabled for the system to function properly.

The VMS application process is structured into multiple pages and, in some sections, multiple tabs.

1. Each application is organised into pages that group related information for easier data entry.
2. Some pages contain tabs, which separate subsections such as company details, business profile, or ownership information.


Vendor Registration
Pendaftaran Vendor
Draft
Company Name
Nama Syarikat
Company ABC Berhad
Application No.
No. Permohonan
NEW-0000010
Section
Tab
1 Registration Type
Jenis Pendaftaran
2 Terms and Conditions
Terma & Syarat
3 Company Details
Maklumat Syarikat
4 Category
Kategori
5 Financial Information
Maklumat Kewangan
6 Bank Account
Akaun Bank
7 Track Record
Rekod Pencapaian
8 Documentation
Dokumentasi
9 Questionnaire
Soal Selidik
10 Declaration
Pengakuan
3. Company Details (Maklumat Syarikat)
a) General Information
Maklumat Awam
b) Business Profile
Profil Perniagaan
c) Board of Directors
Lembaga Pengarah
d) Ownership and Shareholding
Pemilikan dan Pegangan Saham
Date of Incorporation
Tarikh Diperbadankan *
10 Feb 2021
Company Registration No.
No. Pendaftaran Syarikat *
Old Company Registration No.
No. Pendaftaran Syarikat Lama
Name of Registrar
Nama Pendaftar *
Bumiputera Status
Status Bumiputera *
Bumiputera
Bumiputera
Non-Bumiputera
Bukan Bumiputera
Foreign
Asing
Document Checklist (Attachment)
Senarai Semak Dokumen (Lampiran)
+ Add
No.
Bil.
Document
Dokumen
Attachment
Lampiran
1.
Bumi certificate from MOF (if applicable) *

3. The **Next** and **Previous** buttons at the bottom are used for navigation.



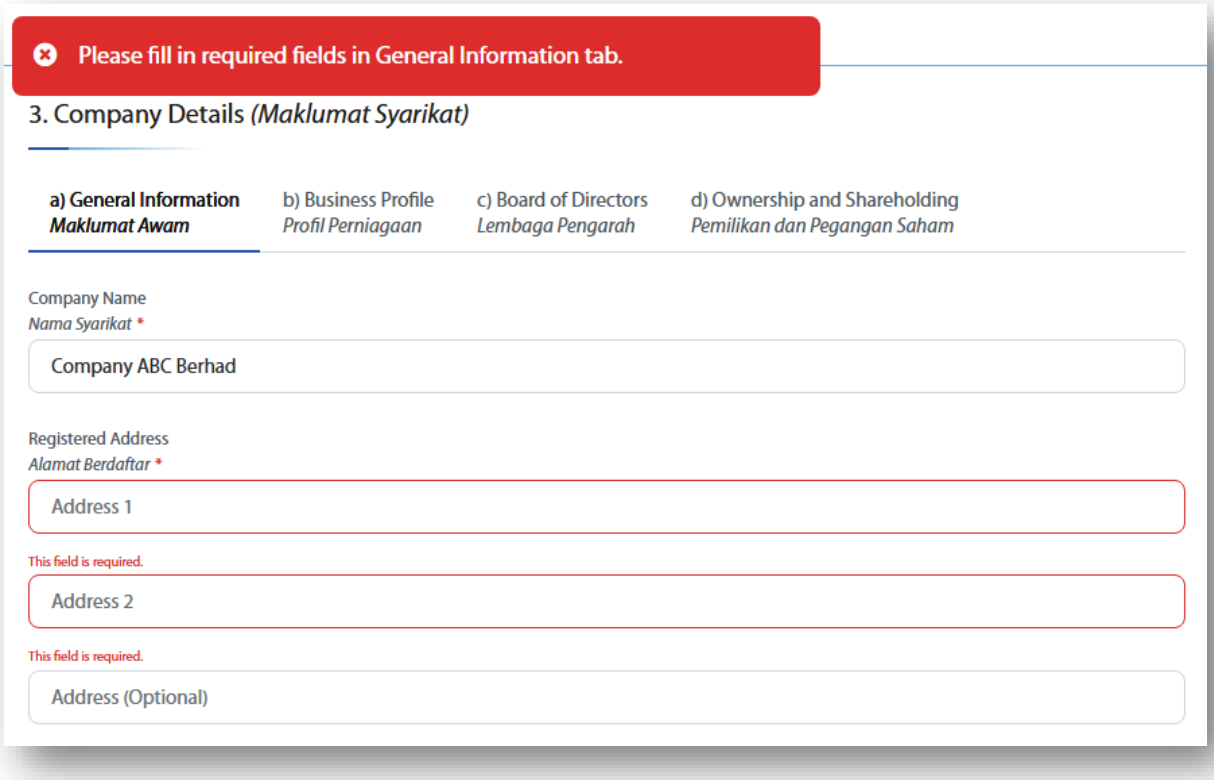
2.2 Saving a Page Using the Next Button

The **Next** button performs 2 important functions:

- It saves all information entered on the current page.
- It moves the user to the next page or tab.

To avoid losing data, the user must always click **Next** after completing each page, especially before closing the browser or navigating away.

If there are any incomplete or incorrect required fields, the system will highlight them and prevent the user from moving forward.



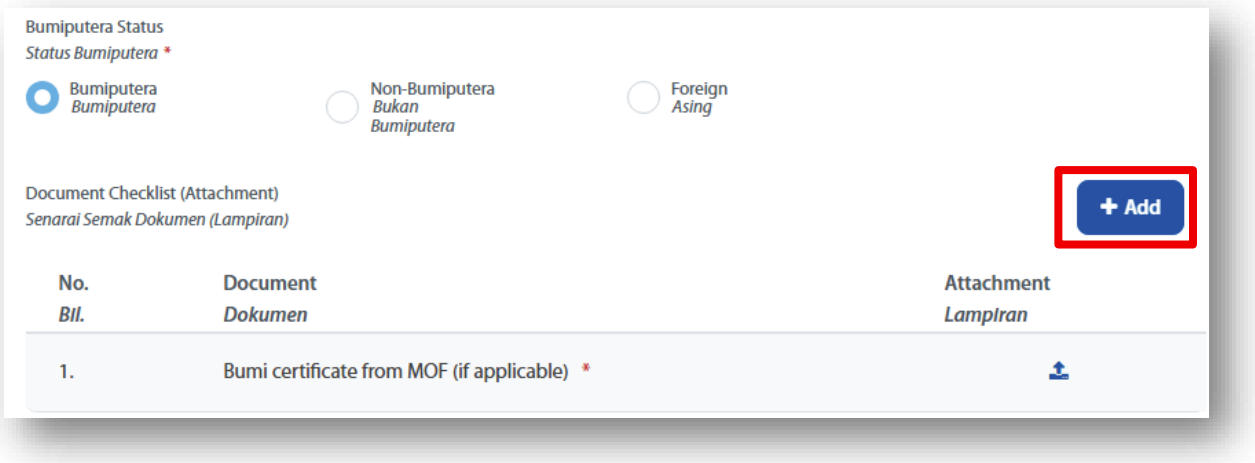
3. Uploading Documents

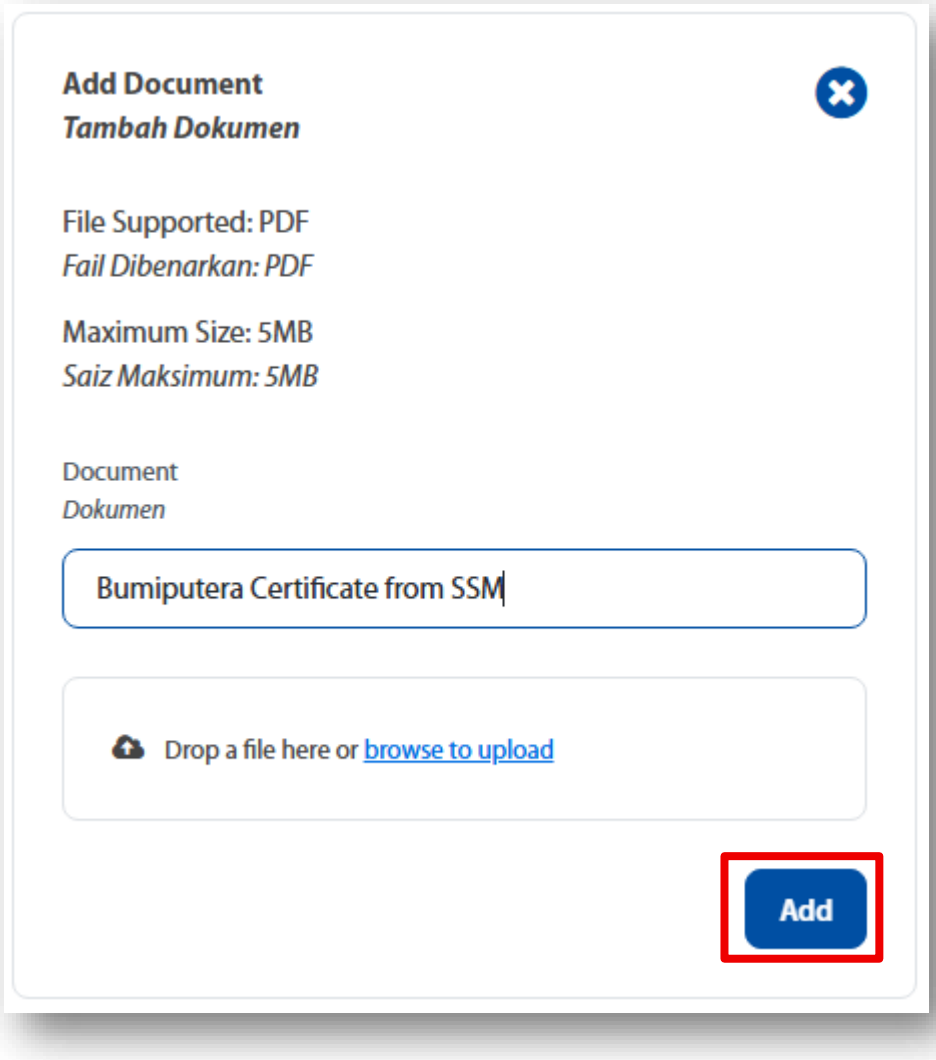
Some pages require the user to upload specific supporting documents based on the company's registration type and status, as listed under Required Documents to Upload.

All documents must be uploaded in PDF format only.

3.1 Adding Additional Documents

On certain pages, an **+Add** button will be available to upload additional documents beyond the mandatory list.





When using this function:

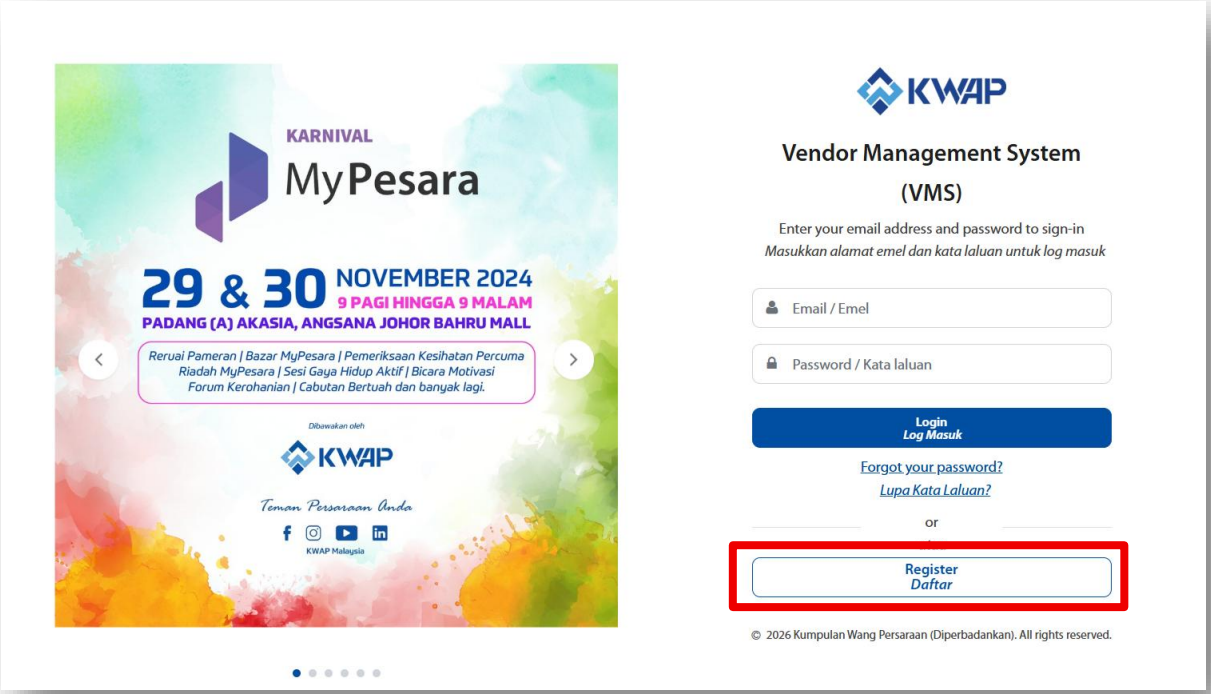
- Provide a clear and accurate description of each uploaded document.
- The description should help KWAP reviewers understand its purpose.
- Only PDF files within the allowed size may be uploaded.

4. Getting Started

4.1 Create a VMS Account

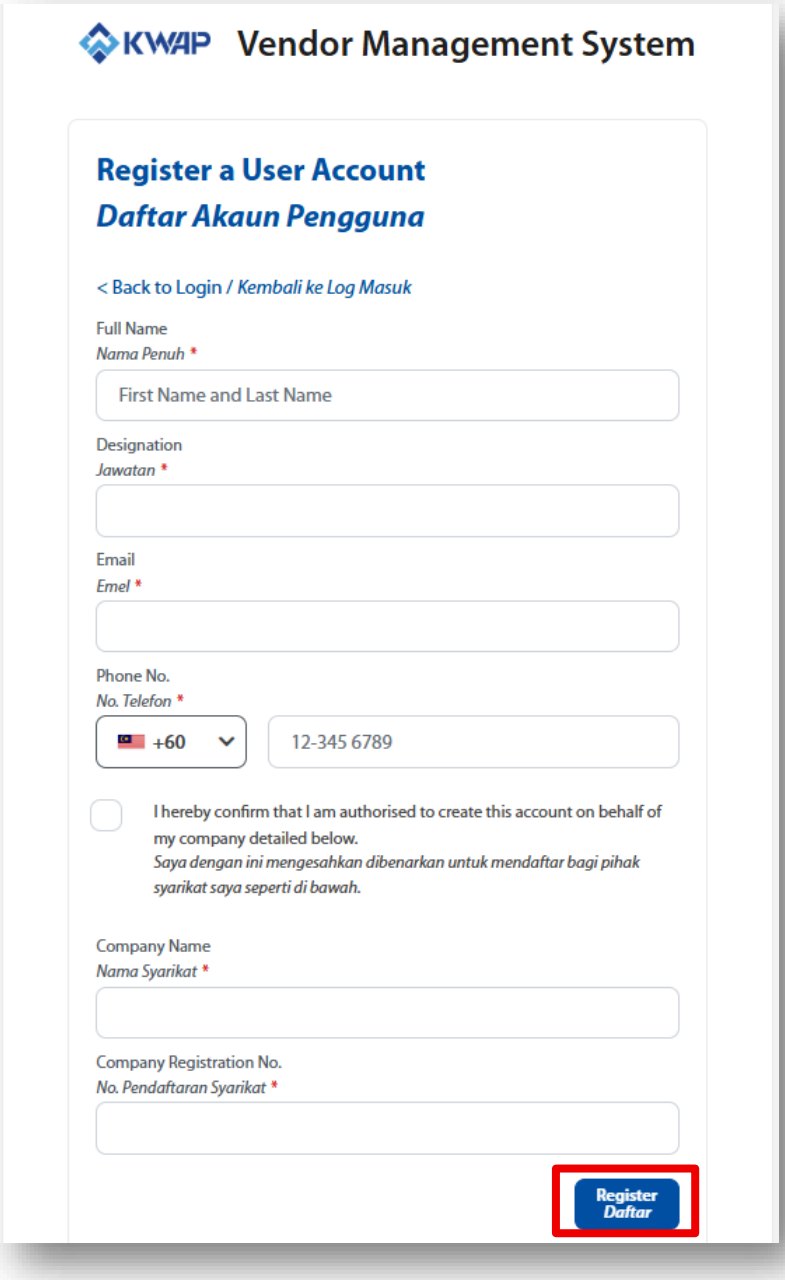
Step 1: Go to **https://vms.kwap.my/VMS** to access the Vendor Management System (VMS) login page.

Step 2: On the login page, select **Register** to begin creating a user account.



Step 3: The user will be redirected to the **Register a User Account** page. Fill in all required fields.

Fields marked with an asterisk (*) are mandatory.

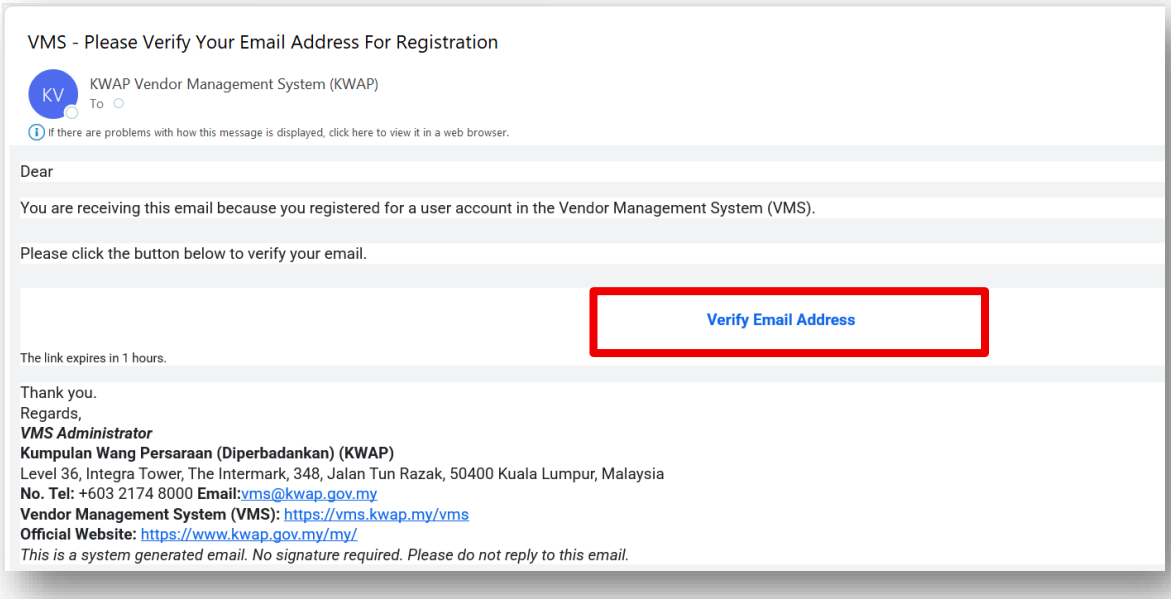


Tips:

The company name must not exceed 200 characters.

Step 4: After completing the form, click **Register**.

Step 5: A verification email will be sent to the registered email address. Click **Verify Email Address** to proceed.



VMS - Please Verify Your Email Address For Registration

KV KWAP Vendor Management System (KWAP)
To

If there are problems with how this message is displayed, click here to view it in a web browser.

Dear

You are receiving this email because you registered for a user account in the Vendor Management System (VMS).

Please click the button below to verify your email.

Verify Email Address

The link expires in 1 hours.

Thank you.
Regards,
VMS Administrator
Kumpulan Wang Persaraan (Diperbadankan) (KWAP)
Level 36, Integra Tower, The Intermark, 348, Jalan Tun Razak, 50400 Kuala Lumpur, Malaysia
No. Tel: +603 2174 8000 **Email:**vms@kwap.gov.my
Vendor Management System (VMS): https://vms.kwap.my/vms
Official Website: https://www.kwap.gov.my/my/
This is a system generated email. No signature required. Please do not reply to this email.

Tips:

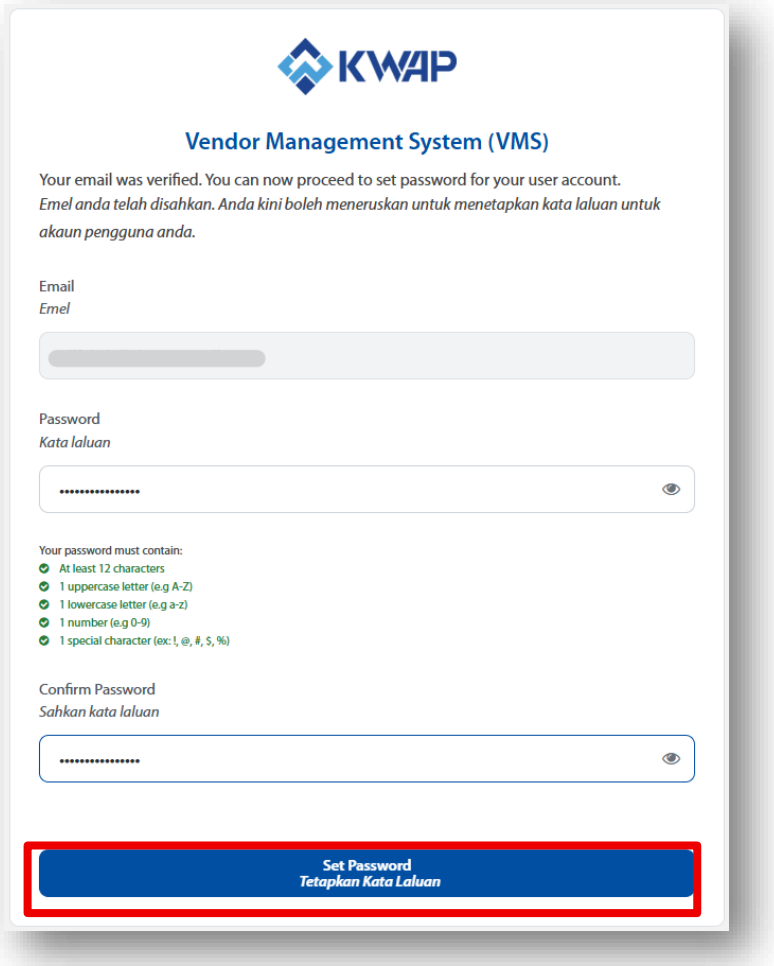
*To ensure the verification email is received, add the VMS system email address **(vms@kwap.gov.my)** to your safe sender list. If the email does not appear after a few minutes, check your Spam or Junk folders and mark the email as "Not Spam."*

Reminder:

*The verification link is valid for 1 hour; please complete the email verification immediately. If the link has expired, contact the VMS system administrator at **vms@kwap.gov.my** to request a new verification email.*

Step 6: After email verification, the user will be redirected to the **Password Setup** page.

Follow the password requirements displayed on the screen. The system will indicate whether the password meets the required policy.



Tips:

The user may proceed only after all password criteria are fulfilled.

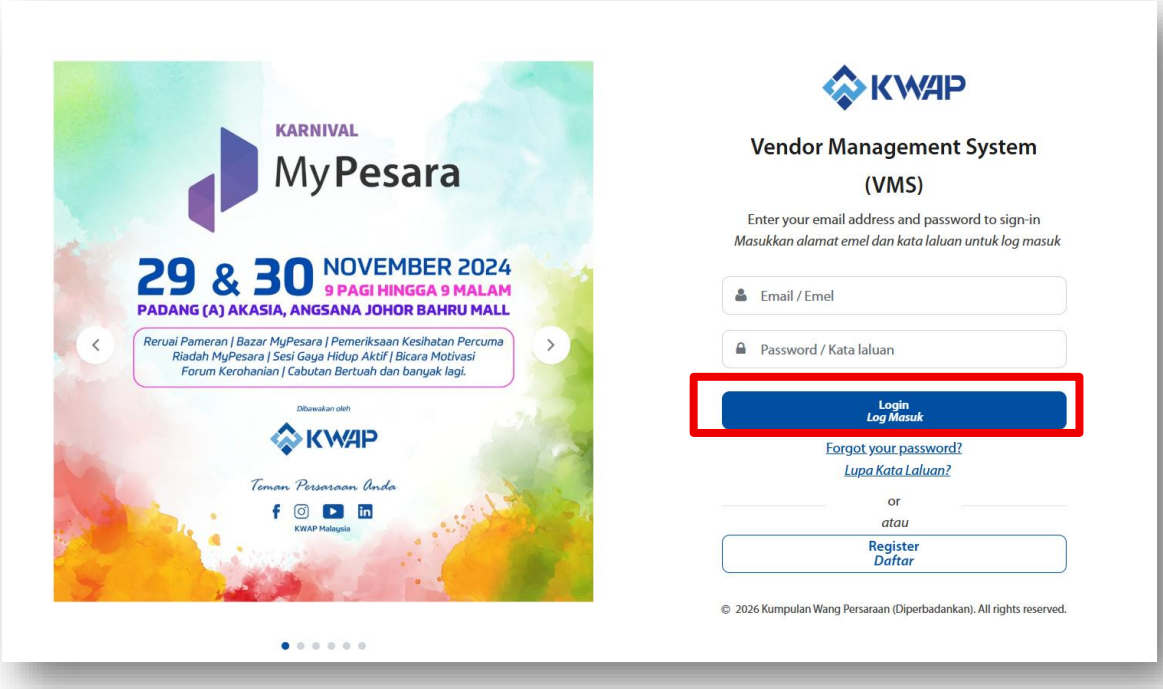
Select **Set Password** to continue.

5. Logging In to the VMS

After completing registration and password setup, the user may log in to the VMS.

Step 7: Go to **https://vms.kwap.my/VMS** to access the VMS login page.

Step 8: Enter the registered **Email** address and **Password** in the corresponding fields.



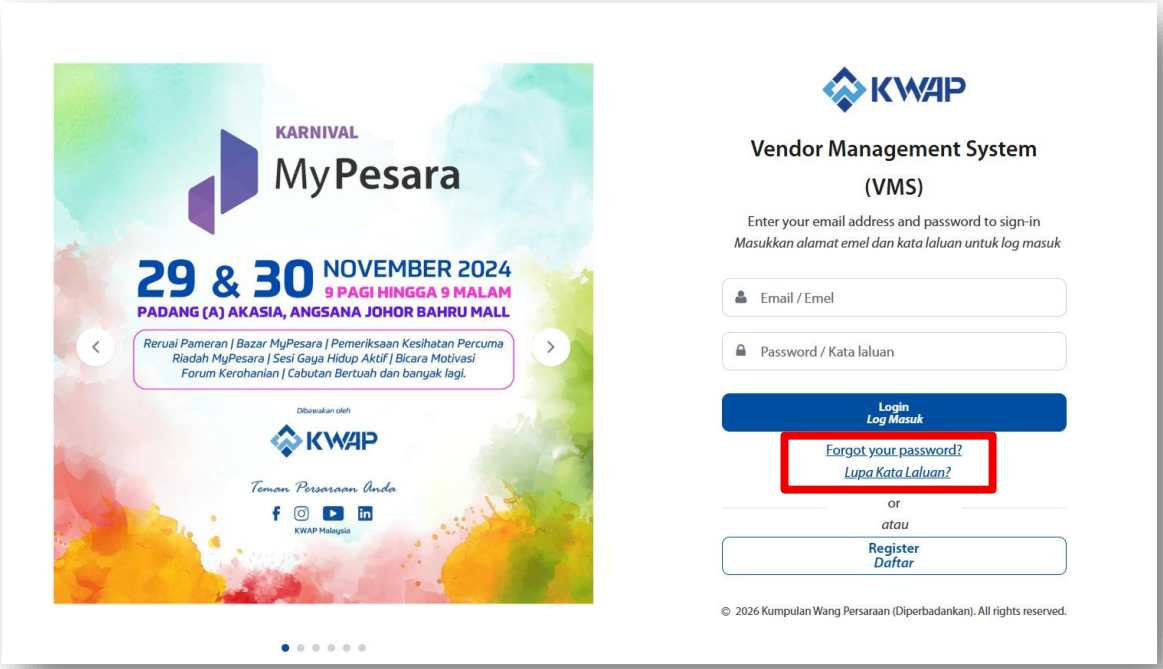
Step 9: Select **Login** to enter the VMS dashboard and begin using the system.

6. Resetting the Password

If the user forgets the password or is unable to sign in, the password can be reset easily through the VMS. Follow the steps below.

Step 1: Go to **https://vms.kwap.my/VMS** to access the VMS login page.

Step 2: On the login page, select **Forgot Password** to initiate the reset process.

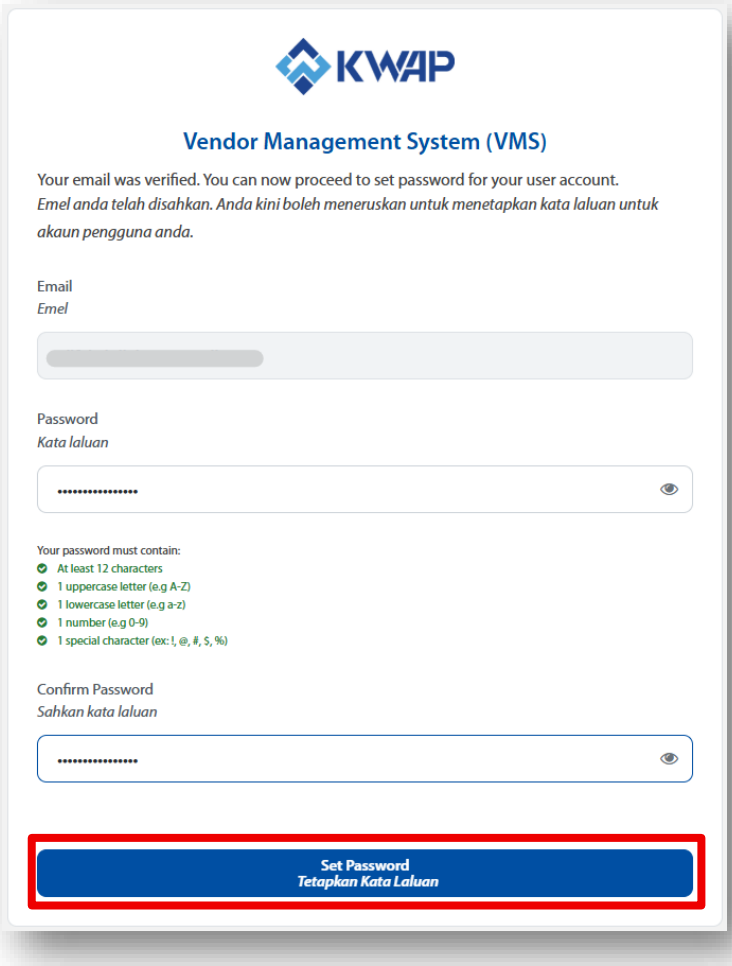


Step 3: Enter the registered email address and click **Submit**. A password reset email will be sent.

Step 4: Search the inbox (including spam/junk folders) for the email titled "**VMS – Reset Your Password**".

Click **Reset Password**.

Step 5: The user will be redirected to the **Password Setup** page. Enter a new password following the system requirements.



Step 6: Select **Set Password** once all requirements are met.

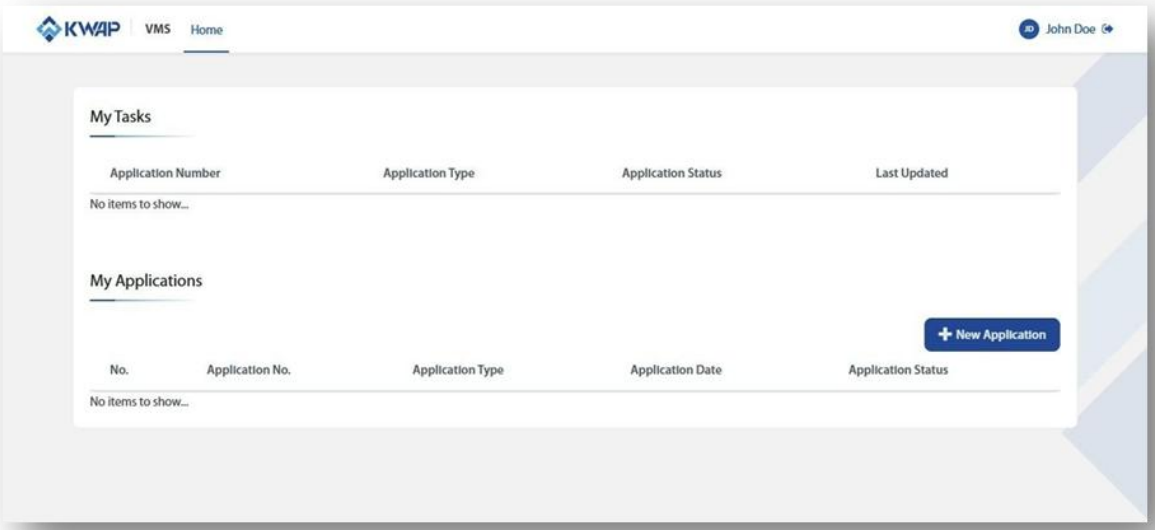
Step 7: Return to the login page and sign in with the updated password.

7. Creating a New Application

7.1 Home Page Overview

Upon login, the user will be directed to the **Home** page. This page contains 2 key sections that help manage applications:

1. **My Tasks** – Displays applications requiring action such as:
   - Draft applications
   - Applications returned by KWAP
2. **My Applications** – Shows all applications created by the user (draft, submitted, in review, approved).

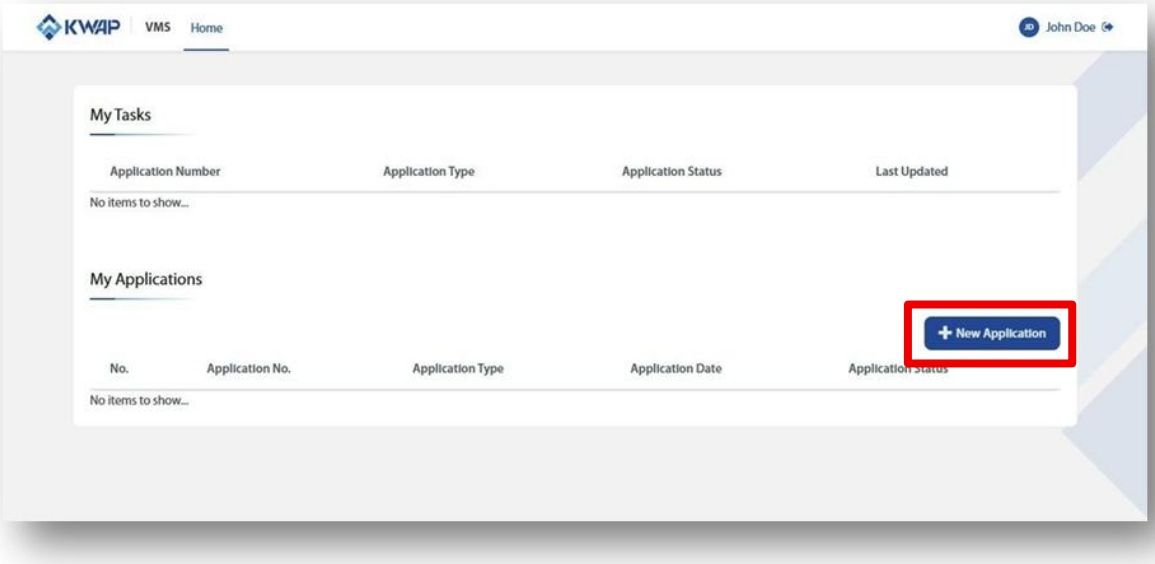


Tips:

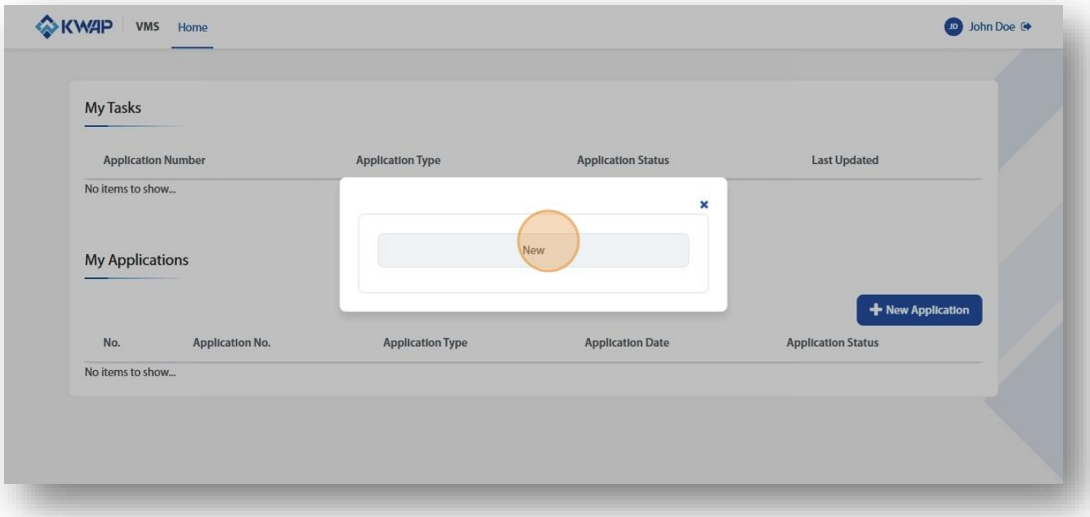
If the user is new, both sections will be empty.

7.2 Starting a New Application

Step 1: On the Home page, click **New Application** to start a new vendor registration application.



Step 2: A pop-up window will appear. Click **New** to begin.



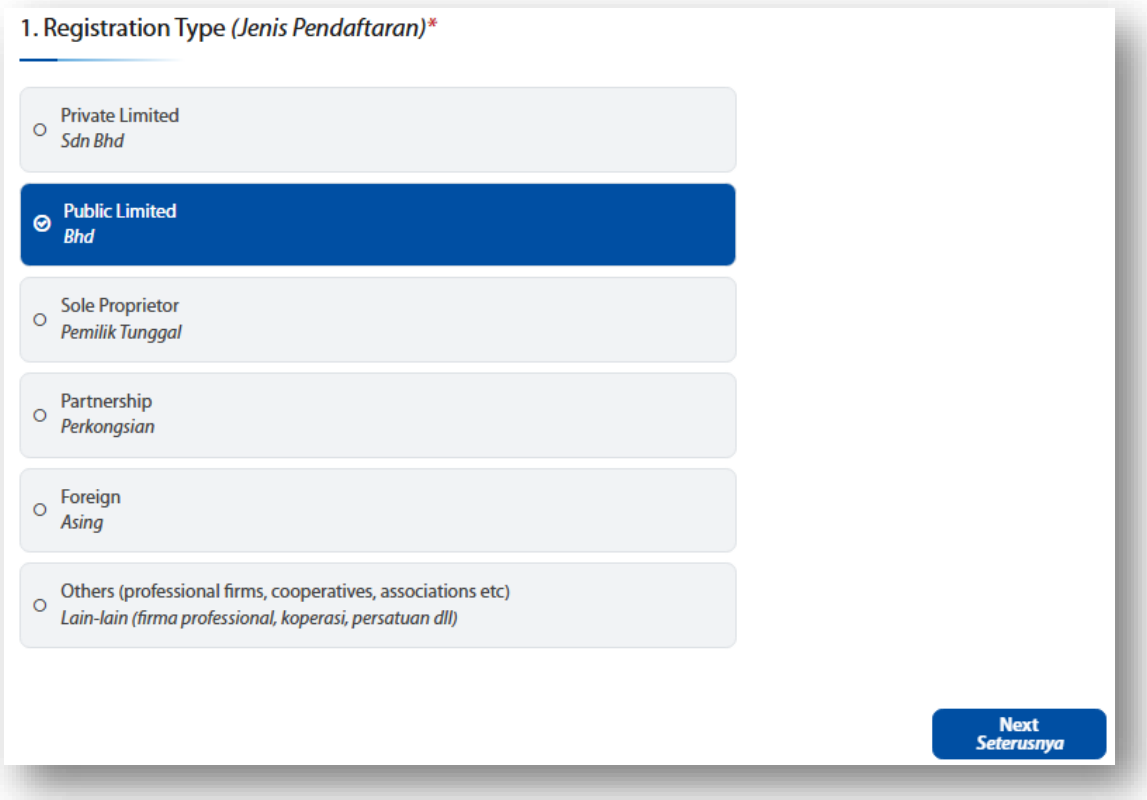
Tips:

- *Once a **New** Application is approved, **Amendment** will appear in the pop-up for updates.*
- *Within 6 months before registration expiry, **Renewal** will also appear.*

8. Section 1: Registration Type

On this page, the user must select the **Registration Type** that corresponds to the entity's legal structure. There are 6 registration types.

Step 1: Choose the option that matches the entity's legal structure.



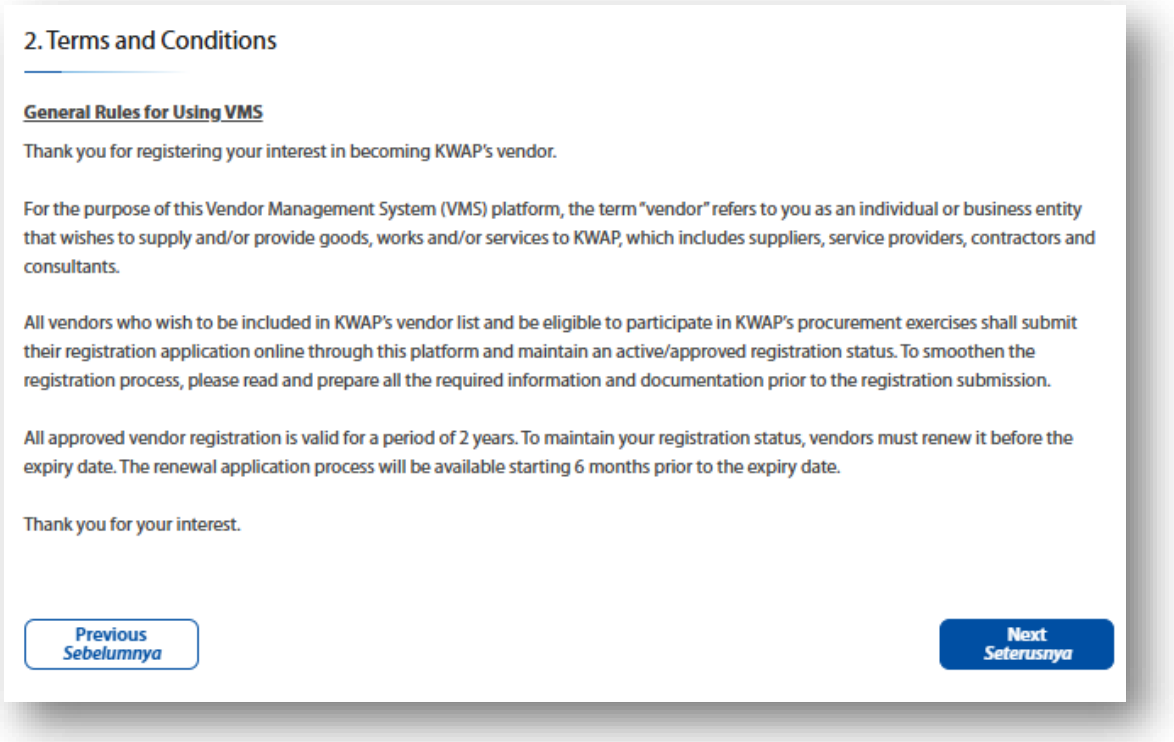
Tips:

- ***Registration Type** cannot be changed after approval.*
- *If the entity's registration type changes, a **New** Application must be submitted.*

Step 2: Select **Next** to continue.

9. Section 2: Terms and Conditions

Step 1: Read all **Terms and Conditions** thoroughly.



Step 2: After reviewing, click **Next** to acknowledge and proceed.

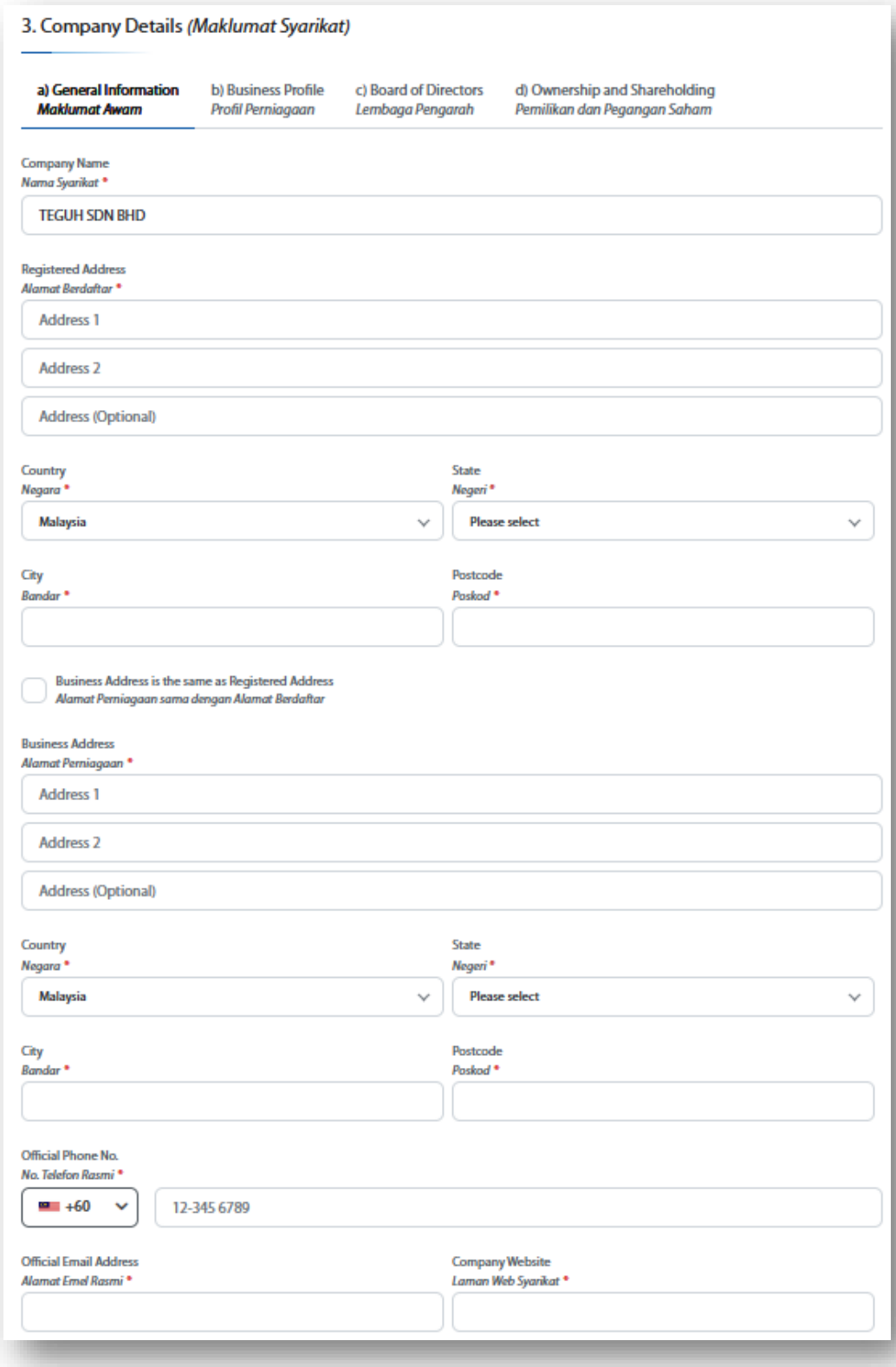
10. Section 3: Company Details

The Company Details section requires the user to provide complete and accurate information about the entity applying for vendor registration. This section consists of 4 components, each capturing different aspects of the entity's profile:

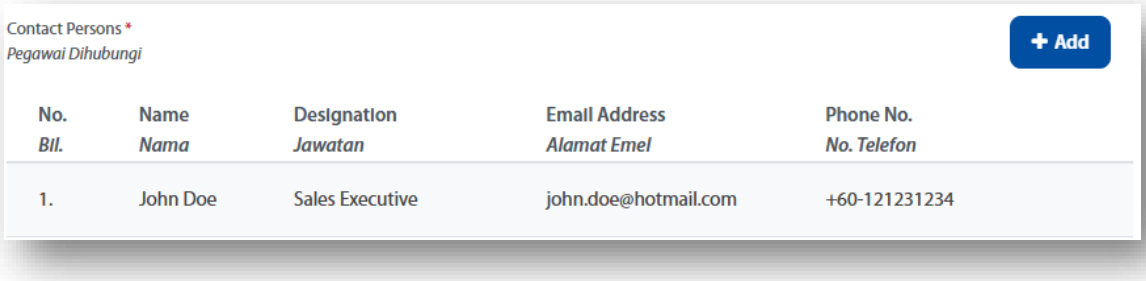
a) **General Information**
b) **Business Profile**
c) **Board of Directors**
d) **Ownership and Shareholding**

10.1 (a) General Information

Step 1: Complete all required fields marked with an asterisk (*).



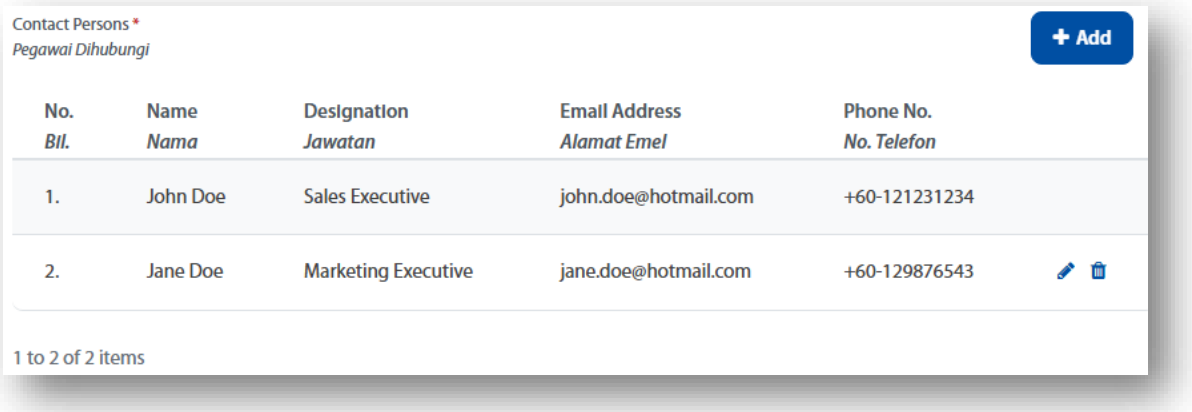
Step 2: A default **Contact Person** will be auto-filled using the user's registered login details.



Tips:

- ***Two Contact Persons are required to ensure continuity when one person is unavailable.***
- *Where possible, use a **shared/pool email** so multiple authorised personnel can manage VMS-related matters.*
- *Only approved **Contact Persons** may submit **Amendment** or **Renewal** Applications.*
- *The default contact person cannot be removed or edited in the **New** Application.*

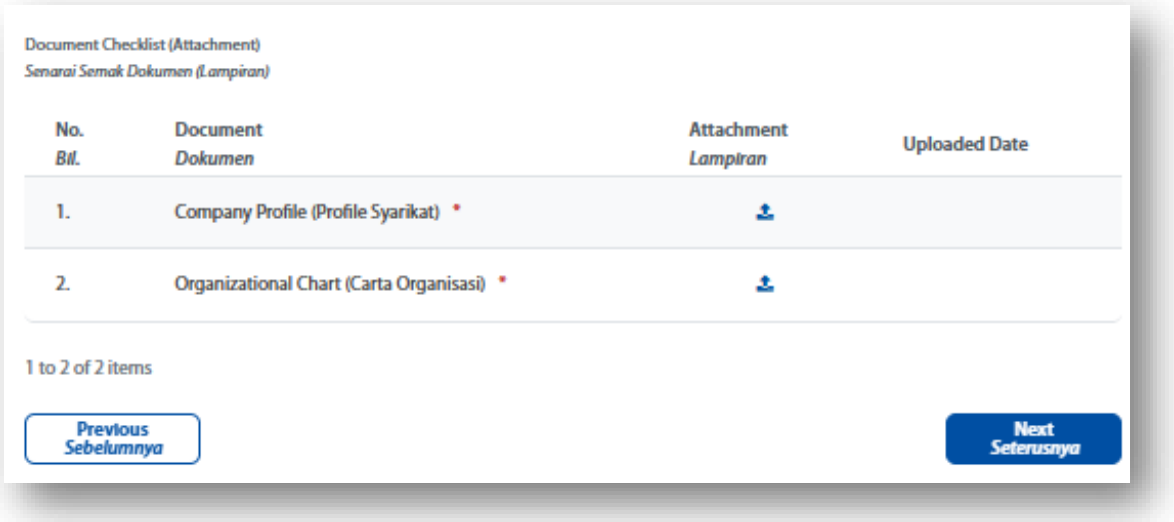
Step 3: Two contact persons are required in the VMS. The first contact person is populated automatically from the registered user's details. To add the required second **Contact Person**, click **+Add** and complete all mandatory fields.



Tips:

- *The second contact person will be able to view the New Application once it is approved and can assist with updates to applications returned by KWAP.*
- *Ensure the required second contact person is added before submitting the New Application; contact details may subsequently be updated through an Amendment Application or Renewal Application.*

Step 4: Upload all required documents in PDF format.



Tips:

- Company Profile: You may upload your company profile, portfolio, or presentation deck showcasing your company, services, and capabilities.

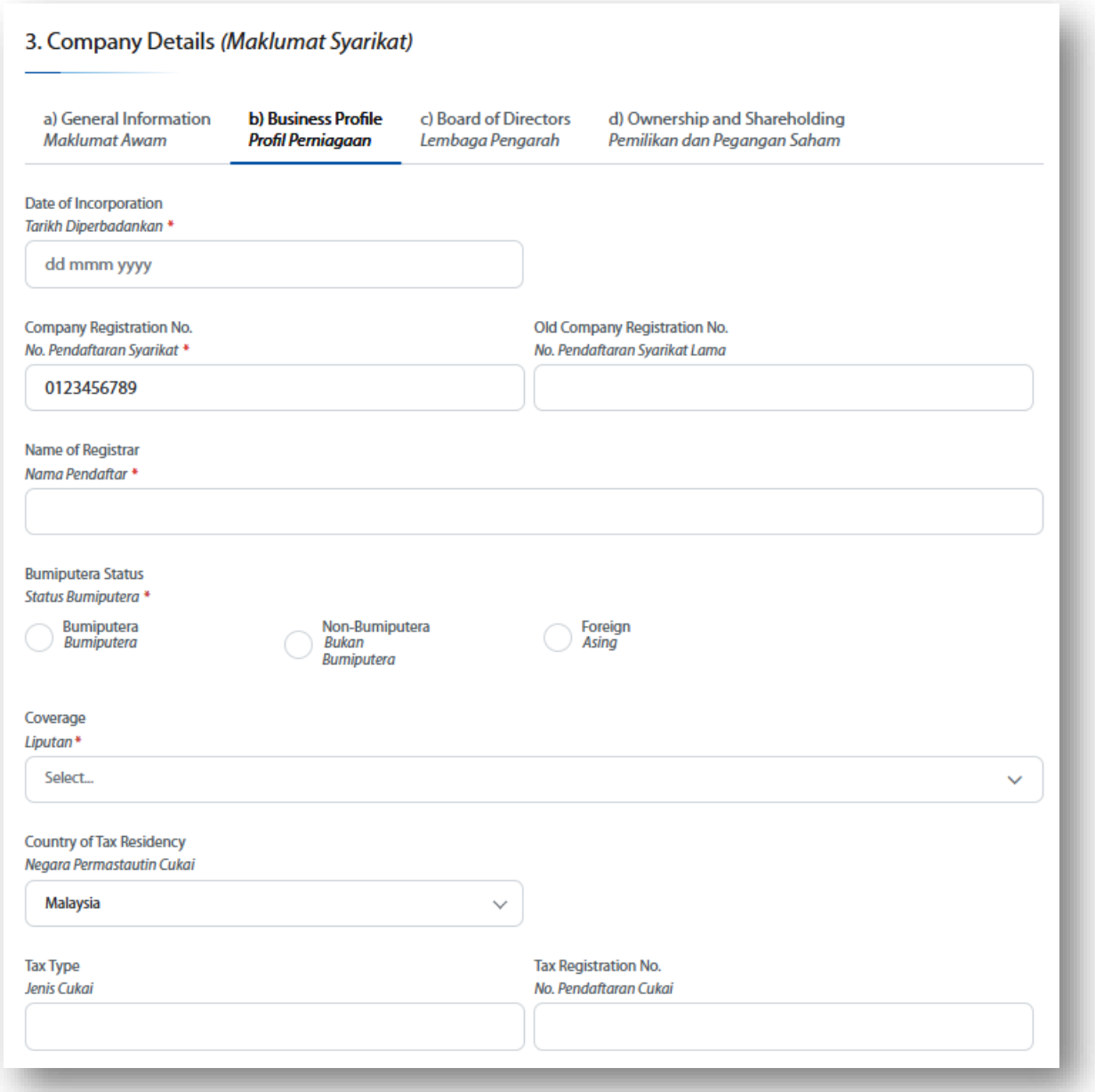
Organisation Chart: *Please upload your* ***organisation chart*** *in this section.*

Step 5: Click **Next** to proceed to the next section.

10.2 (b) Business Profile

The Business Profile tab captures the entity's key background and registration details. All required information must be completed accurately, as it enables KWAP to assess the entity's incorporation status, business classification, tax residency, and Bumiputera status.

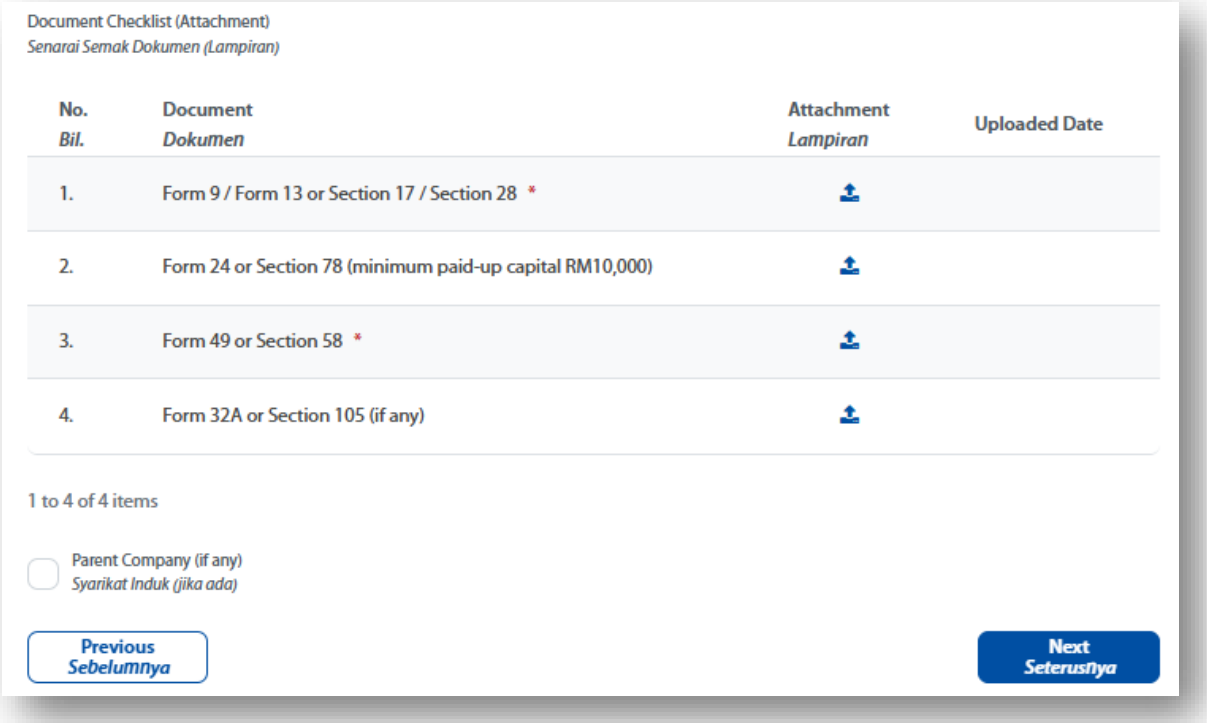
Step 6: Complete all required fields marked with an asterisk (*).



Tips:

- *The following details **cannot be changed after approval**. Please ensure they are entered accurately, as **any changes will require a New Application**.*
  - ***Date of Incorporation***
  - ***Company Registration Number***
- ***New SSM Registration Number:** Enter the number in **numeric format only** (e.g. 20020111111).*
- ***Old SSM Registration Number:** Enter the number **exactly as registered, if applicable** (e.g. 111111-H).*
- ***Authorisation Body:** Select/update the relevant authority (e.g. **SSM**).*
- *The **Date of Incorporation** determines the number of Audited Financial Statements required.*

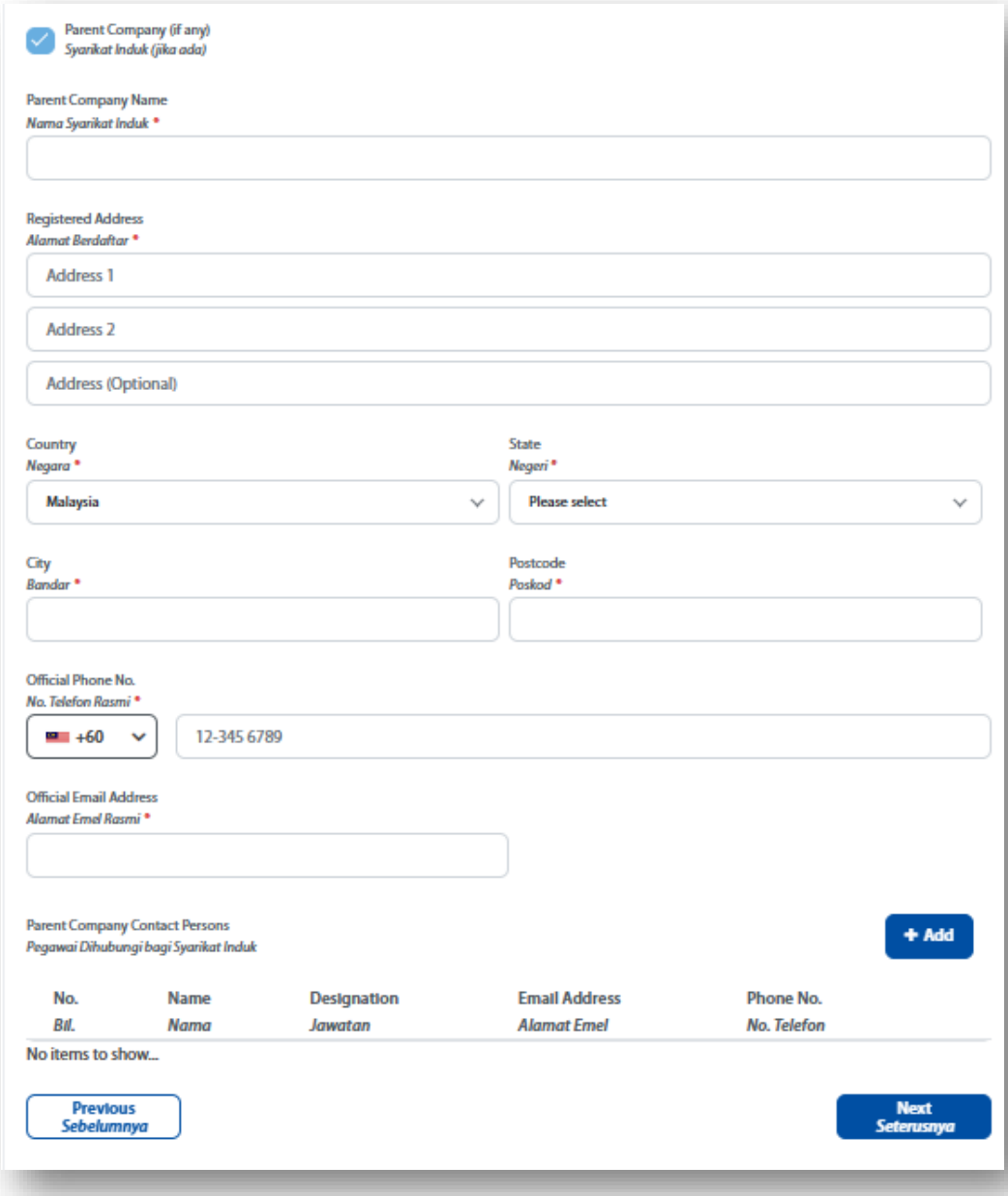
Step 7: Upload required documents in PDF format.



Tips:

Please refer to **Appendix B** *in this manual guide for reference.*

Step 8: If the entity has a parent organisation, tick the checkbox and complete all mandatory fields marked with an asterisk (*).



Tips:

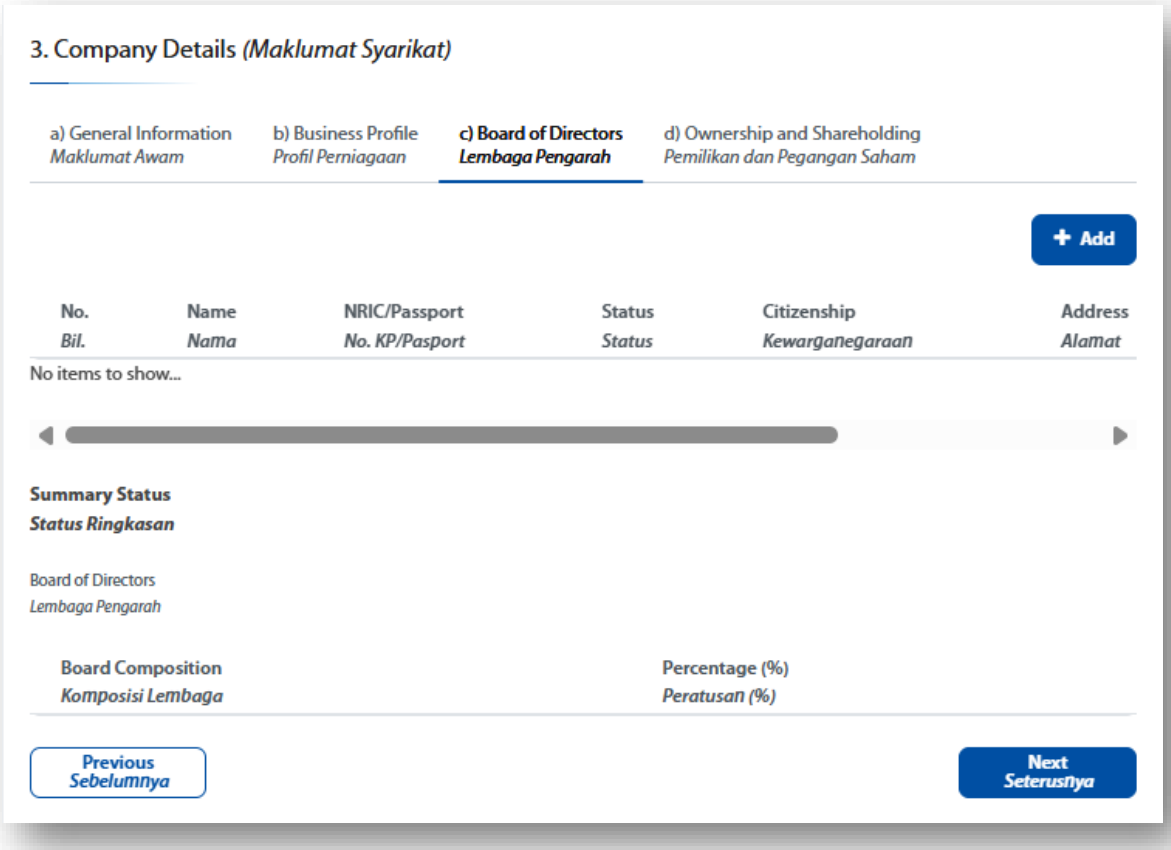
Only complete this section if the entity is legally owned or controlled by a parent entity.

Step 9: Click **Next** to proceed to the next section.

10.3 (c) Board of Directors

This section has 2 parts:

- **Details of Board of Directors**
- **Summary Status**

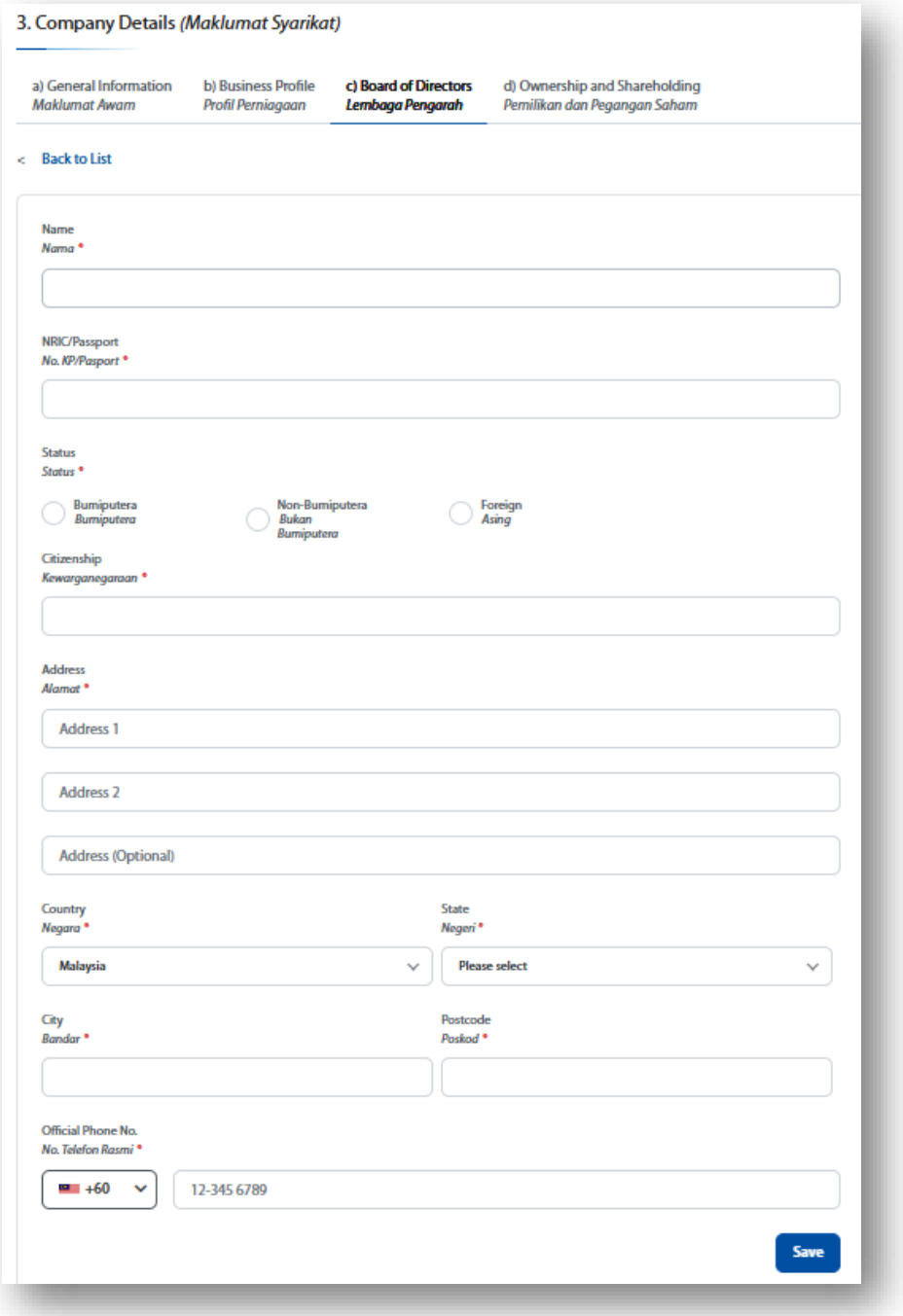


Tips:

*The tab label changes depending on **Registration Type** (refer Appendix A):*

- *If **Registration Type** is **Private Limited, Public Limited or Foreign Company**, the label shall be **Board of Directors**.*
- *If **Registration Type** is **Sole Proprietor**, the label shall be **Proprietors**.*
- *If **Registration Type** is **Partnership**, the label shall be **Partners**.*
- *If **Registration Type** is **Others**, the label shall be **Board of Directors/Partners**.*

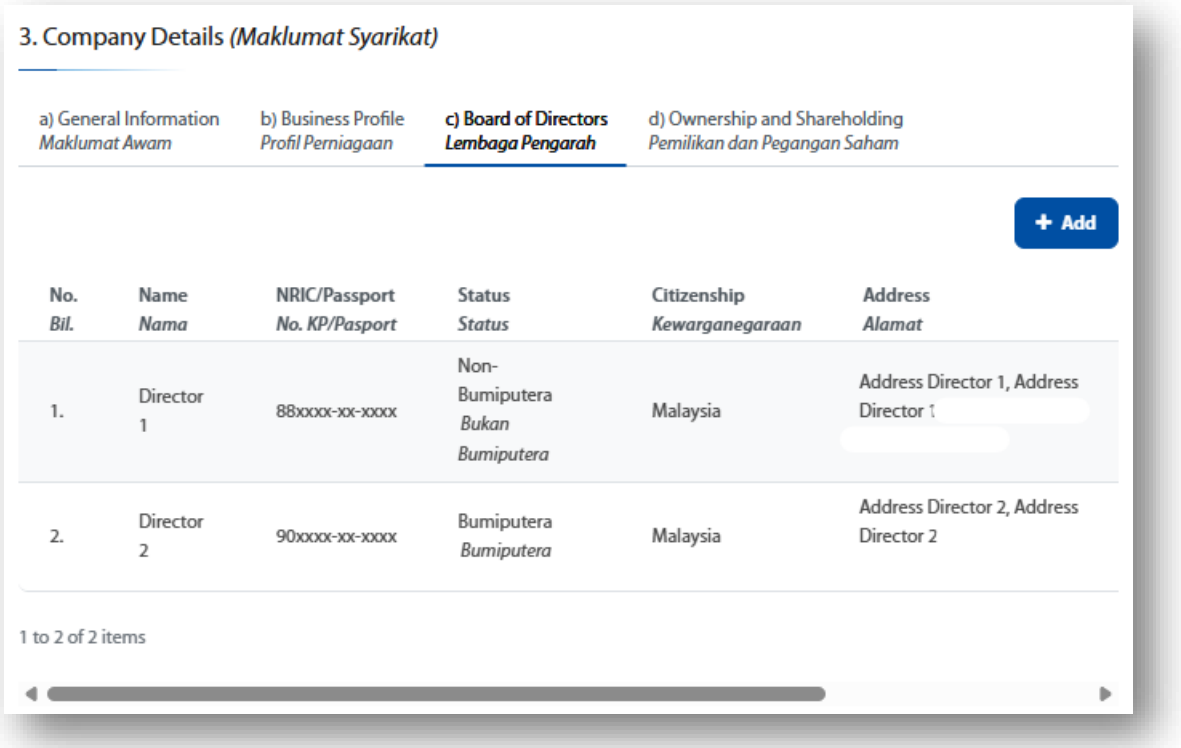
Step 10: Click **+Add** to open the form, then complete all required fields marked with an asterisk (*).



Tips:

*Details must match **Form 49** (or equivalent). Please refer to Appendix C in this manual guide for reference.*

Step 11: Click **Save**. The **Board of Directors** table will be auto-populated by the system.



Step 12: Repeat **Steps 10 and 11** until all members have been added.

Reminder:

*All individuals listed in **Form 49** (or equivalent) must be included.*

Step 13: Click **Next** to proceed to the next section.

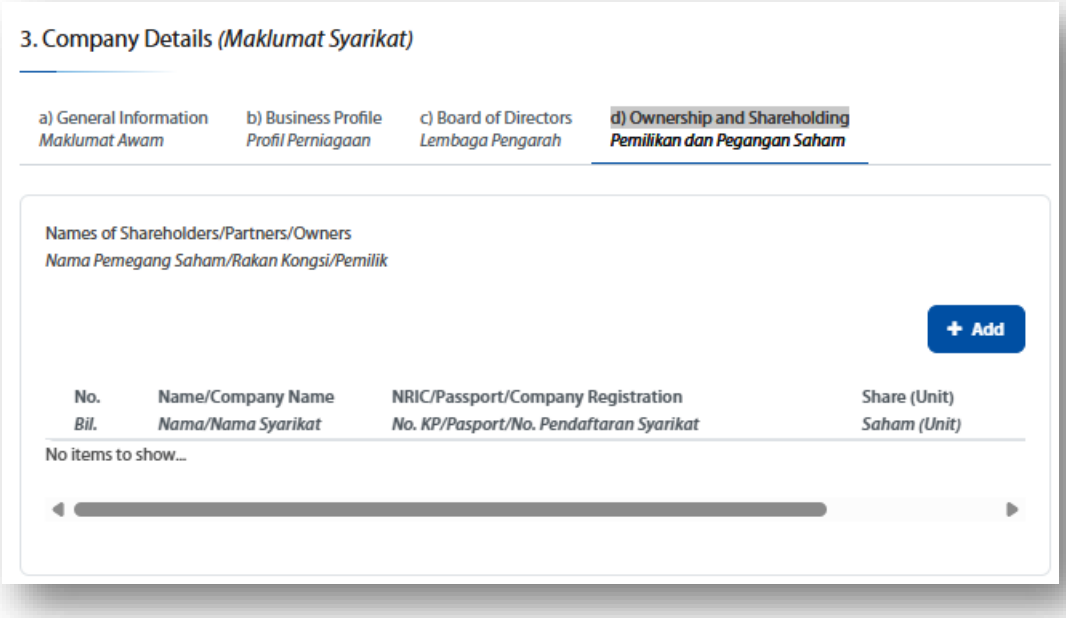
10.4 (d) Ownership and Shareholding

This section is divided into 4 parts:

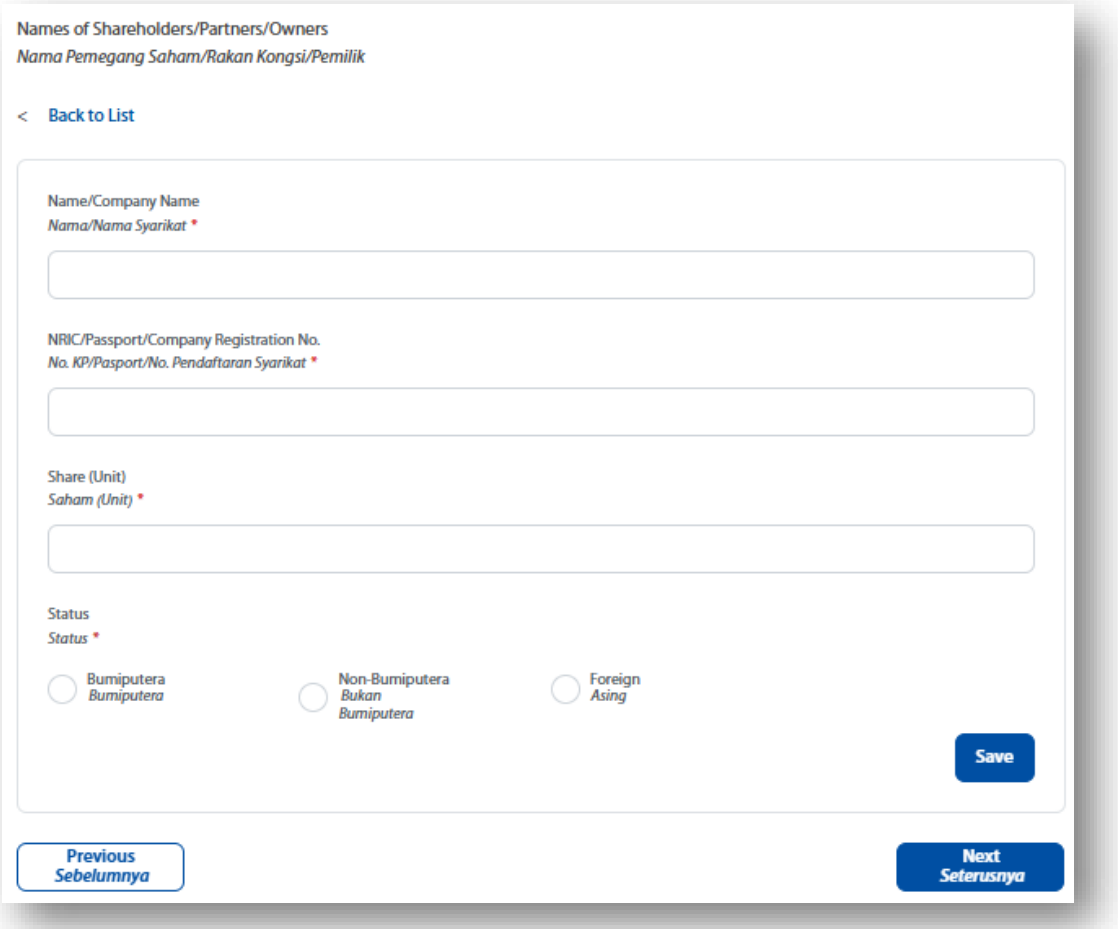
- **Name of Shareholders/Partners/Owners**
- **Equity Structure**
- **Senior Management**
- **Employment Structure**

The information entered here helps KWAP verify the entity's ownership profile (including Bumiputera/non-Bumiputera/foreign breakdown) and overall organisational structure.

Name of Shareholders / Partners / Owners



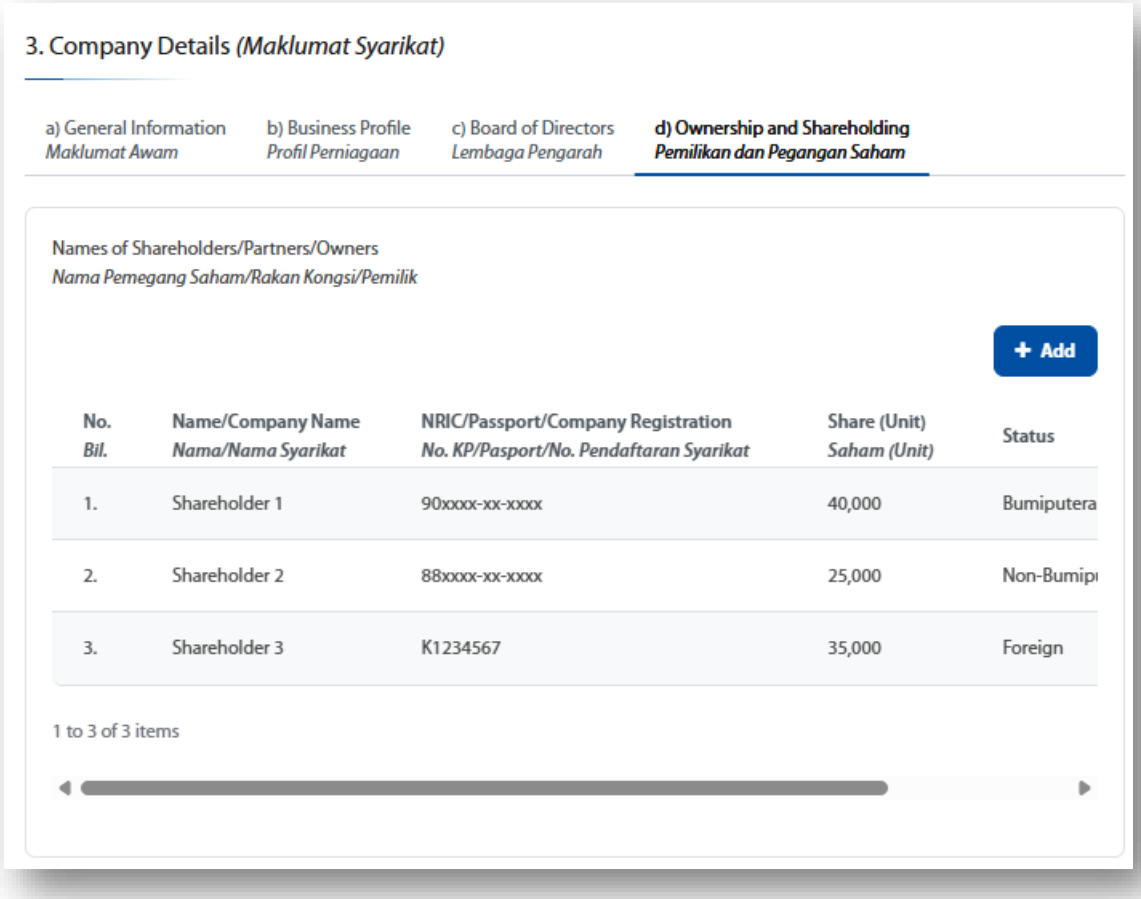
Step 14: Click **+Add** to open the form, then complete all required fields marked with an asterisk (*).



Tips:

- *Refer to **Form 24** or equivalent for required details.*
- *Please refer to **Appendix C** in this manual guide for reference.*

Step 15: Click **Save**. The **Names of Shareholders/Partners/Owners** table will be auto-populated by the system.



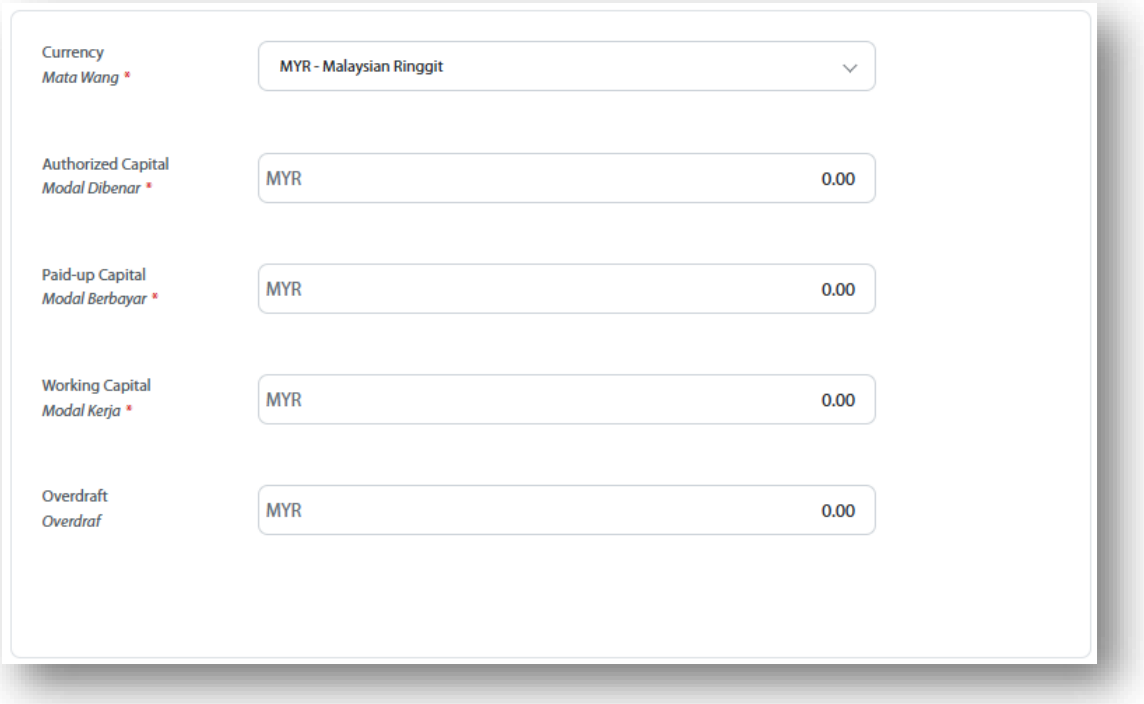
Step 16: Repeat **Steps 14 and 15** until all members have been added.

Reminder:

*All shareholders listed in **Form 24** (or equivalent) must be included.*

Equity Structure

Step 17: Enter the entity's **Equity Structure** and complete all required fields marked with an asterisk (*).

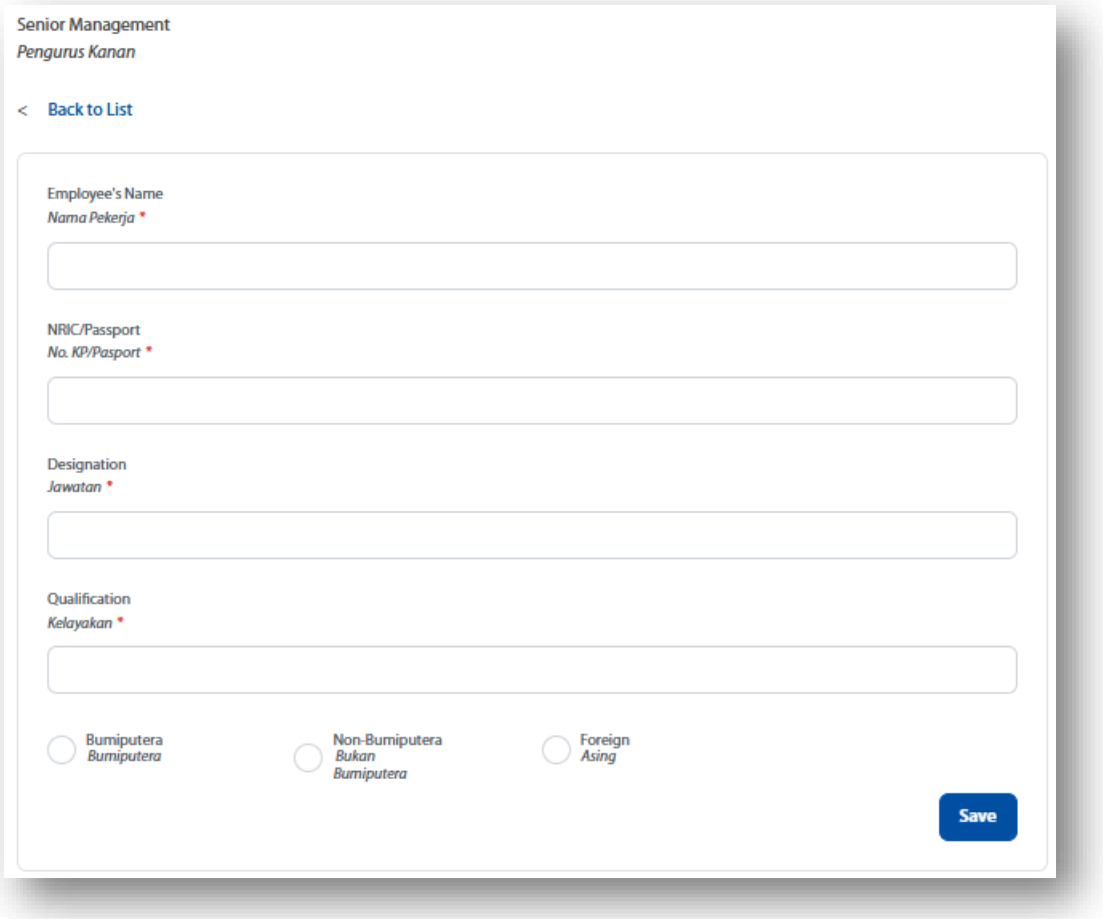


Tips:

- *Do not copy and paste numbers in this section, as the system may not be able to read pasted values.*
- *Fields marked with (*) must be completed. Enter the accurate amount supported by the relevant financial statements. If the system does not accept a valid zero value, contact the VMS system administrator for assistance.*
- ***Paid-up Capital:** Enter the share capital **actually paid by the shareholders**.*
- ***Working Capital:** Enter the amount calculated as **Current Assets – Current Liabilities**, based on the latest financial statements. **Please refer to** Appendix D in this manual guide for reference.*
- ***Overdraft:** Enter the **outstanding bank overdraft amount**, if applicable, based on the latest financial statements.*

Senior Management

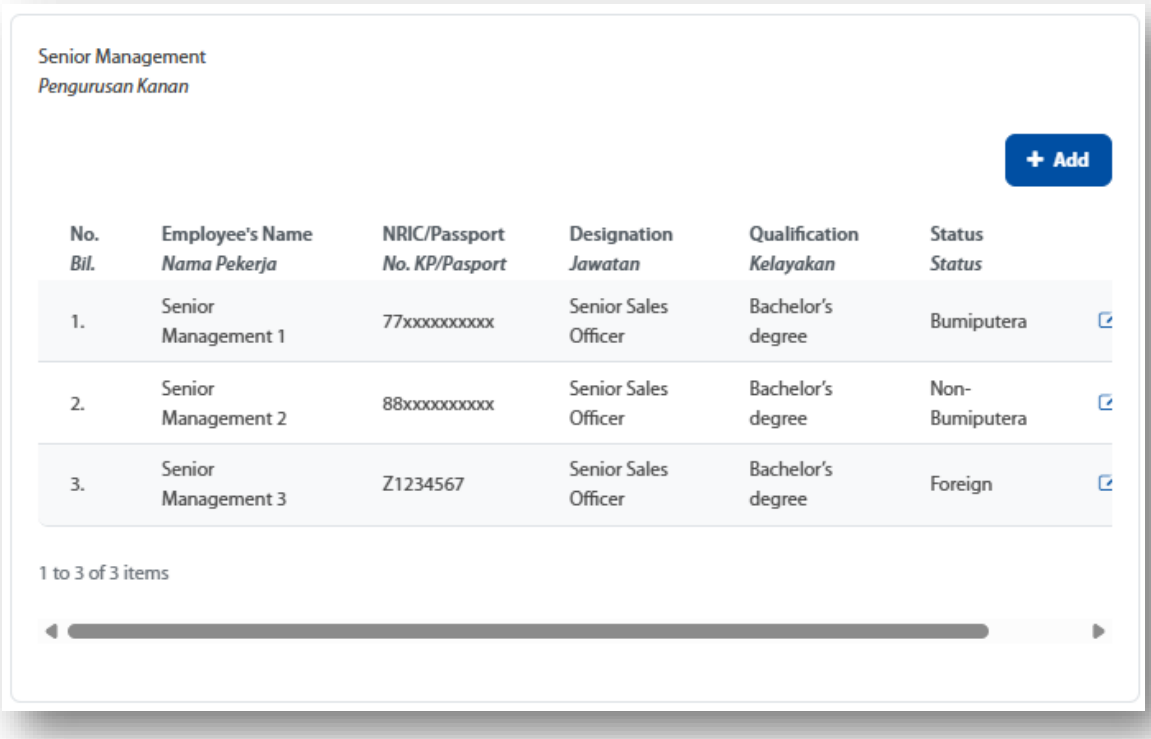
Step 18: Click **+Add** to open the form, then complete all required fields marked with an asterisk (*).



Tips:

A minimum of 1 Senior Management record is required.

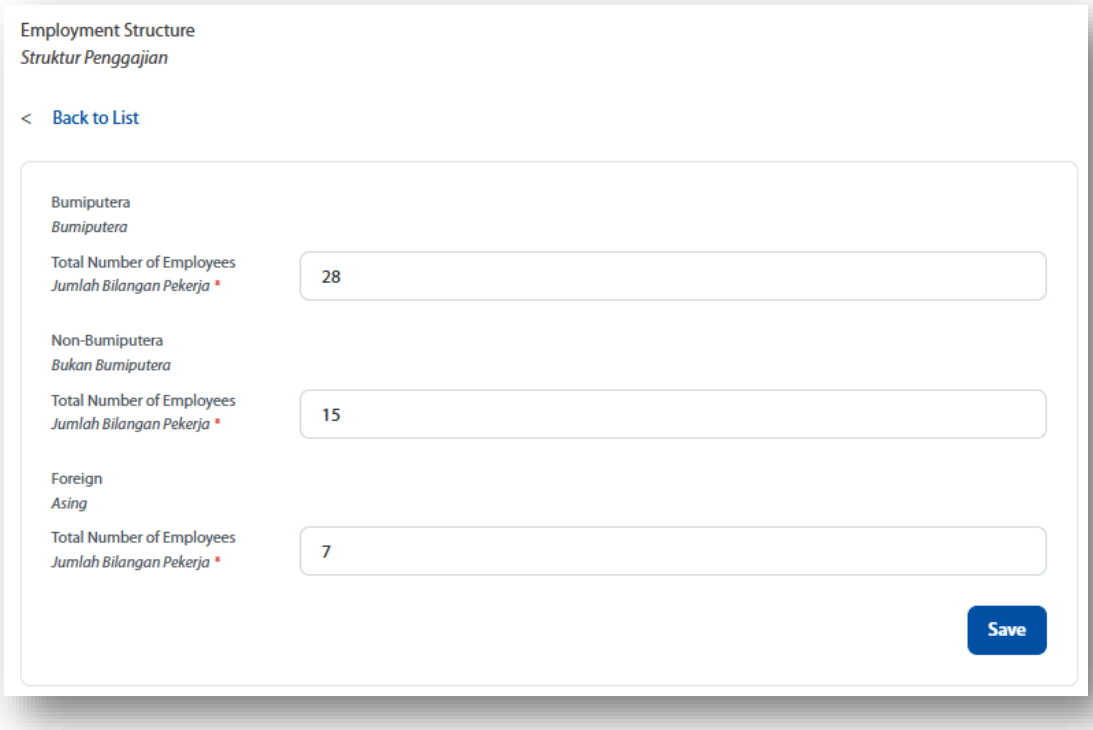
Step 19: Click **Save**. The **Senior Management** table will be auto-populated by the system.



Step 20: Repeat **Steps 18 and 19** until all members have been added.

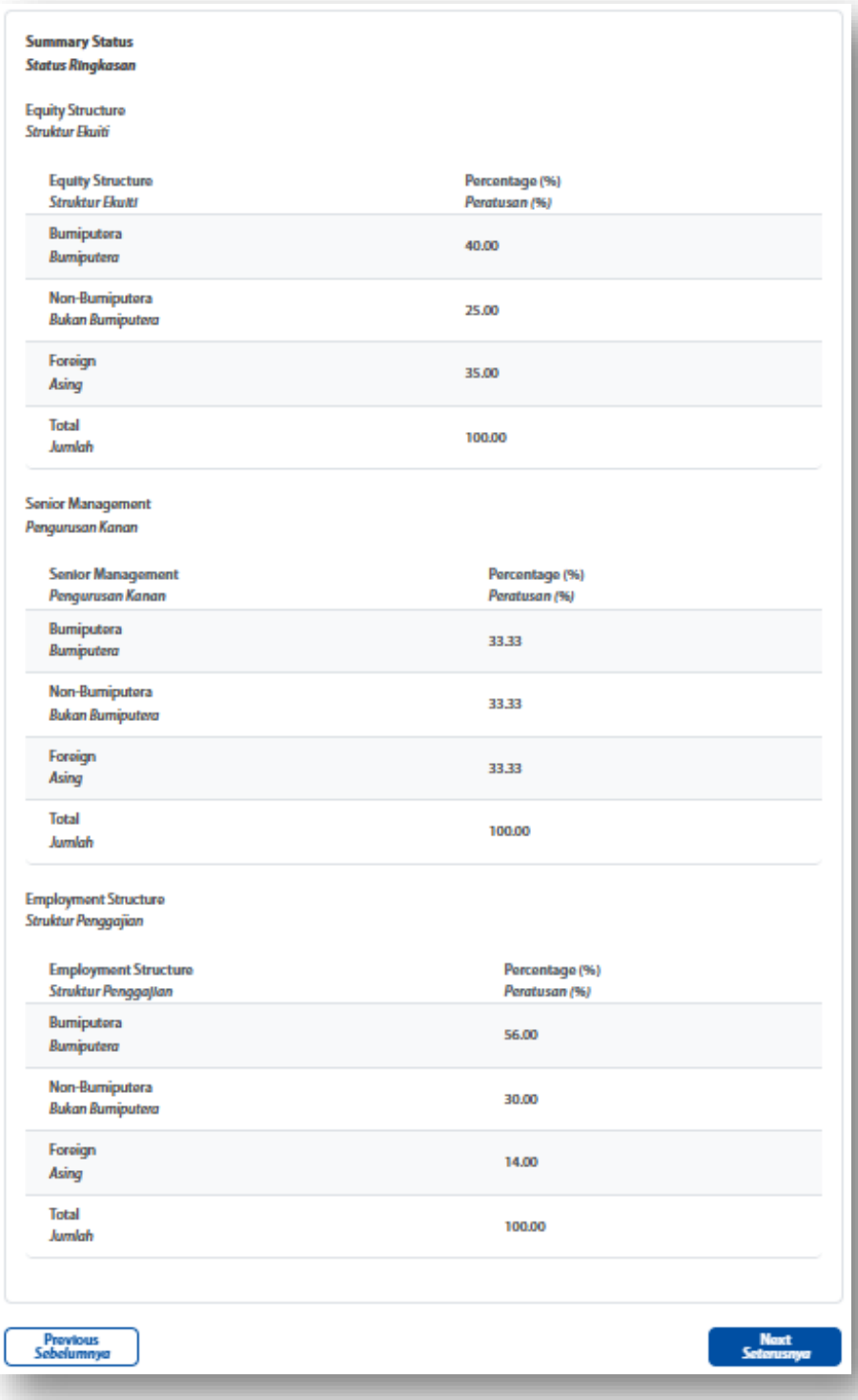
Employment Structure

Step 21: Click **+Add** to open the form, then complete all required fields marked with an asterisk (*).



Step 22: Click **Save** to proceed.

Step 23: The **Summary Status** will be auto-generated for your review.



Summary Status
Status Ringkasan

Equity Structure
Struktur Ekuiti

Equity Structure *Struktur Ekuiti*	Percentage (%) *Peratusan (%)*
Bumiputera *Bumiputera*	40.00
Non-Bumiputera *Bukan Bumiputera*	25.00
Foreign *Asing*	35.00
Total *Jumlah*	100.00

Senior Management
Pengurusan Kanan

Senior Management *Pengurusan Kanan*	Percentage (%) *Peratusan (%)*
Bumiputera *Bumiputera*	33.33
Non-Bumiputera *Bukan Bumiputera*	33.33
Foreign *Asing*	33.33
Total *Jumlah*	100.00

Employment Structure
Struktur Penggajian

Employment Structure *Struktur Penggajian*	Percentage (%) *Peratusan (%)*
Bumiputera *Bumiputera*	56.00
Non-Bumiputera *Bukan Bumiputera*	30.00
Foreign *Asing*	14.00
Total *Jumlah*	100.00

Previous
Sebelumnya

Next
Seterusnya

Step 24: Click **Next** to proceed to the next section.

11. Section 4: Category Code

This section is used to identify and classify the main business activities. Up to 10 activities may be added, and each activity must accurately reflect the core capabilities, such as Supplies (*Bekalan*), Digital & IT, Services (*Perkhidmatan*), Consultancy, and other options available in the drop-down list.

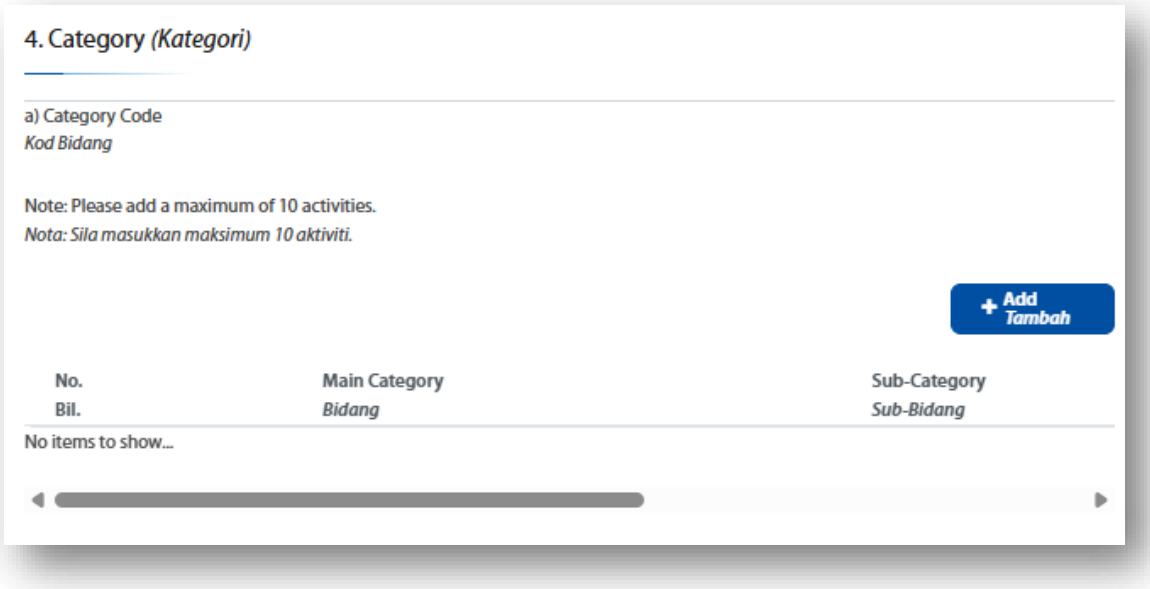
This section consists of 2 parts:

a) Category Code

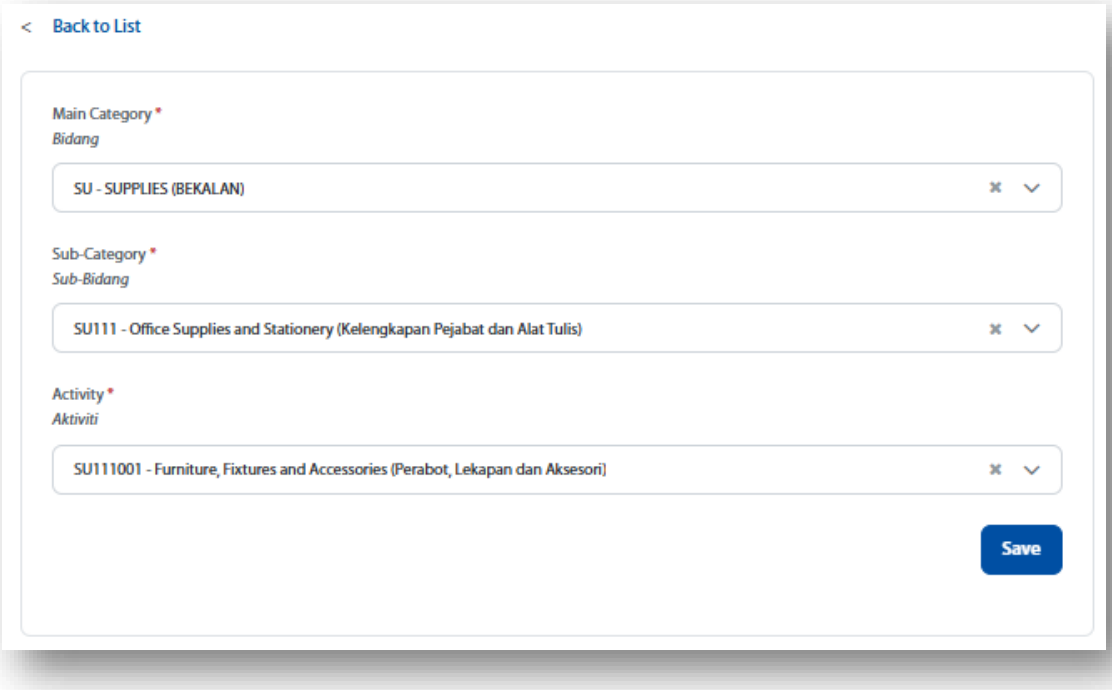
b) Authorised Partner Reseller (if applicable)

11.1 (a) Category Code

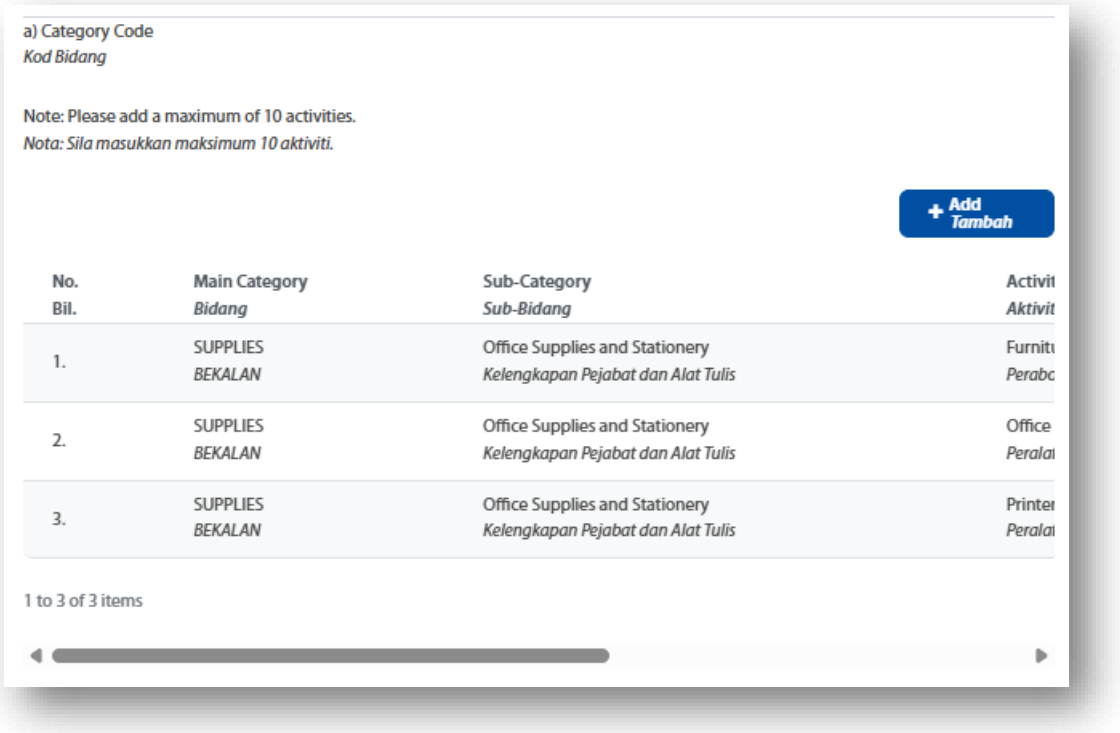
Step 1: Click **+Add** to open the form.



Step 2: Complete all required fields marked with an asterisk (*). Select the Main Category, Sub-Category and Activity from the drop-down lists.



Step 3: Click **Save**. The **Category Code** table will be auto-populated by the system.



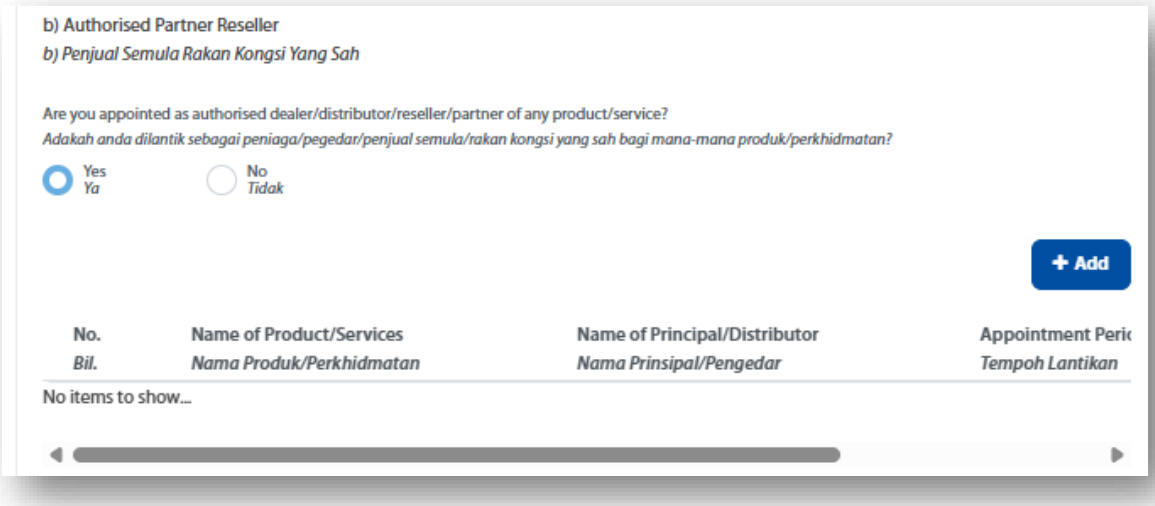
Step 4: Repeat **Steps 1 to 3** until all relevant business activities have been added.

Reminder:

Only select activities that accurately represent the entity's operations.

11.2 (b) Authorised Partner Reseller (if applicable)

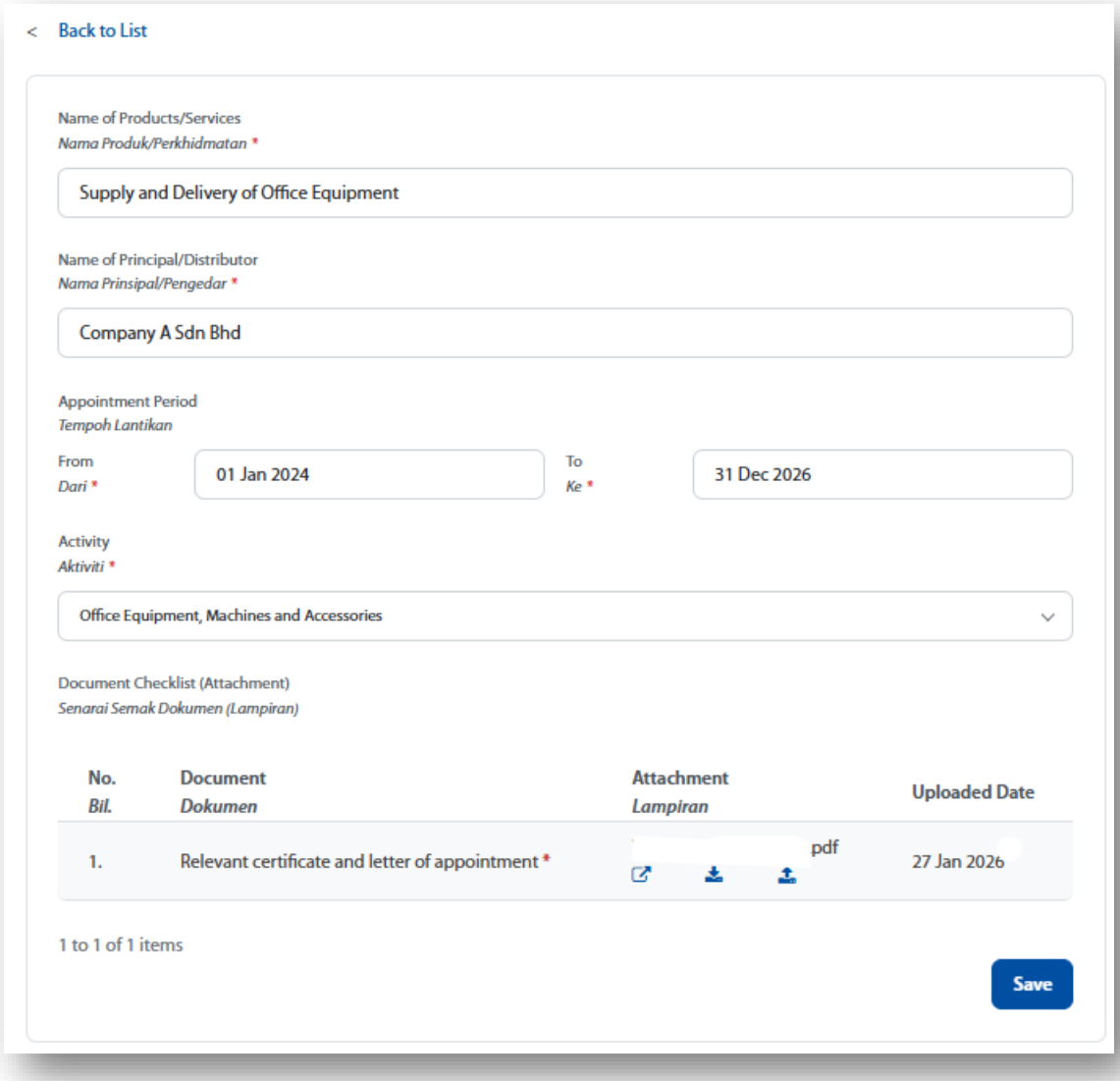
Step 5: Select **Yes** to enable the option to add authorised partner or reseller details.



Reminder:

*Choose **Yes** only if officially appointed as an authorised partner/reseller.*

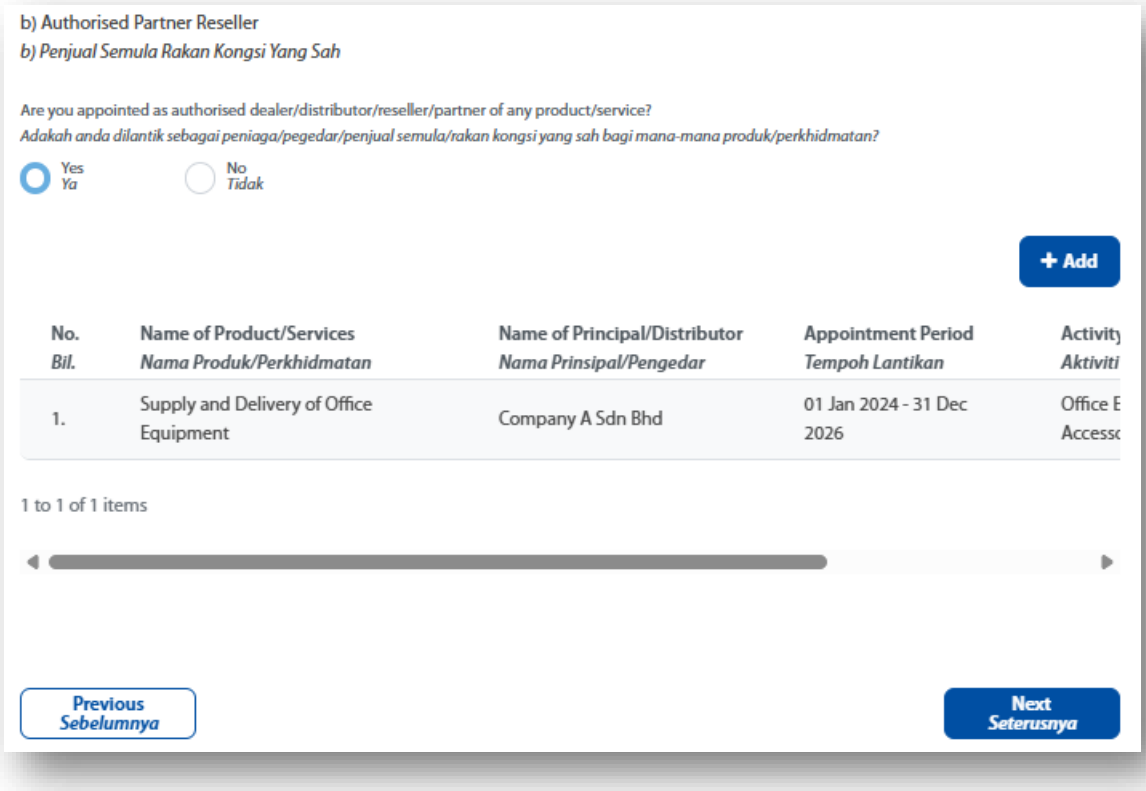
Step 6: Click **+Add** to open the form, then complete all required fields marked with an asterisk (*).



Tips:

- Upload valid supporting documents, such as an authorisation certificate or letter of appointment from the principal/distributor.
- *Ensure all documents are current, valid, and clearly legible.*

Step 7: Click **Save**. The **Authorised Partner Reseller** table will be auto-generated.



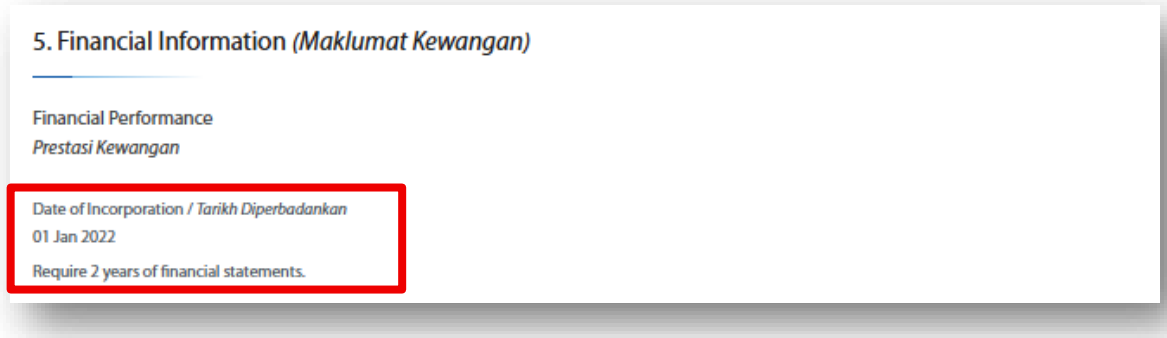
Step 8: Repeat **Steps 6 and 7** until all authorised partners/resellers have been added.

Step 9: Click **Next** to proceed to the next section.

12. Section 5: Financial Information

This section requires users to provide accurate details of the entity's financial performance. All information must be referenced strictly from the entity's Audited Financial Statements, and the corresponding PDFs must be uploaded here (as listed under Mandatory PDF Documents – For All Registration Types).

The Date of Incorporation (auto-filled from 10.2 (b) Business Profile) determines how many years of financial statements are required.



Tips:

Requirement is based on Date of Incorporation:

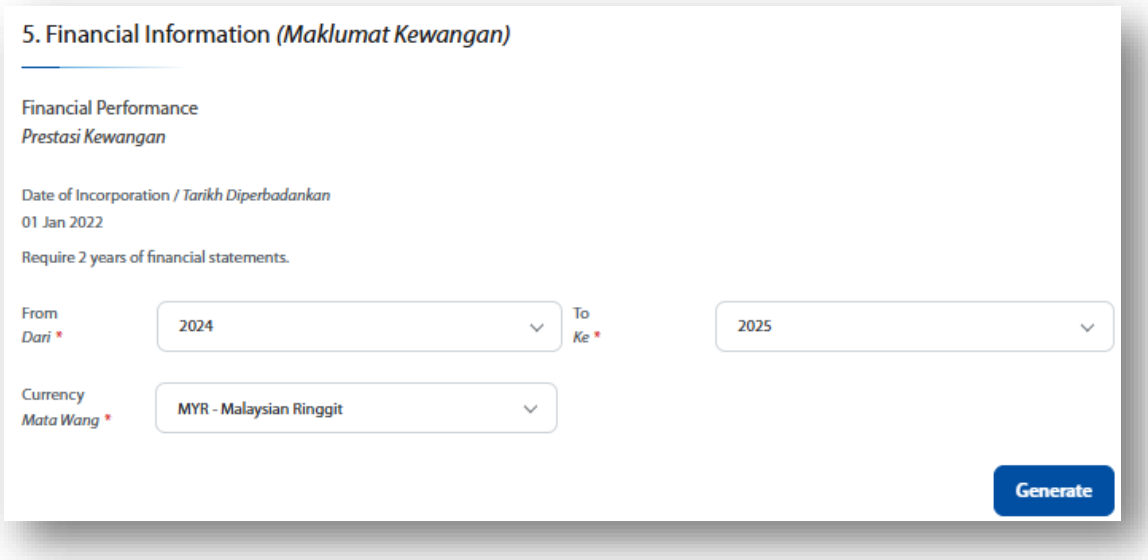
- ***< 24 months: Not mandatory***.
- ***24–47 months**: At least **1 year of Audited Financial Statements***.
- ***48–59 months**: At least **2 years of Audited Financial Statements***.
- ***≥ 60 months**: **3 to 5 years of Audited Financial Statements required***.

Reminder:

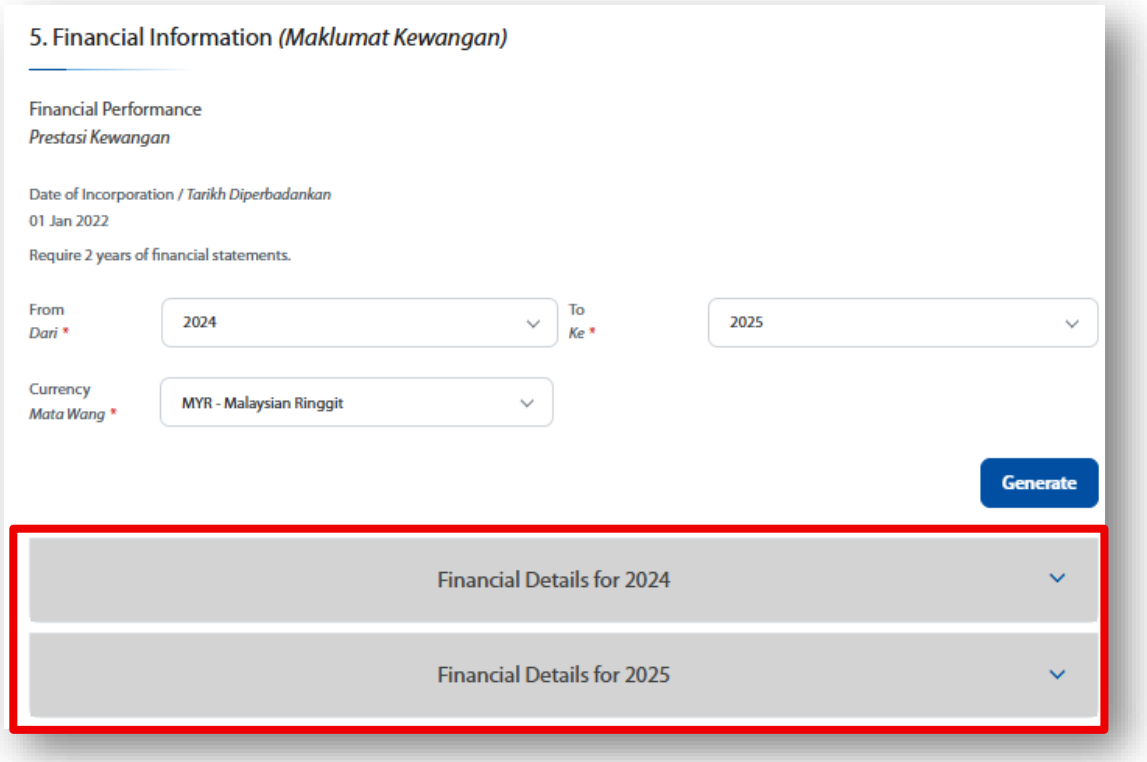
Provide the most recent Audited Financial Statements.

Step 1: Select the **From** and **To** years from the drop-down lists according to the requirement based on **Date of Incorporation** stated.

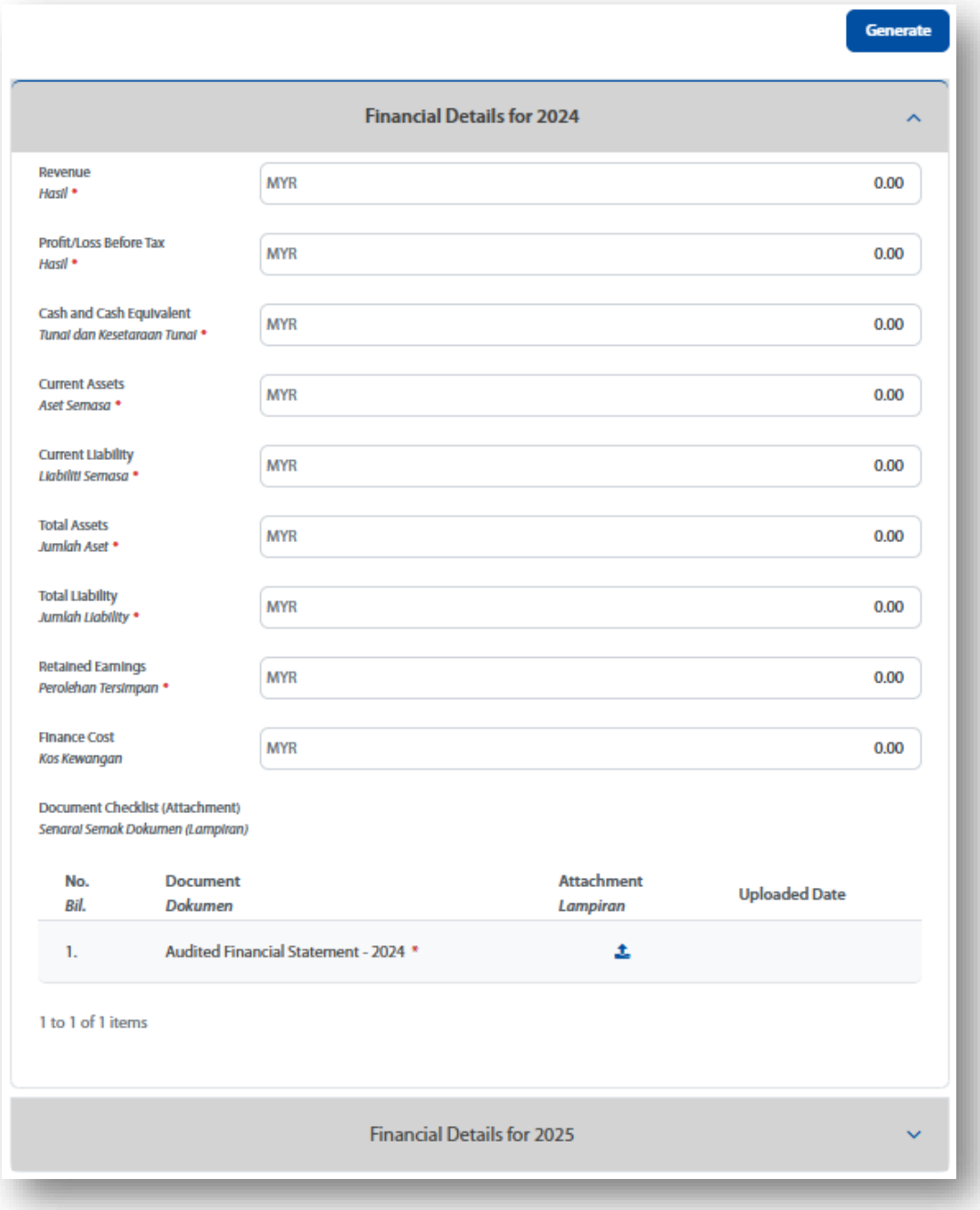
Select the **Currency** that matches the entity's Audited Financial Statements.



Step 2: Click **Generate** to create the required **Financial Details** panels.



Step 3: Click each panel (e.g. Financial Details for 2024), complete all required fields marked with an asterisk (*), and upload the corresponding Audited Financial Statements (PDF).



Tips:

- Enter the **Finance Cost value** if it appears in the Audited Financial Statements, including the negative sign (-), where applicable. Leave the field blank only if Finance Cost is genuinely not applicable. All financial data entered must match the Audited Financial Statements provided.
- *Please refer to **Appendix D** in this manual guide for reference.*

Reminder:

*Do not click **Generate** again after entering financial data. The **Generate** button is used only to create the year panels; clicking it again may clear or remove unsaved information.*

Step 4: Repeat **Step 3** for all required financial years.

Step 5: Upload the **bank statements for the three most recent months** (PDF) in Document Checklist.

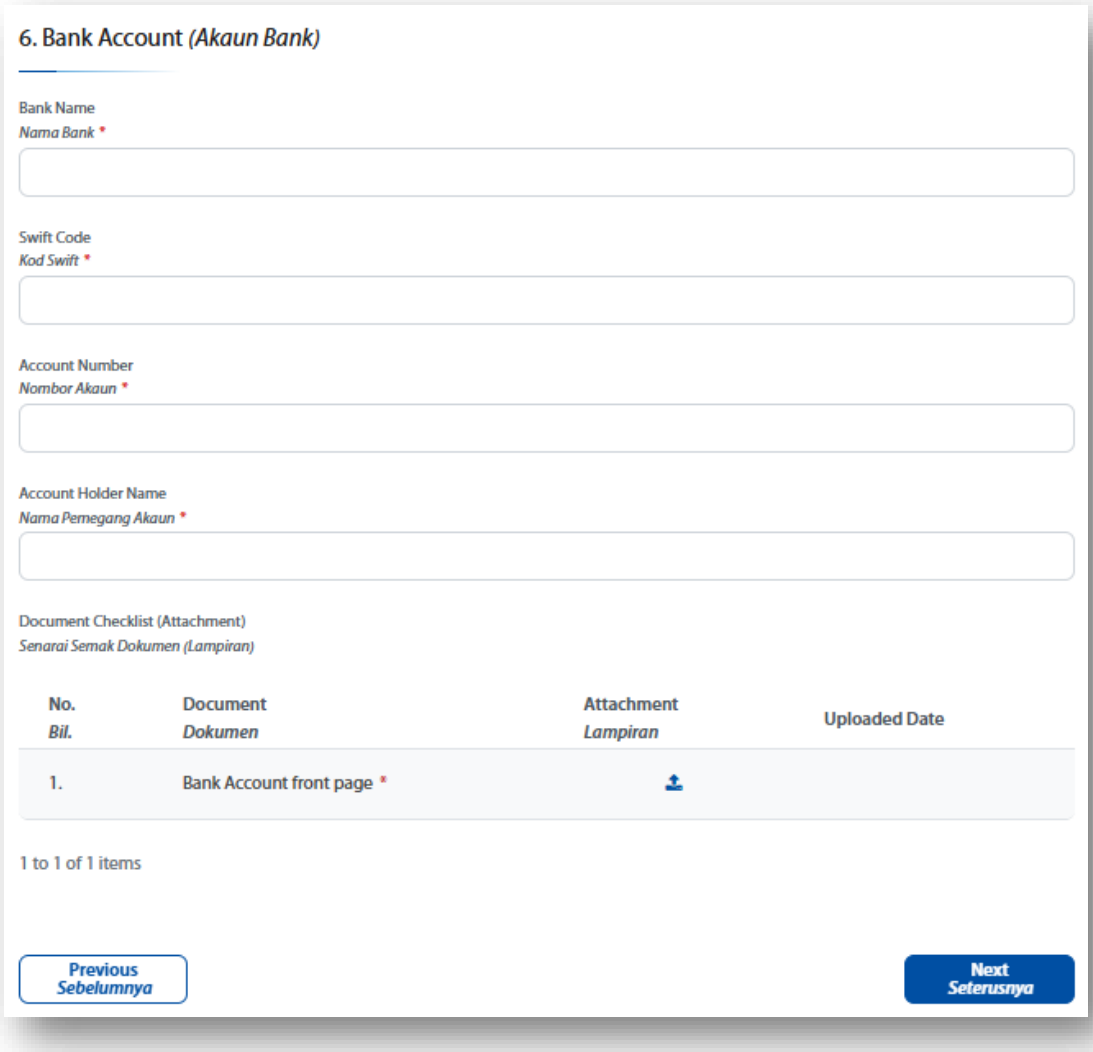
Tips:

- *Combine all 3 months into one PDF file.*
- *Ensure credit and debit amounts are clearly visible.*

Step 6: Click **Next** to proceed to the next section.

13. Section 6: Bank Account

Step 1: Complete all required fields marked with an asterisk (*).

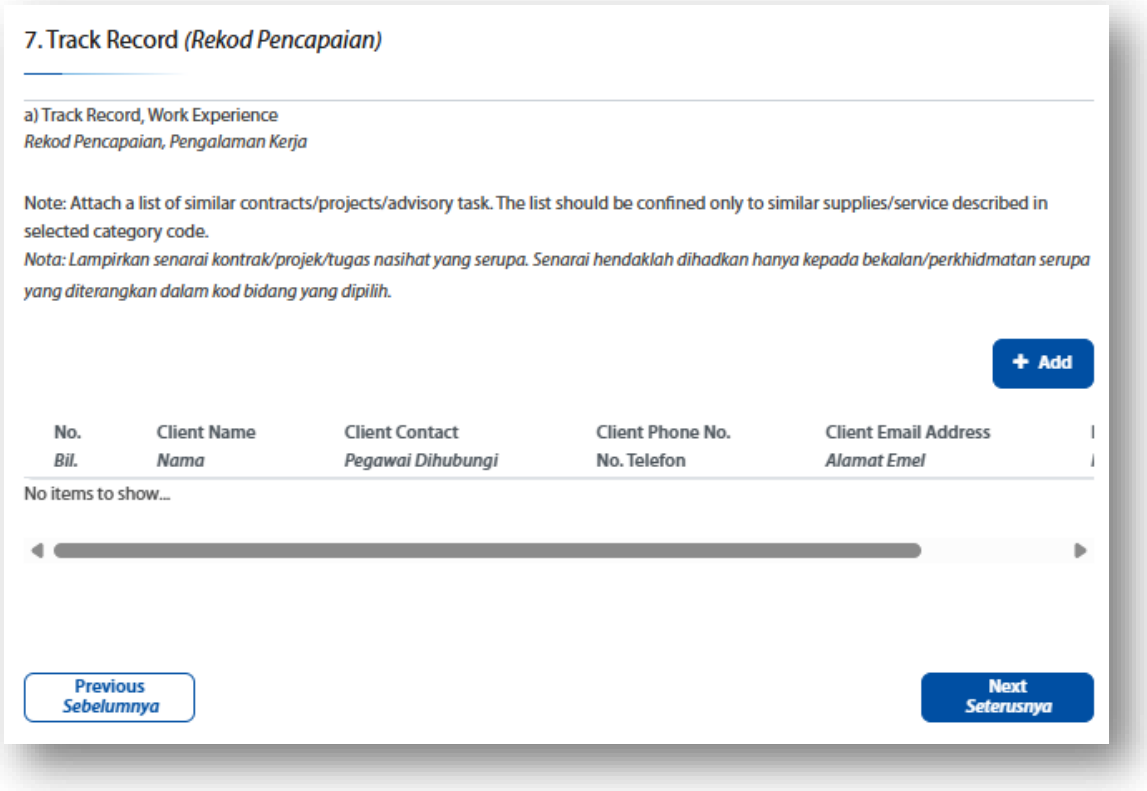


Step 2: Upload the **front page of the bank account document** (PDF).

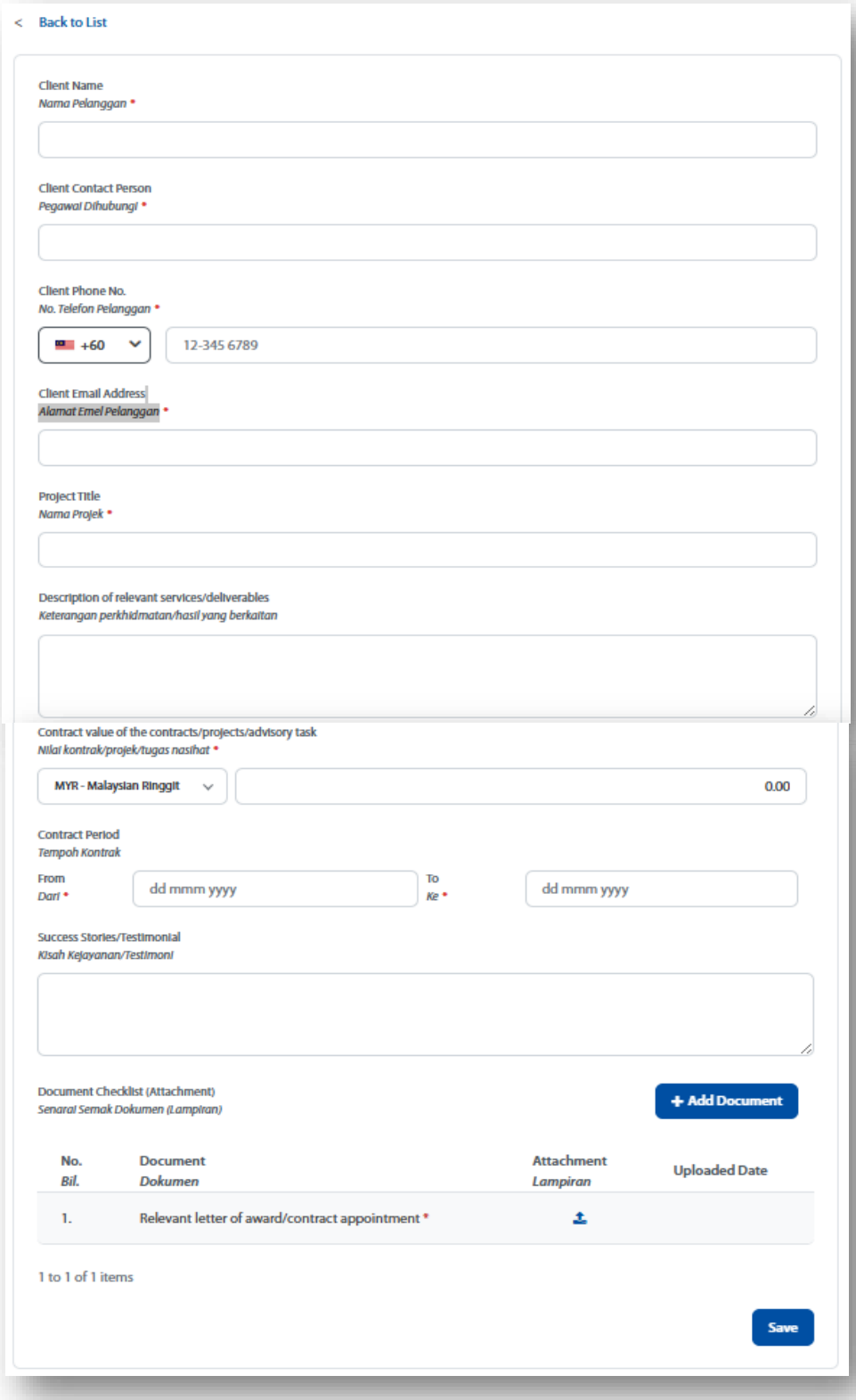
Step 3: Click **Next** to proceed to the next section.

14. Section 7: Track Record

The Track Record section captures past projects, contracts, or advisory engagements that demonstrate capability, reliability, and relevant experience. Only list work that relates directly to the selected category codes to ensure alignment with the products or services to be offered to KWAP.



Step 1: Click **+Add** to open the form, then complete all required fields marked with an asterisk (*).

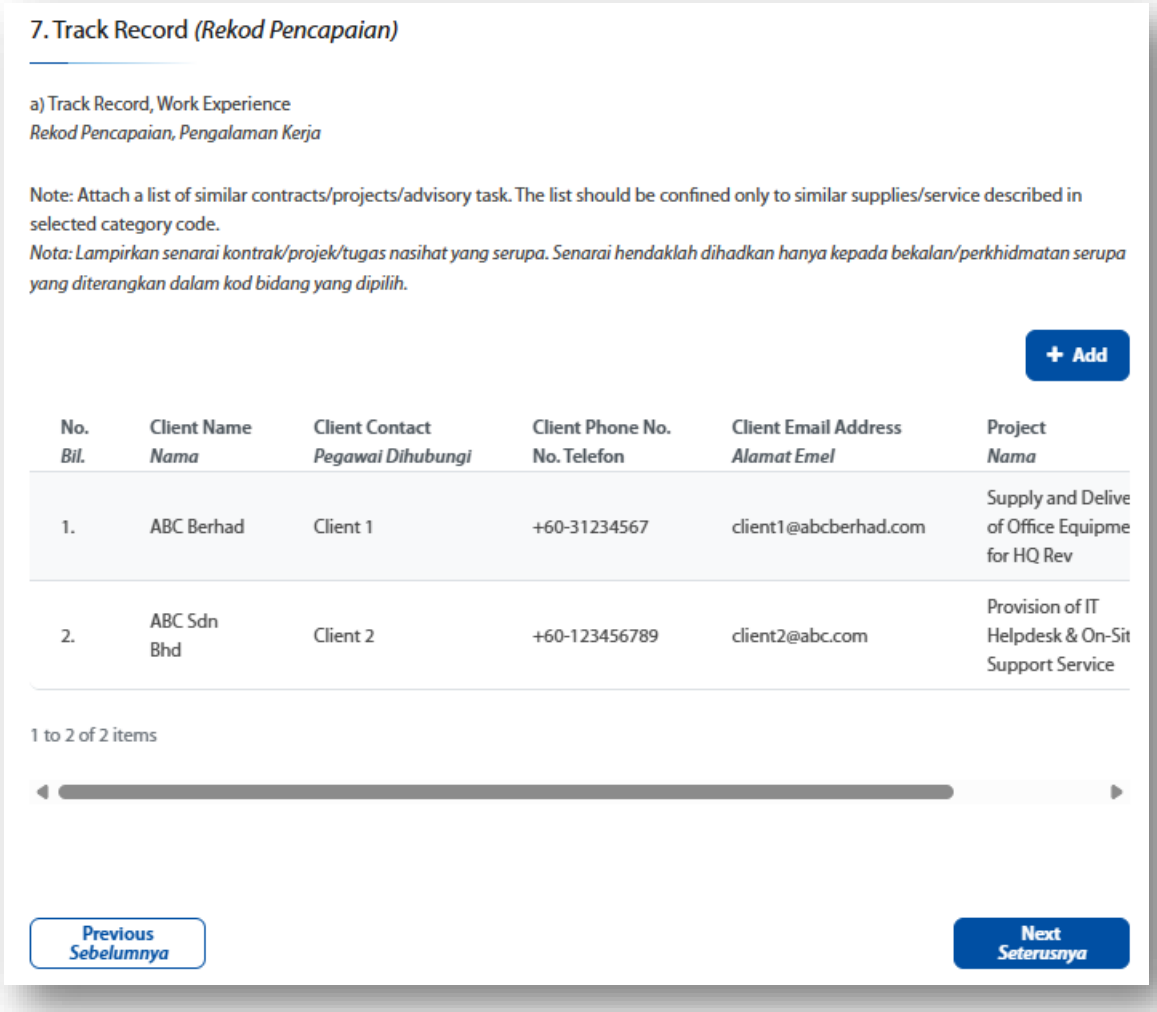


Step 2: Upload relevant supporting documents.

Tips:

- *Upload valid supporting documents such as a Letter of Award (LOA), Contract / Appointment Letter, or Purchase Order (PO).*
- *Confidential or personal information may be redacted, provided the client or issuing party, project or appointment, effective date or period, and nature of the engagement remain visible for verification.*

Step 3: Click **Save**. The **Track Record/Work Experience** table will be auto-generated.

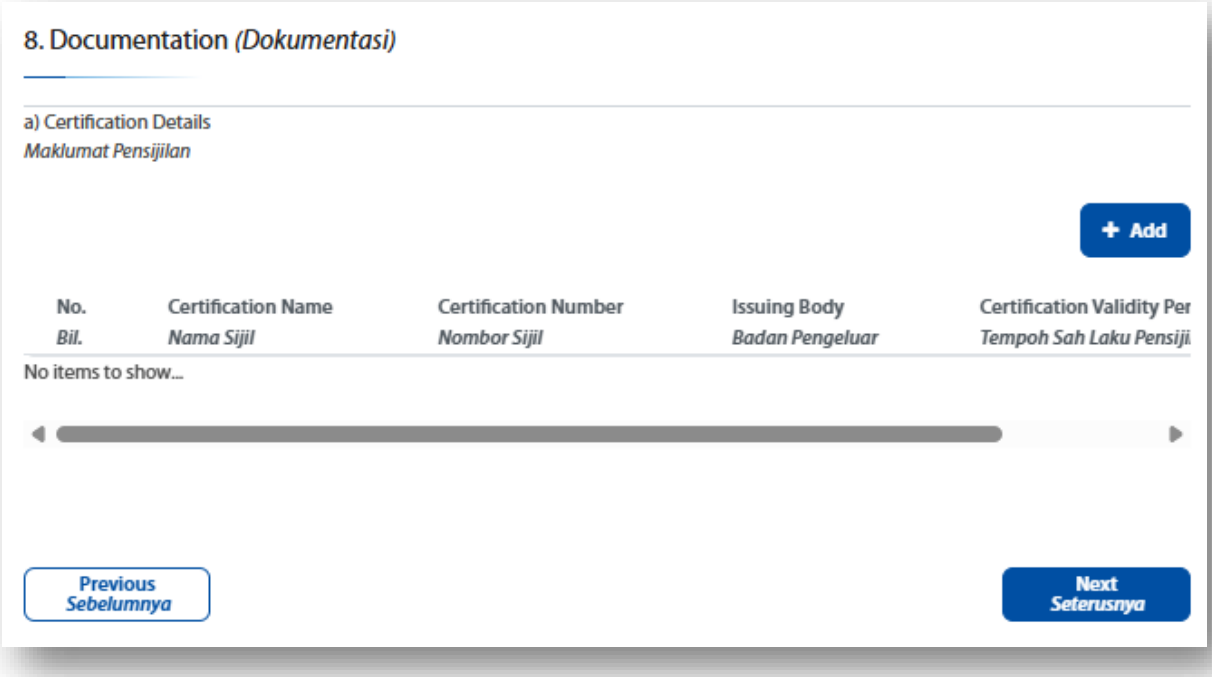


Step 4: Repeat **Steps 1 to 3** until all projects have been added.

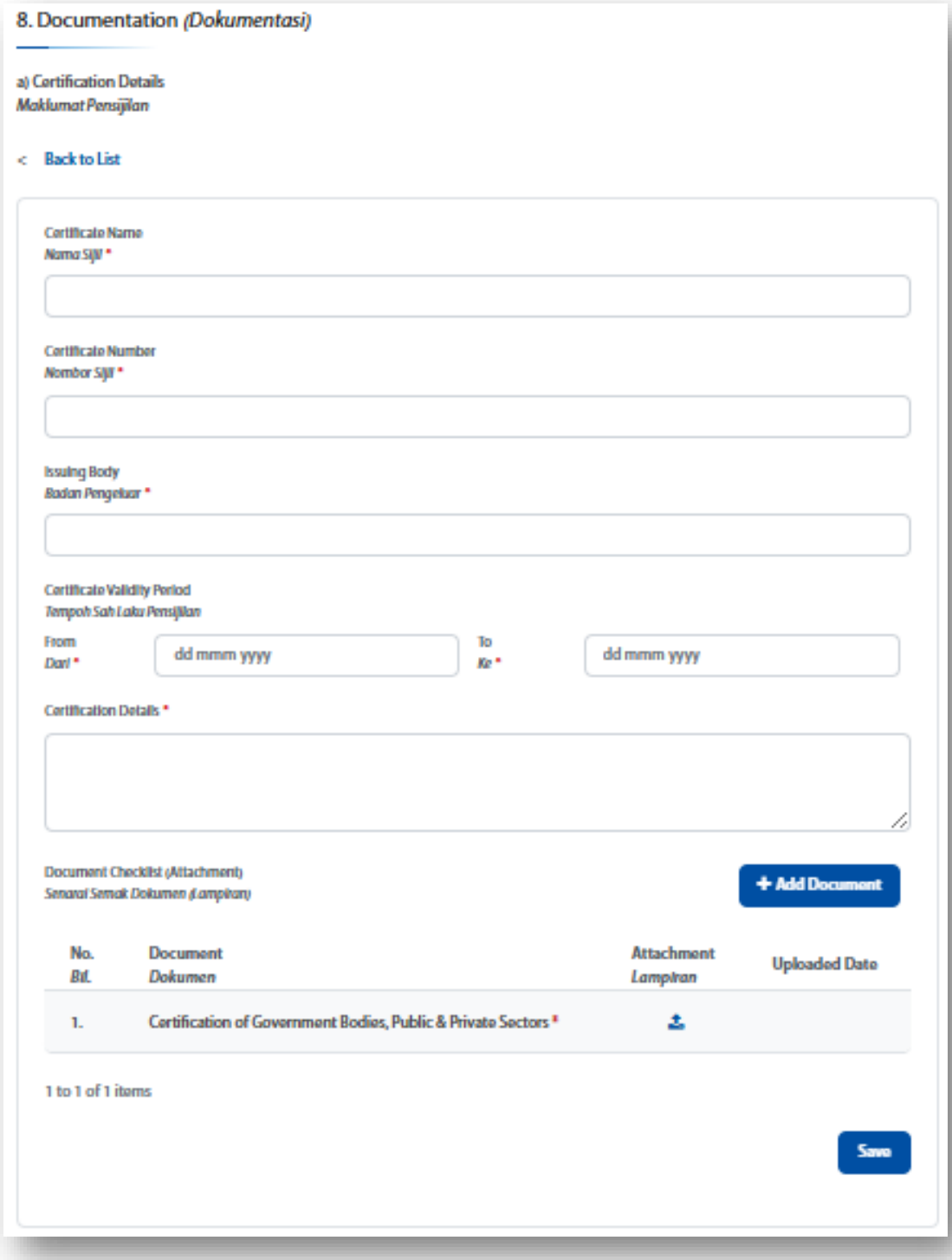
Step 5: Click **Next** to proceed to the next section.

15. Section 8: Documentation

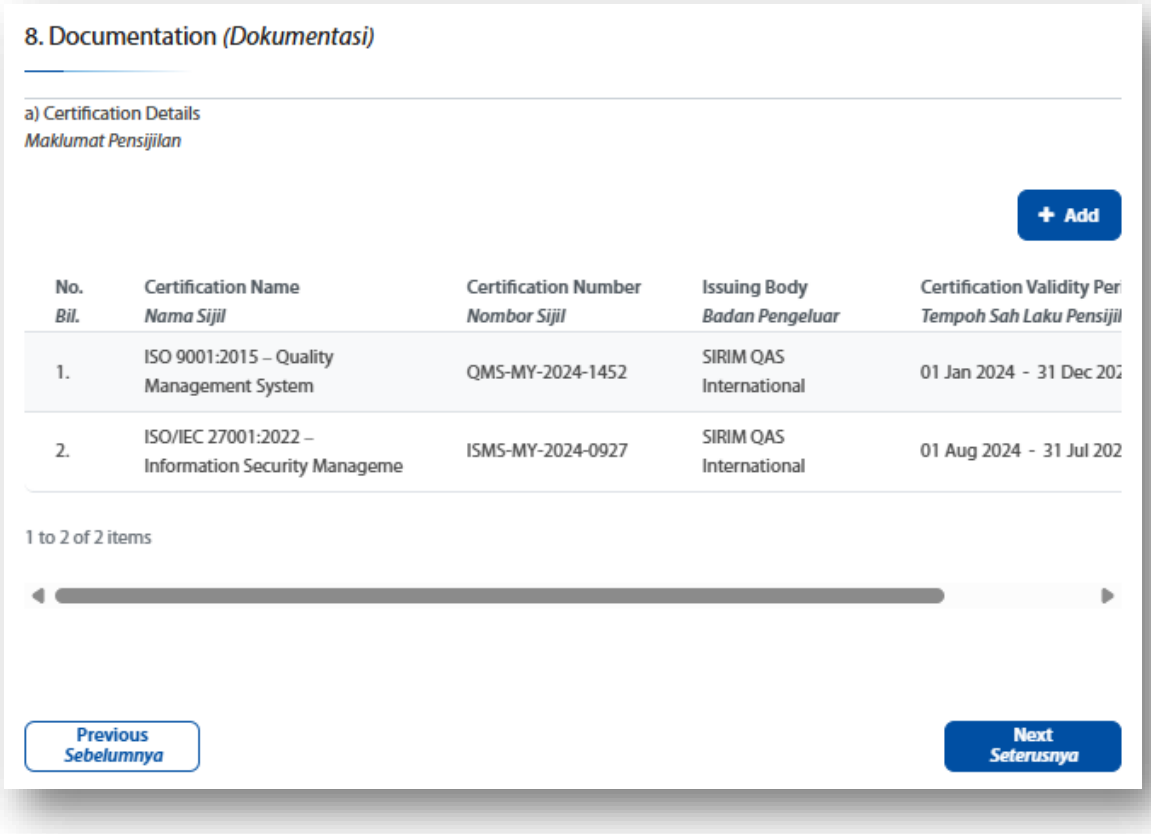
The Documentation section captures certifications, licences, and professional approvals held by the entity. These documents help demonstrate the entity's compliance, capability, and industry recognition.



Step 1: Click **+Add** to open the form, then complete all required fields marked with an asterisk (*).



Step 2: Click **Save**. The **Certification Details** table will be auto-generated.



Step 3: Repeat **Steps 1 and 2** until all certifications have been added.

Step 4: Click **Next** to proceed to the next section.

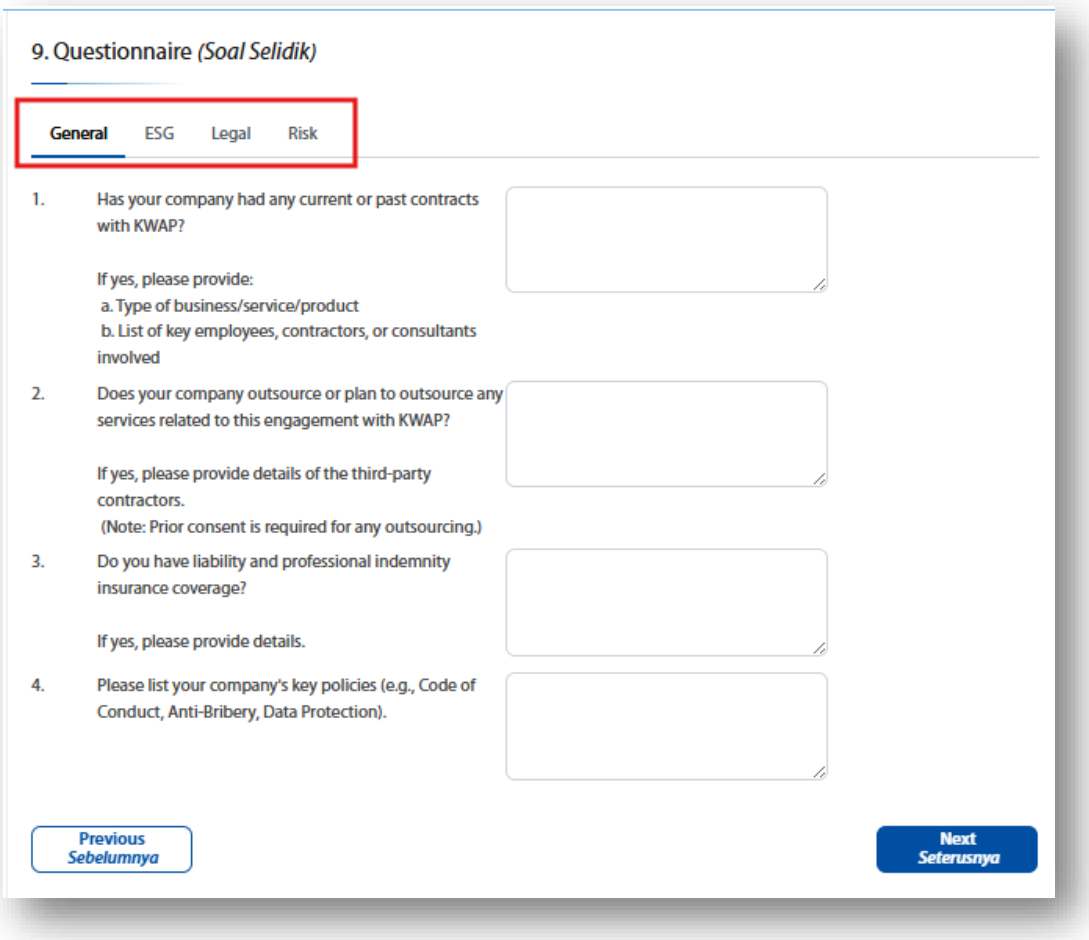
16. Section 9: Questionnaire

The Questionnaire section contains disclosures used by KWAP to assess background, governance practices, ESG commitments, legal compliance, and risk management.

All responses must be truthful, accurate, and consistent with information provided in earlier sections.

The questionnaire consists of 4 tabs:

1. **General** – Entity background, past dealings, and governance practices.
2. **ESG** – Environmental, social, and governance commitments.
3. **Legal** – Transparency, conflict of interest, and ethical compliance.
4. **Risk** – Ability to manage operational and service-related risks.



Step 1: Complete all questions under each tab.

Reminder:

No question should be left blank. Enter "N/A" only where the relevant field accepts text and the question is genuinely not applicable.

Step 2: Click **Next** to move through the **General, ESG, Legal and Risk** tabs until all questions have been completed.

17. Section 10: Declaration

The Declaration section outlines the terms, conditions, and ethical commitments that must be accepted before submitting the application.

All statements must be read and understood, including the following documents:

- **Privacy Notice**
- **Code of Business Ethics and Conduct**
- **Anti-Bribery and Corruption Policy**

10. Declaration *(Pengakuan)*

1. I/We declare that all given information in this application and the attachments is valid and true in content.

2. I/We understand that all documents submitted for registration purposes will become the property of KWAP.

3. I/We hereby permit KWAP to refer/verify any of the information and the attachments given to KWAP with any related third parties.

4. I/We permit KWAP to carry out inspections at my/our premise/company and to undertake verification on documents and conduct interviews with any related parties.

5. I/We further grant full and unconditional consent to KWAP to conduct any necessary reference checks, background verifications, and third-party validations, including but not limited to credit assessments by authorized credit rating agencies or financial institutions. I/We expressly authorize any such credit rating agency or third-party service provider to disclose relevant credit and financial information to KWAP for the purpose of evaluating the vendor's suitability and eligibility for registration and engagement. This consent is given voluntarily and with full understanding that such information will be used solely for the purposes of vendor assessment and due diligence, in accordance with applicable data protection and privacy laws.

6. I/We also understand that failure in complying to any of the terms and conditions will give the right to KWAP to reject my/our application or withdraw the registration.

7. I/We represent and warrant that all personal data provided to KWAP has been provided in accordance with applicable laws and regulations, including, without limitation, those relating to personal data protection, and that it has obtained the consent of individuals whose personal data is being provided to KWAP.

8. I/We acknowledge receipt of KWAP's Personal Data Protection Notice as available online at https://www.kwap.gov.my/pdp-notice/, which outlines how KWAP collects and processes personal data in accordance with applicable data protection laws and regulations. I/We shall promptly provide the KWAP Personal Data Protection Notice to each individual whose personal data is being provided to KWAP in connection with KWAP's Vendor Management System registration.

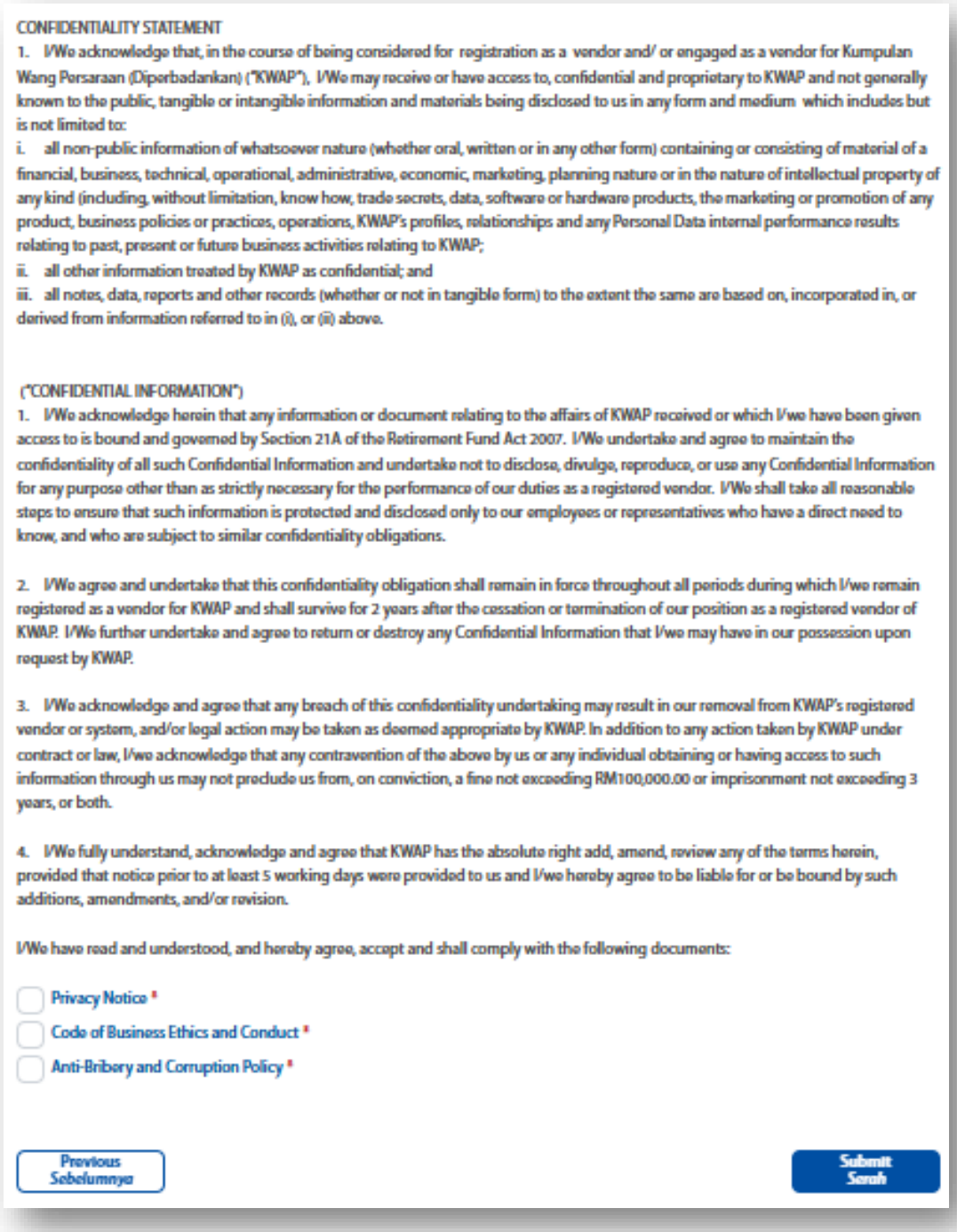
PROCUREMENT INTEGRITY PACT (VENDOR'S DECLARATION)

1. I/We hereby declare that I/we, or any individual(s) representing the company, shall not offer or give any gratifications to any individual(s) in KWAP or any other individual(s), as an inducement to be selected in any procurement exercise of KWAP.

2. If I/we, or any individual(s) representing the company, is offering or giving and/or attempts to offer or give any gratification to any individual(s) in KWAP or any other individual(s) as an inducement before, during or after being selected in any procurement exercise of KWAP, I/we hereby agree, as a representative of the company, for the following actions to be taken:
a) Termination/ revocation of the agreement or contract offer for the related procurement exercise; and/or
b) Any other actions that may be taken by KWAP at its' sole discretion including but not limited to blacklisting of the company concerned.

3. In the event that there is any individual(s) who attempts to solicit any gratification from me or any individual(s) related to this company as an inducement to be selected for any procurement exercise of KWAP, I/we hereby pledge to immediately report such act(s) to KWAP via its whistleblowing channels, which information is available on KWAP website.

4. I/We hereby declare that I/we shall provide KWAP with information regarding the company (including its directors and management) as may be required by KWAP to conduct the necessary due diligence via any integrity vetting system. I/we affirm on behalf of the company that the company has and shall maintain the necessary consent for such disclosure.



CONFIDENTIALITY STATEMENT

1. I/We acknowledge that, in the course of being considered for registration as a vendor and/ or engaged as a vendor for Kumpulan Wang Persaraan (Diperbadankan) ("KWAP"), I/We may receive or have access to, confidential and proprietary to KWAP and not generally known to the public, tangible or intangible information and materials being disclosed to us in any form and medium which includes but is not limited to:

i. all non-public information of whatsoever nature (whether oral, written or in any other form) containing or consisting of material of a financial, business, technical, operational, administrative, economic, marketing, planning nature or in the nature of intellectual property of any kind (including, without limitation, know how, trade secrets, data, software or hardware products, the marketing or promotion of any product, business policies or practices, operations, KWAP's profiles, relationships and any Personal Data internal performance results relating to past, present or future business activities relating to KWAP;

ii. all other information treated by KWAP as confidential; and

iii. all notes, data, reports and other records (whether or not in tangible form) to the extent the same are based on, incorporated in, or derived from information referred to in (i), or (ii) above.

("CONFIDENTIAL INFORMATION")

1. I/We acknowledge herein that any information or document relating to the affairs of KWAP received or which I/we have been given access to is bound and governed by Section 21A of the Retirement Fund Act 2007. I/We undertake and agree to maintain the confidentiality of all such Confidential Information and undertake not to disclose, divulge, reproduce, or use any Confidential Information for any purpose other than as strictly necessary for the performance of our duties as a registered vendor. I/We shall take all reasonable steps to ensure that such information is protected and disclosed only to our employees or representatives who have a direct need to know, and who are subject to similar confidentiality obligations.

2. I/We agree and undertake that this confidentiality obligation shall remain in force throughout all periods during which I/we remain registered as a vendor for KWAP and shall survive for 2 years after the cessation or termination of our position as a registered vendor of KWAP. I/We further undertake and agree to return or destroy any Confidential Information that I/we may have in our possession upon request by KWAP.

3. I/We acknowledge and agree that any breach of this confidentiality undertaking may result in our removal from KWAP's registered vendor or system, and/or legal action may be taken as deemed appropriate by KWAP. In addition to any action taken by KWAP under contract or law, I/we acknowledge that any contravention of the above by us or any individual obtaining or having access to such information through us may not preclude us from, on conviction, a fine not exceeding RM100,000.00 or imprisonment not exceeding 3 years, or both.

4. I/We fully understand, acknowledge and agree that KWAP has the absolute right add, amend, review any of the terms herein, provided that notice prior to at least 5 working days were provided to us and I/we hereby agree to be liable for or be bound by such additions, amendments, and/or revision.

I/We have read and understood, and hereby agree, accept and shall comply with the following documents:

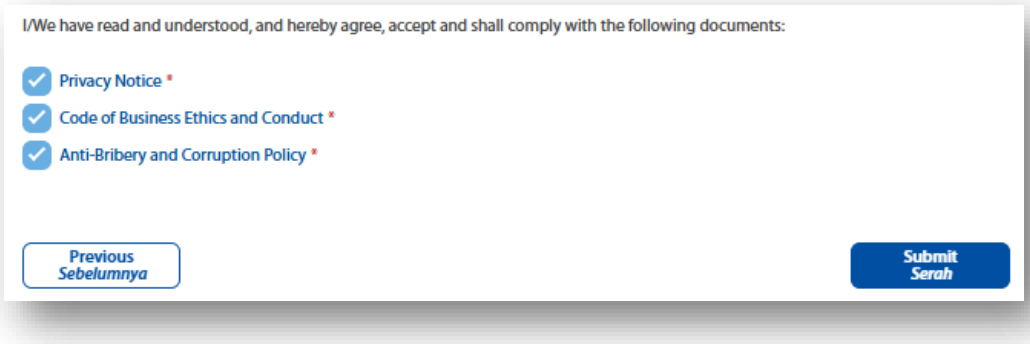
- [ ] Privacy Notice *
- [ ] Code of Business Ethics and Conduct *
- [ ] Anti-Bribery and Corruption Policy *

Previous
Sebelumnya

Submit
Serah

Step 1: Click each **hyperlink** and read all policy documents.

Step 2: **Tick** all boxes to confirm understanding.

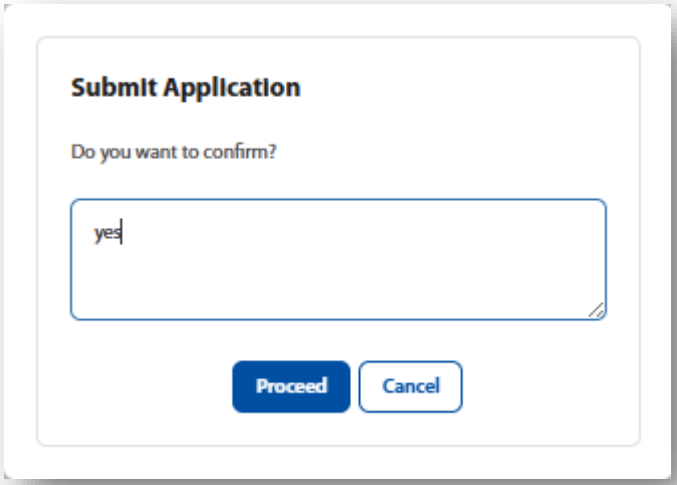


Tips:

Submission cannot proceed if any box is unchecked.

Step 3: Click **Submit** to proceed with final submission.

Step 4: A confirmation pop-up will appear. Type "**Yes**", then click **Proceed**.



18. Creating an Amendment Application

An Amendment Application is used to update, correct, or change information in an already approved New Application.

All existing details are auto-populated from the latest approved version, and only the relevant sections need to be updated.

This process does not create a new vendor registration; it updates the existing record.

18.1 When to Use an Amendment Application

Submit an **Amendment** Application when:

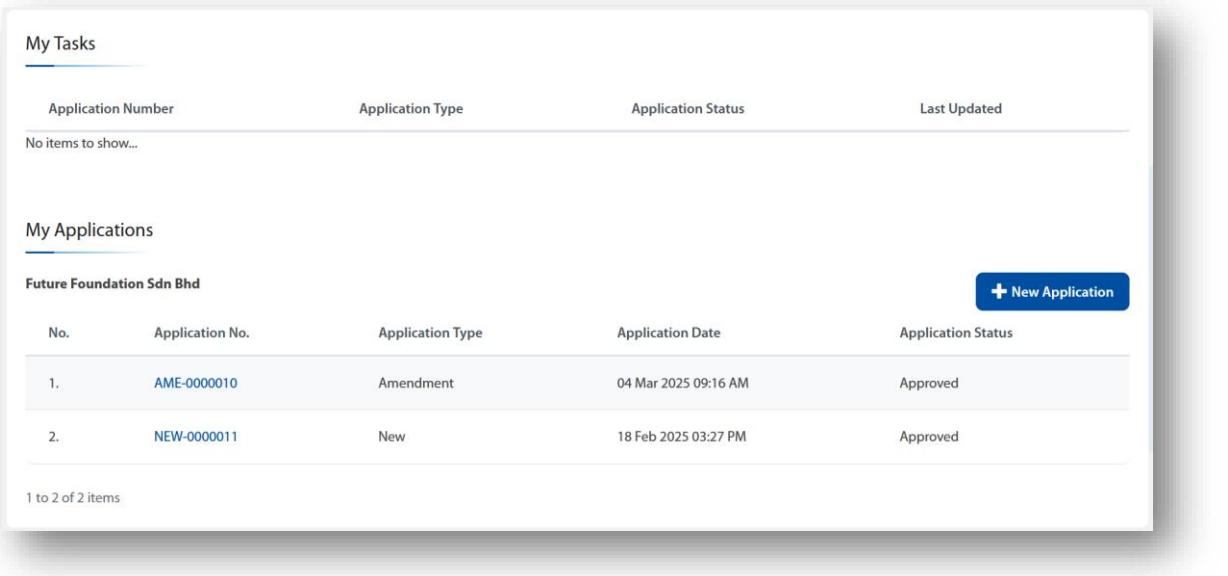
- Entity information has changed (e.g., new directors, a new address, a new bank account, and new certificates).
- Track records or documents need to be added or updated.
- New category codes need to be added or existing ones updated.

18.2 How to Access

Step 1: Log in to VMS using your registered email address and password.

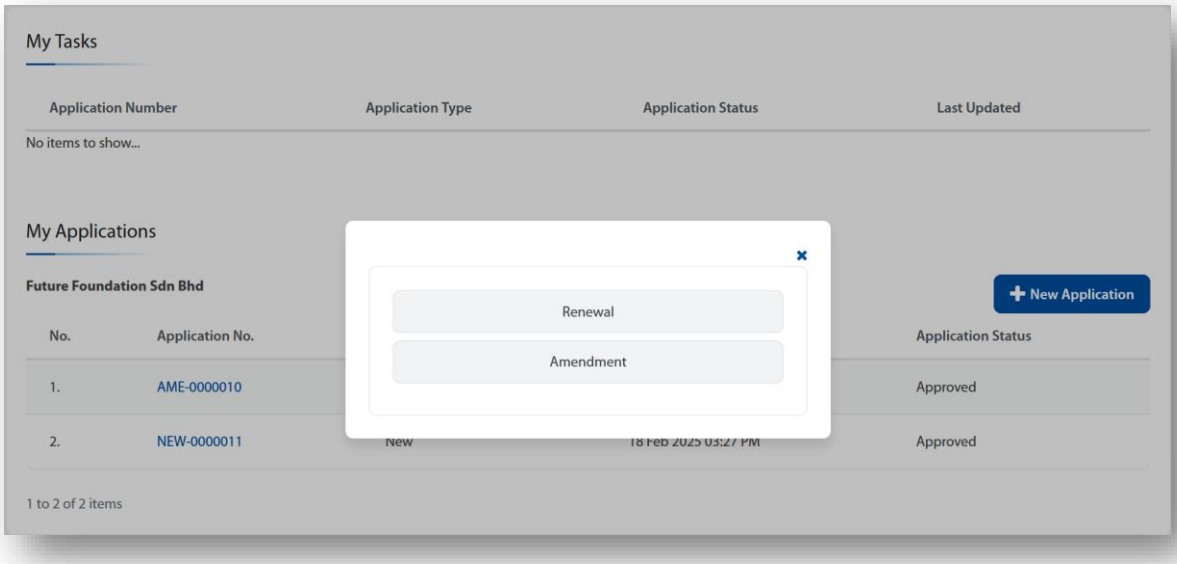
Step 2: Review the **Home** page, which displays:

- **My Tasks** – Draft applications and applications returned by KWAP.
- **My Applications** – **Submitted** applications, including the approved **New Application**.



Step 3: Click the **New Application** button on the right side of the screen.

Step 4: When the pop-up appears, click **Amendment** to begin.



Tips:

- *The pop-up may also display **Renewal** if the registration is within 6 months of expiry.*
- *All information is auto-populated from the latest approved application (**New** or **Amendment**). Only the relevant information that requires updating needs to be amended.*

Step 5: Navigate through each section and update only the fields that need to be amended. (Editable fields differ depending on the tab).

Tips:

*The process flow is identical to the **New Application** steps.*

Step 6: Click **Next** to save changes before moving to the next section.

Reminder:

- *Always use the **Next** button to save amendments.*
- *Changes will not be saved if you exit without clicking **Next**.*

18.3 Non-Editable Fields

Some fields in an **Amendment** Application cannot be edited because they represent the entity's legal registration details.

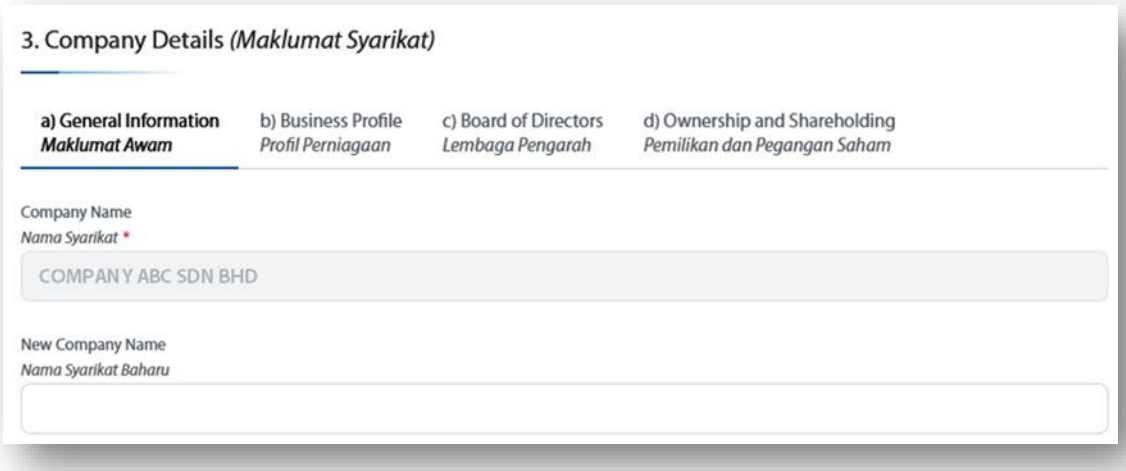
These fields were confirmed and approved during the New Application stage.

1. Company Details – Tab (a) General Information

   Non-editable field:

   - **Company Name**

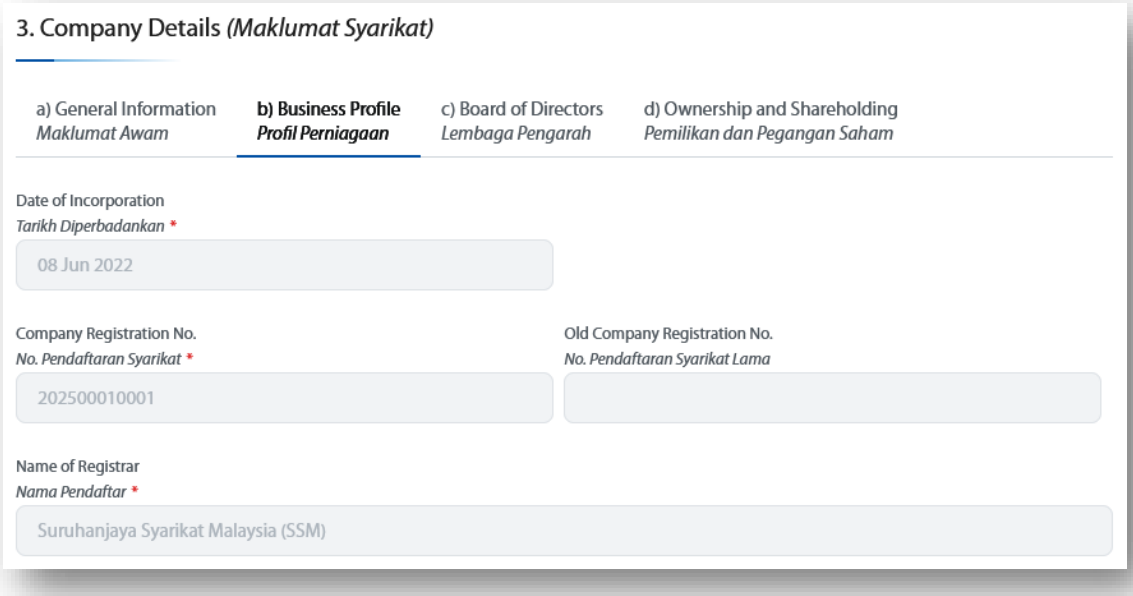
     However, if the company name has changed, enter the new name in the **New Company Name** field provided.



2. Company Details – Tab (b) Business Profile

Non-editable fields:

- **Date of Incorporation**
- **Company Registration Number**
- **Old Company Registration Number**
- **Name of Registrar**



Reminder:

- *These fields represent your entity's legal identity as registered with the respective registrar e.g. SSM.*
- *Changing any of these requires submitting a New Application, not an Amendment.*

19. Creating a Renewal Application

A KWAP vendor registration is valid for 2 years from the approval date.

To remain an active vendor with KWAP, submit a **Renewal** Application within 6 months before the registration expiry date.

A **Renewal** Application updates the existing vendor record and extends the registration validity without creating a new profile.

19.1 When to Use

Submit a **Renewal** Application when:

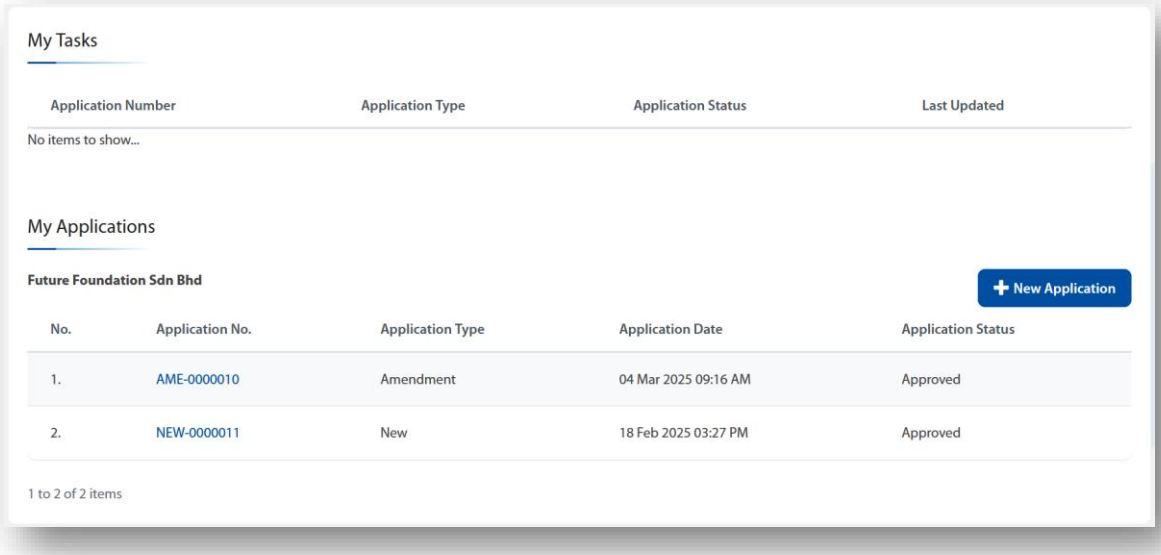
- The registration is within 6 months of expiry.
- There is a need to extend the approved vendor status for another term.
- Updated supporting information is required (e.g., financial statements, bank statements, and certifications).

19.2 How to Access

Step 1: Log in to VMS using your registered email address and password.

Step 2: Review the **Home** page, which displays:

- **My Tasks** – Draft applications and applications returned by KWAP.
- **My Applications** – All applications previously submitted.

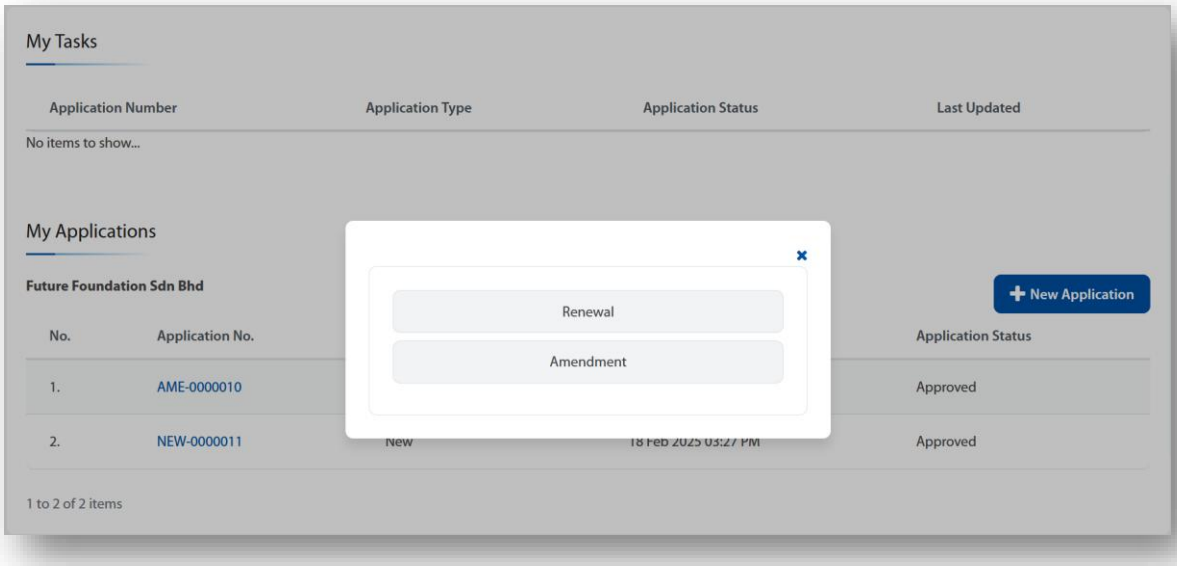


Tips:

*Previously approved **New** and/or **Amendment** Applications will be visible here.*

Step 3: Click the **New Application** button on the right side of the screen.

Step 4: When the pop-up appears, click **Renewal** to begin.



Tips:

- ***Renewal** appears only when the registration is within 6 months of expiry.*
- *All information is auto-populated from the latest approved application (**New** or **Amendment**).*

Step 5: Navigate through each section and update only the fields that require changes.

Tips:

- *The process flow is identical to the **New** Application steps.*
- *Editable and non-editable fields function the same as in the **Amendment** Application.*

Step 6: Click **Next** to save changes before moving to the next section.

Reminder:

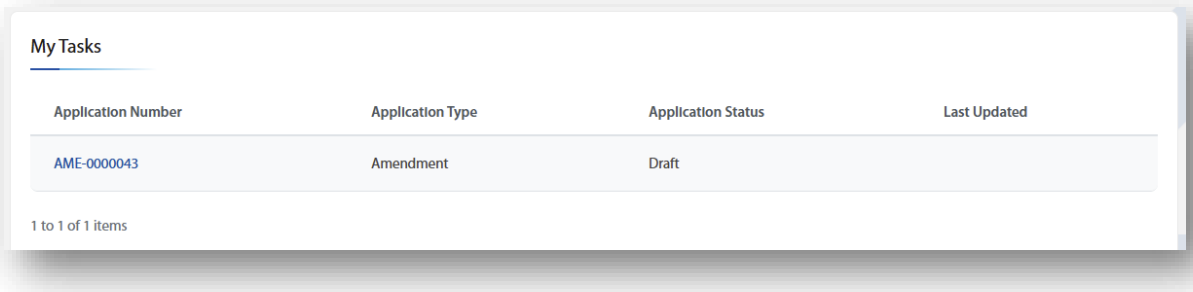
- *Always click **Next** to save changes.*
- *Changes will not be saved if you exit without clicking **Next**.*

20. Cancelling an Application

An application may be cancelled only when its status is Draft or Pending Clarification.

Cancellation is useful when the draft is no longer needed or when restarting the process with a **New** submission.

Step 1: From the **Home** page, select the application from the **My Tasks** section.

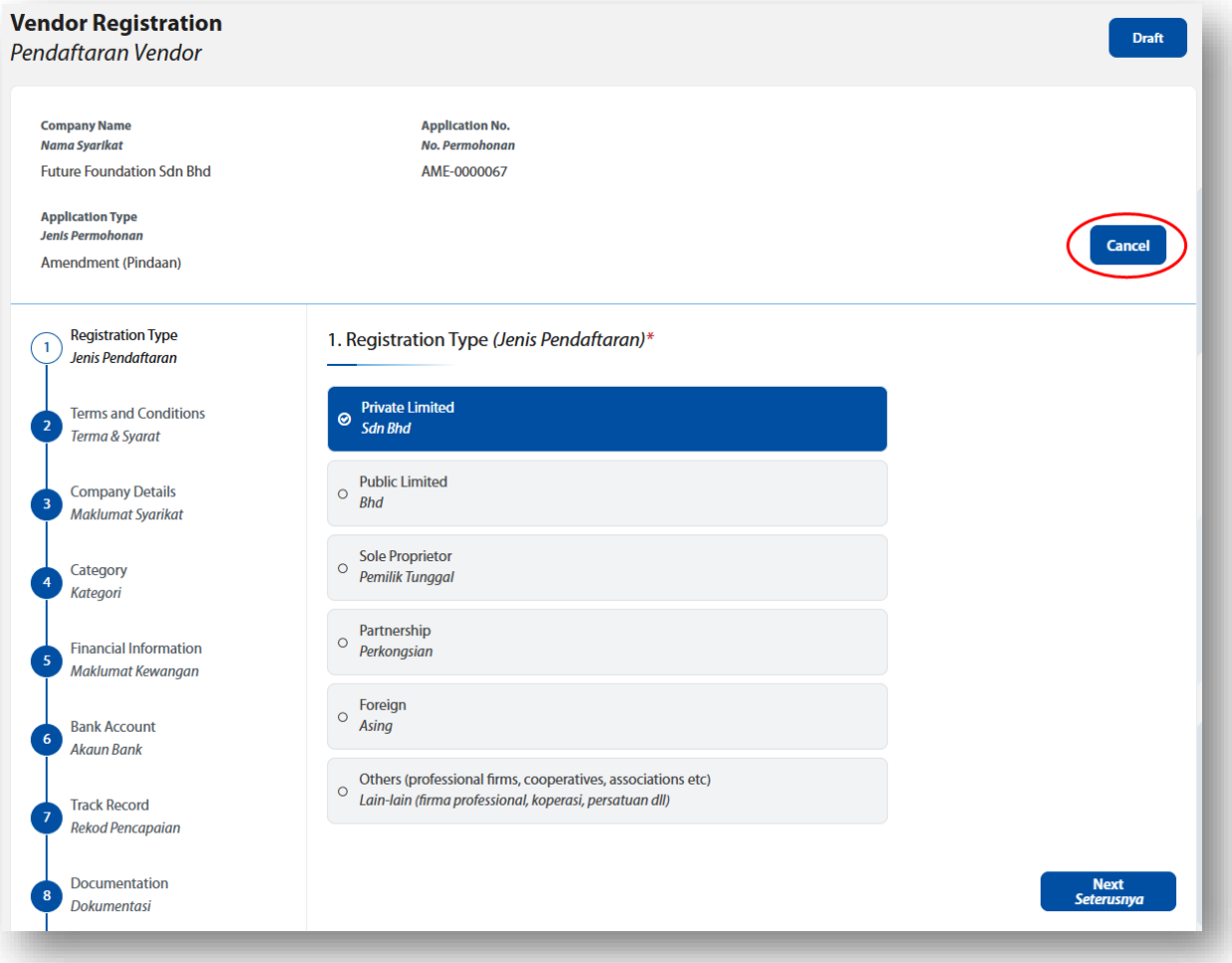


Tips:

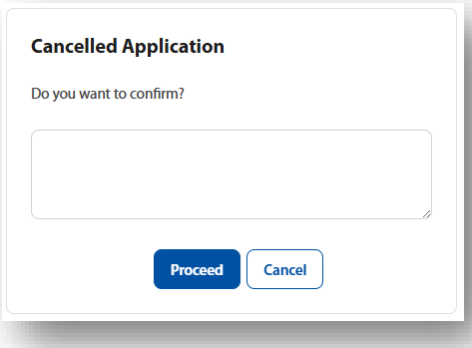
*Only applications in **Draft** or **Pending Clarification** status can be cancelled.*

Step 2: Click the **Application Number** (e.g., **AME-0000043**) to open the application page.

Step 3: Click the **Cancel** button at the top-right corner of the screen to initiate cancellation.



Step 4: When the confirmation pop-up appears, type "**Yes**", then click **Proceed** to confirm cancellation.



21. Frequently Asked Questions (FAQs)

1. **What is Vendor Management System (VMS)?**

   VMS is an online platform that enables vendors to self-register and become eligible to participate in KWAP's procurement exercises.

2. **Who is eligible to register as a vendor with KWAP?**

   An individual or legally registered business entity that intends to supply goods, works, or services to KWAP, subject to the applicable registration requirements.

3. **How do I register as a vendor?**

   Visit https://vms.kwap.my/VMS, click Register, and follow the step-by-step instructions to complete the registration.

4. **Is there any fee for registration?**

   No. Registration is free.

5. **Do I need to submit supporting documents?**

   Yes. Required documents depend on the type of registration. Generally, these include a company profile, organisation chart, registration certificates, and financial statements.

   The full list of required documents is provided in the manual under each registration type.

6. **How long does registration approval take?**

   Processing time is subject to the completeness of the submission and KWAP's review. Refer to the latest official VMS communication for the applicable processing timeline.

7. Does registration guarantee contract awards from KWAP?

No. Registration does not guarantee contract awards.

8. What is the validity period of the registration?

Vendor registration is valid for 2 years from the approval date.

9. What should I do if I forget my password?

Click ***Forgot Password*** on the login page. A password reset email will be sent to the registered email address.

10. Can I update the contact person or email details in VMS?

Yes. Submit an Amendment Application to update contact person and email details.

11. Which browsers are compatible with VMS?

Microsoft Edge is the recommended browser. Google Chrome is also supported.

12. What types of applications can be submitted through VMS?

3 application types are available: New Application, Amendment Application and Renewal Application.

13. What is a New Application?

A New Application is for entities registering as KWAP vendors for the first time.

14. What is an Amendment Application?

An Amendment Application is used to update or modify approved vendor details such as contact information, bank details, directors, or certifications.

15. Can I amend my company details anytime?

Yes. Submit an Amendment Application when updates are required. However, legal-identity fields identified as non-editable in Section 18.3 cannot be changed through an Amendment Application; those changes require a New Application.

16. What is a Renewal Application?

A Renewal Application extends the validity of an approved vendor registration before expiry.

17. When should I renew my registration?

Submit a Renewal Application within 6 months before the expiry date.

18. Is there any fee for renewal?

No. Renewal is free.

19. Who should I contact for system or registration support?

Email vms@kwap.gov.my with your company name and a brief description of the issue.

For further assistance, call +603-2174 8123/7949.

20. Is my company information secure?

Yes. KWAP uses industry-standard security and data protection measures to ensure confidentiality.

21. Will my data be shared with third parties?

Vendor information is handled in accordance with the purposes, disclosures, and safeguards stated in the applicable KWAP privacy notice.

22. Contact Information

For assistance with registration, system issues, or application support, please contact:

Email: vms@kwap.gov.my

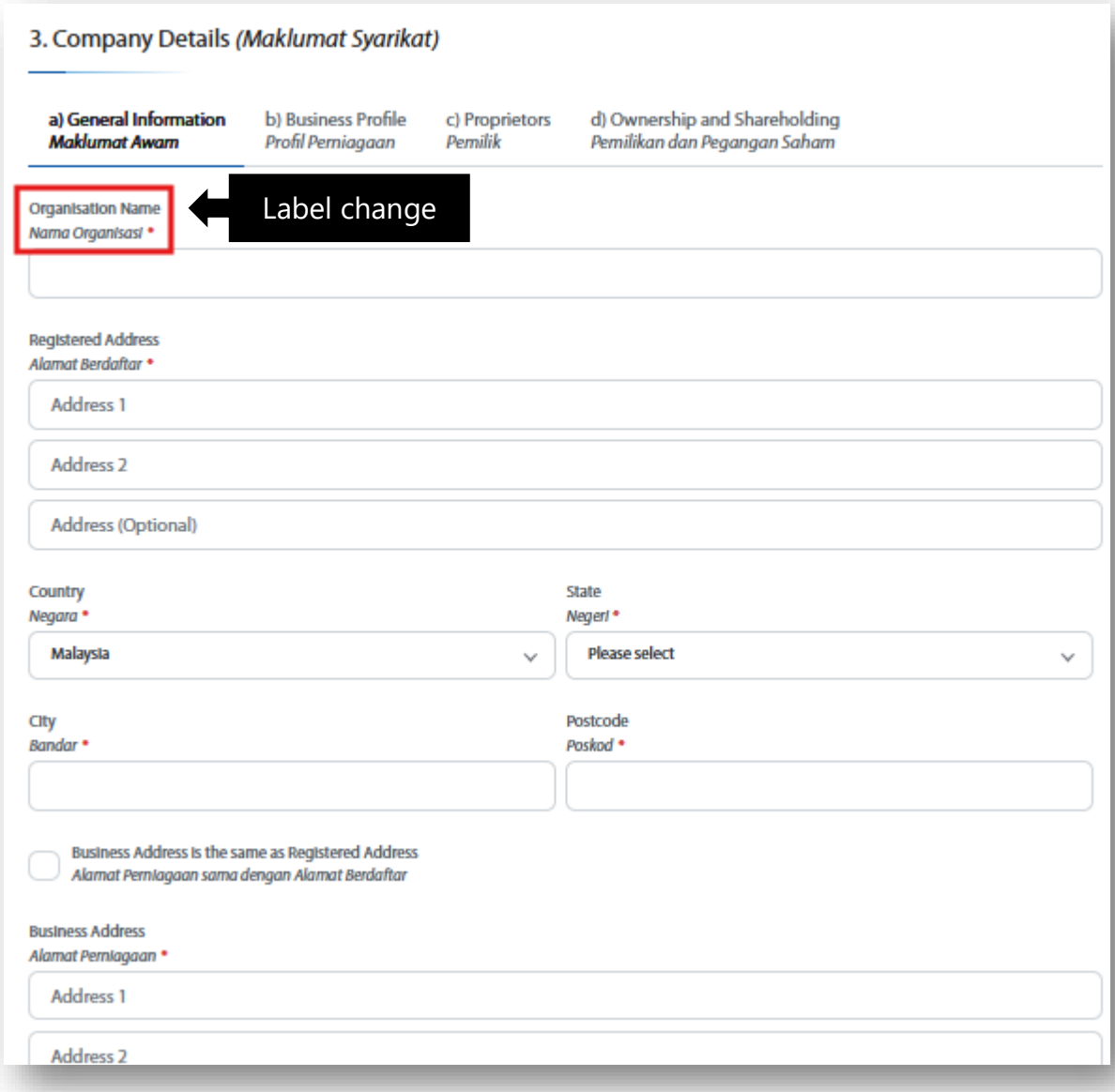
(Include your company name and a brief description of the issue.)

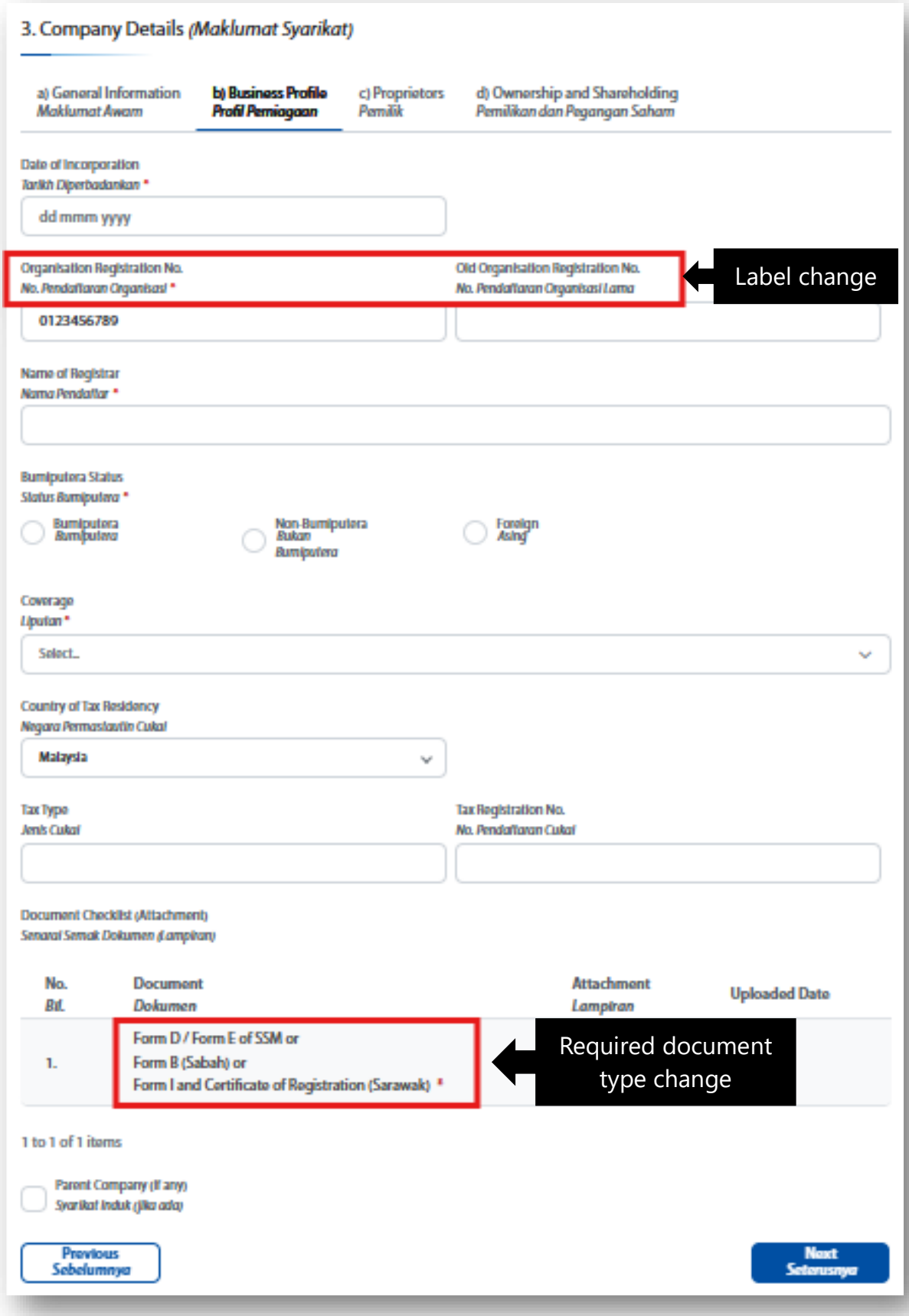
Phone: +60 3-2174 8123/7949

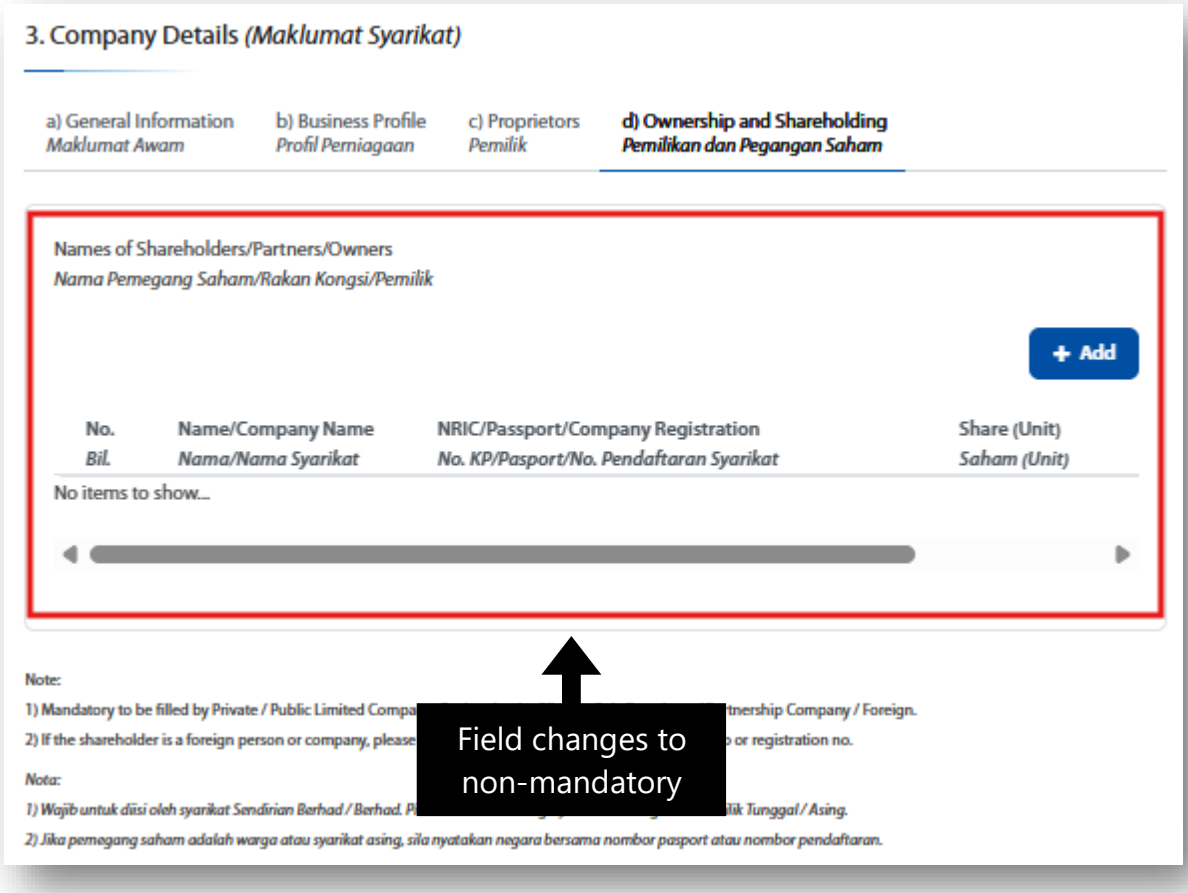
(Available during KWAP's office hours.)

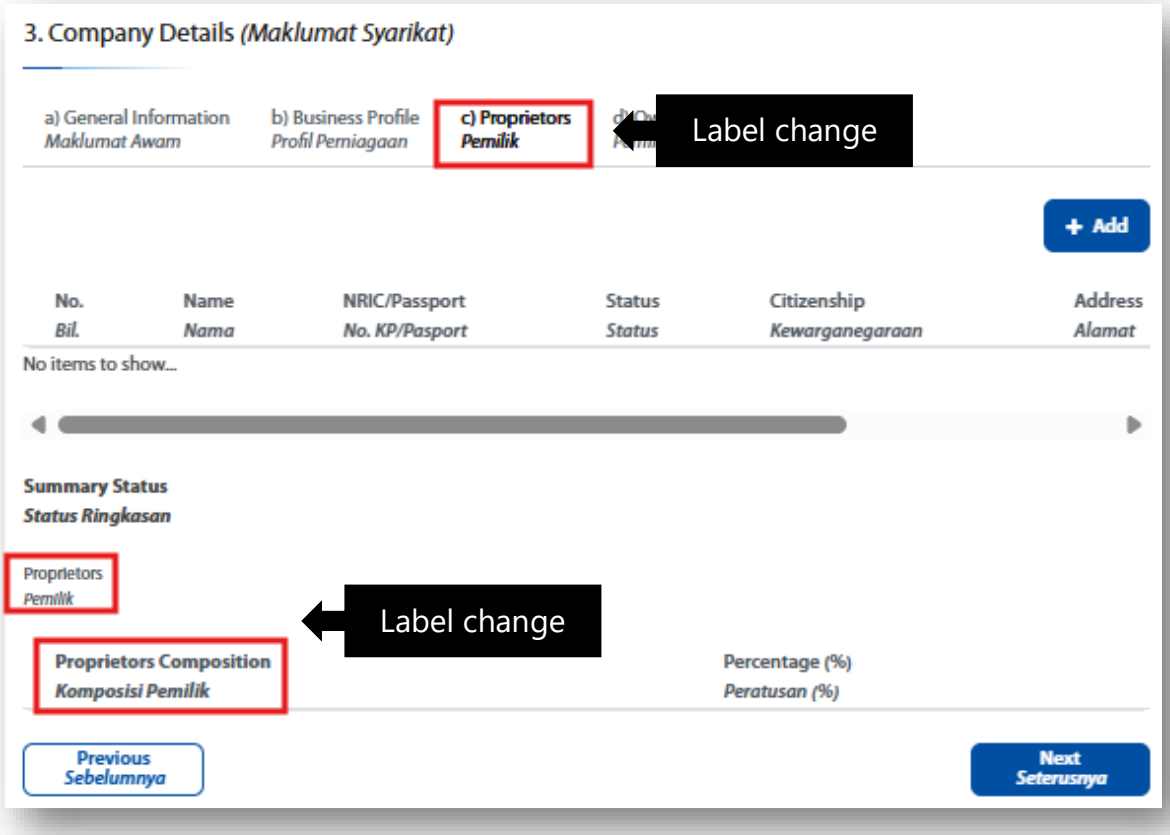
Appendix A: Label Changes Depending on Registration Type

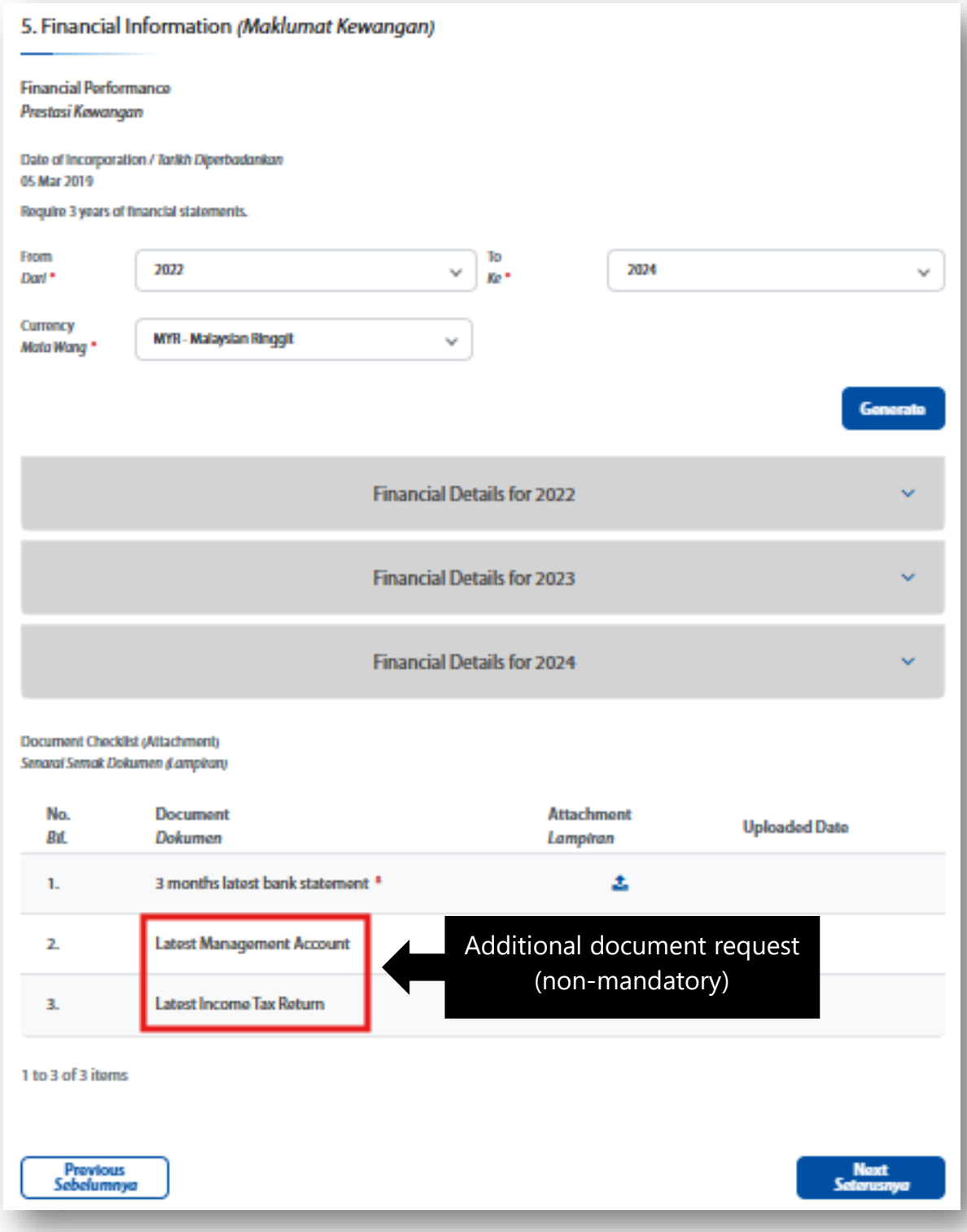
Sole Proprietor



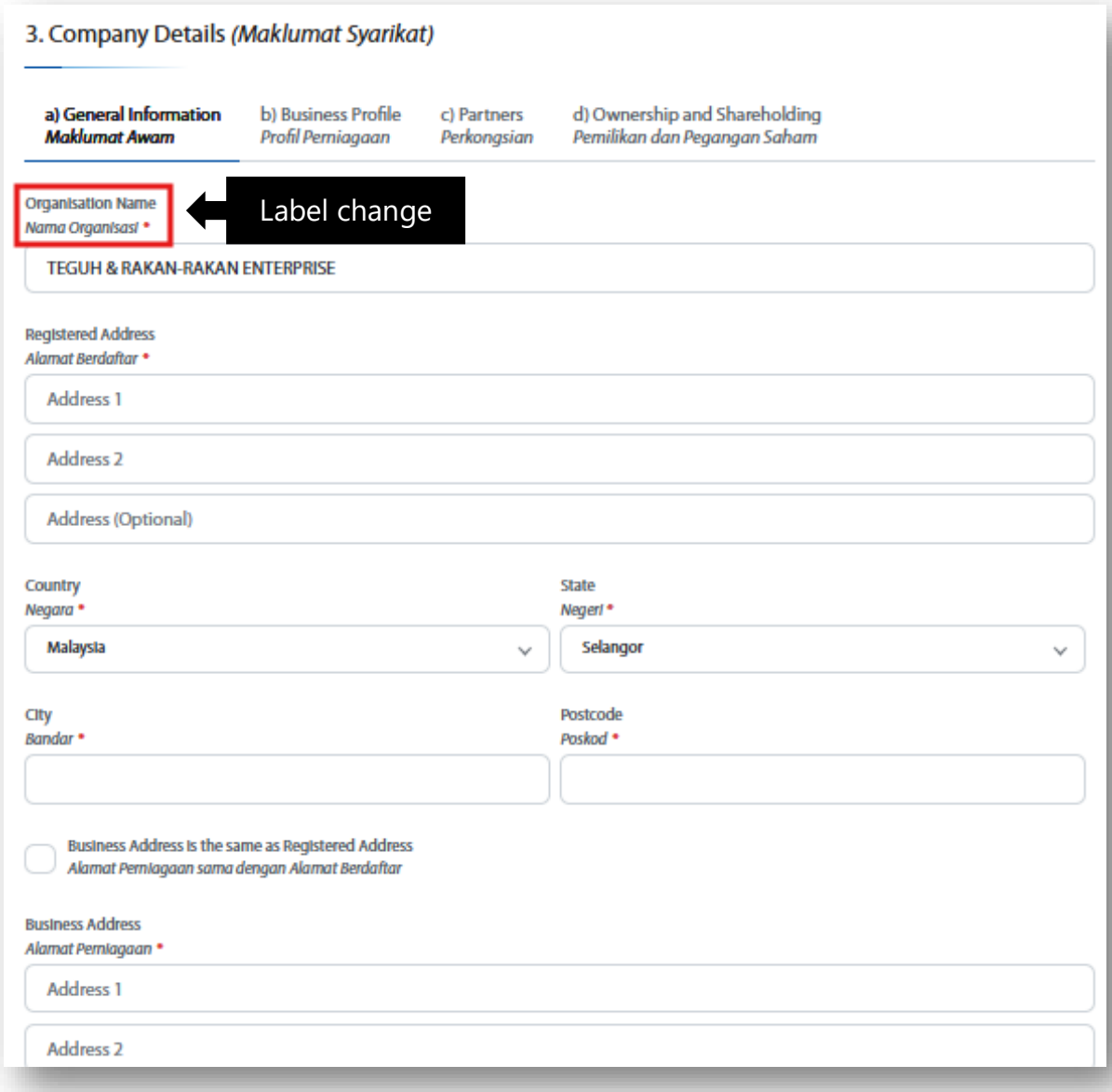

3. Company Details (Maklumat Syarikat)
a) General Information Maklumat Awam
b) Business Profile Profil Perniagaan
c) Proprietors Pemilik
d) Ownership and Shareholding Pemilikan dan Pegangan Saham
Date of Incorporation
Tarikh Diperbadankan *
dd mmm yyyy
Organisation Registration No.
No. Pendaftaran Organisasi *
Old Organisation Registration No.
No. Pendaftaran Organisasi Lama
Label change
0123456789
Name of Registrar
Nama Pendaftar *
Bumiputera Status
Status Bumiputera *
Bumiputera Bumiputera
Non-Bumiputera Bukan Bumiputera
Foreign Asing
Coverage
Liputan *
Select...
Country of Tax Residency
Negara Pemastautin Cukai
Malaysia
Tax Type
Jenis Cukai
Tax Registration No.
No. Pendaftaran Cukai
Document Checklist (Attachment)
Senarai Semak Dokumen (Lampiran)
No. Bil.
Document Dokumen
Attachment Lampiran
Uploaded Date
1.
Form D / Form E of SSM or
Form B (Sabah) or
Form I and Certificate of Registration (Sarawak) *
Required document type change
1 to 1 of 1 items
Parent Company (If any)
Syarikat Induk (jika ada)
Previous Sebelumnya
Next Seterusnya

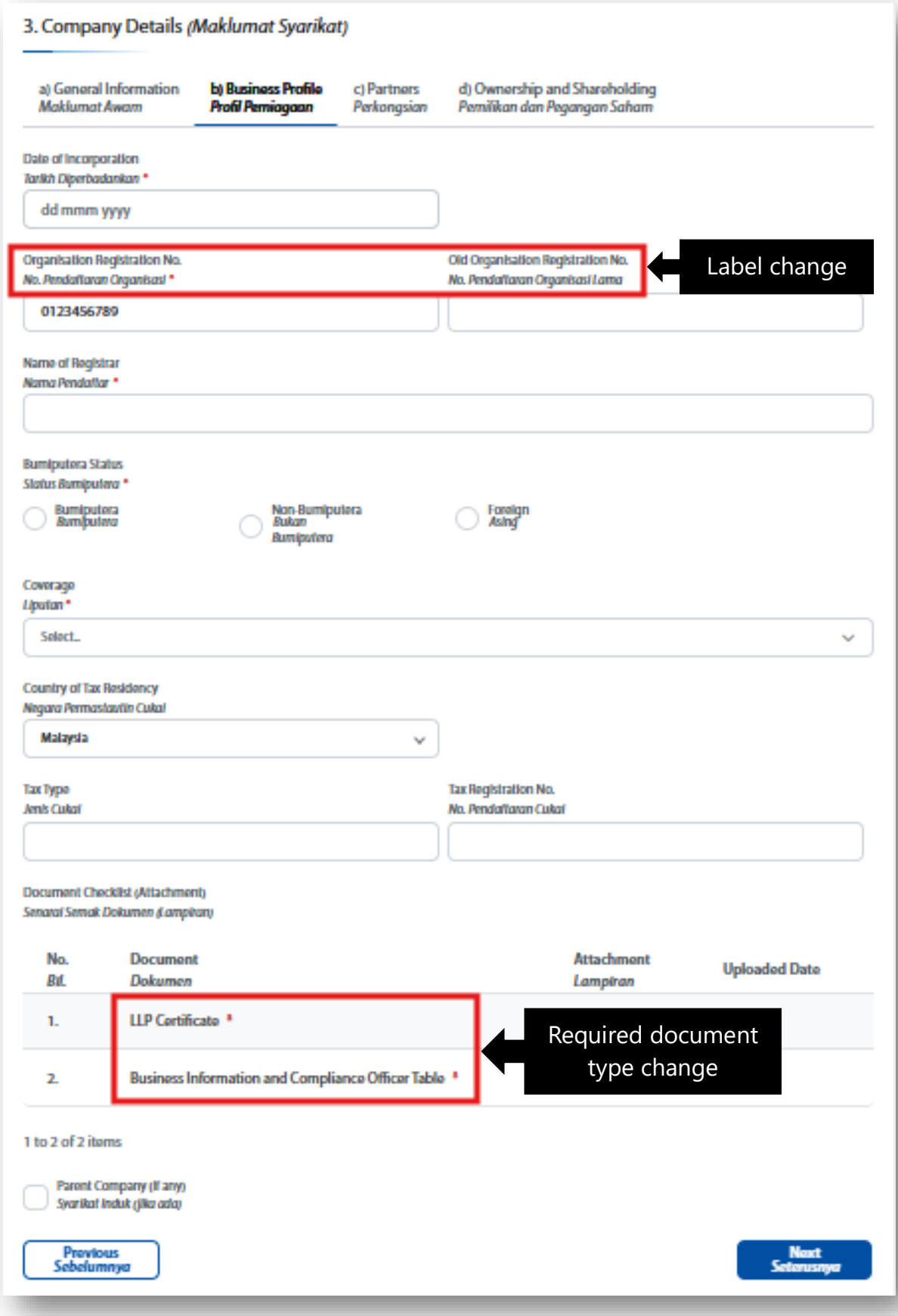

3. Company Details (Maklumat Syarikat)
a) General Information
Maklumat Awam
b) Business Profile
Profil Perniagaan
c) Proprietors
Pemilik
d) Ownership and Shareholding
Pemilikan dan Pegangan Saham
Names of Shareholders/Partners/Owners
Nama Pemegang Saham/Rakan Kongsi/Pemilik
+ Add
No.
Bil.
Name/Company Name
Nama/Nama Syarikat
NRIC/Passport/Company Registration
No. KP/Pasport/No. Pendaftaran Syarikat
Share (Unit)
Saham (Unit)
No items to show...
Field changes to non-mandatory
Note:
1) Mandatory to be filled by Private / Public Limited Compa
tnership Company / Foreign.
2) If the shareholder is a foreign person or company, please
or registration no.
Nota:
1) Wajib untuk diisi oleh syarikat Sendirian Berhad / Berhad. P
ilik Tunggal / Asing.
2) Jika pemegang saham adalah warga atau syarikat asing, sila nyatakan negara bersama nombor pasport atau nombor pendaftaran.

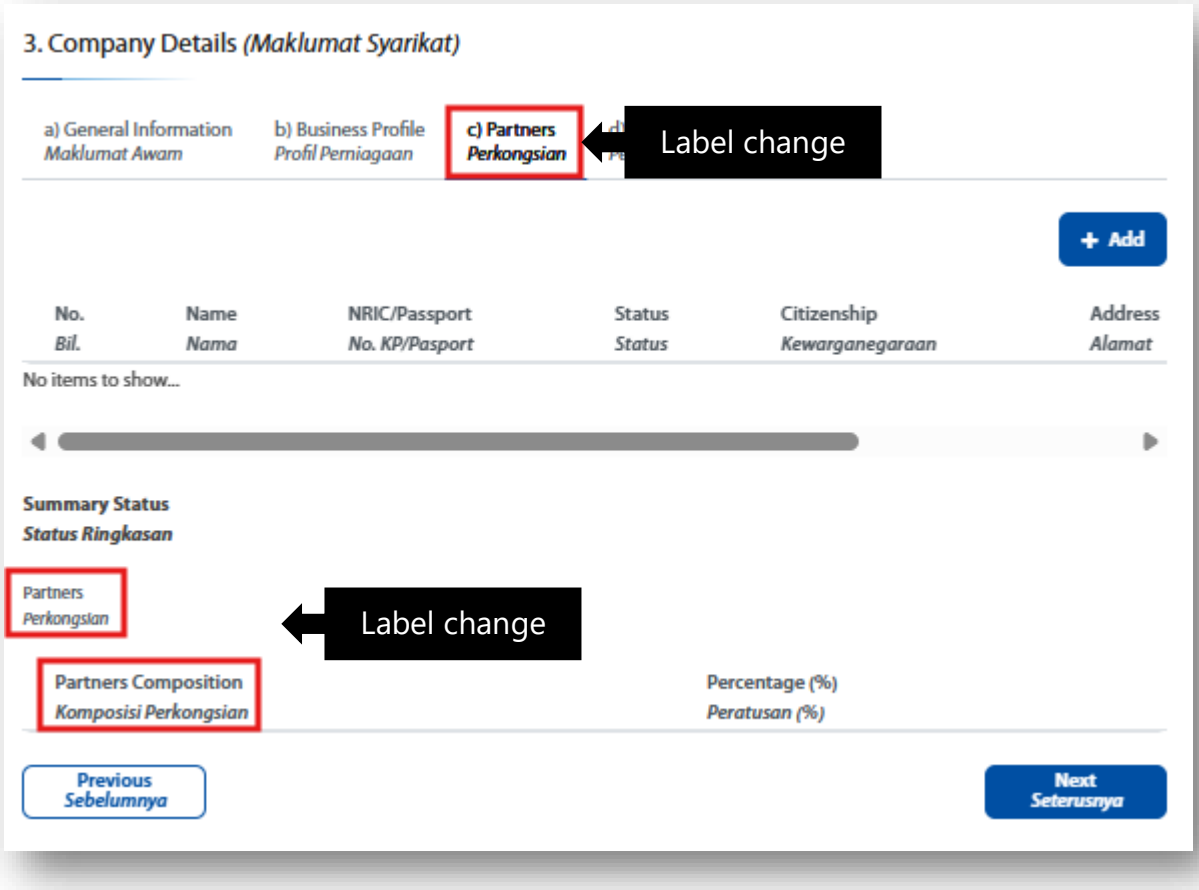

3. Company Details (Maklumat Syarikat)
a) General Information
Maklumat Awam
b) Business Profile
Profil Perniagaan
c) Proprietors
Pemilik
Label change
+ Add
No.
Bil.
Name
Nama
NRIC/Passport
No. KP/Pasport
Status
Status
Citizenship
Kewarganegaraan
Address
Alamat
No items to show...
Summary Status
Status Ringkasan
Proprietors
Pemilik
Label change
Proprietors Composition
Komposisi Pemilik
Percentage (%)
Peratusan (%)
Previous
Sebelumnya
Next
Seterusnya

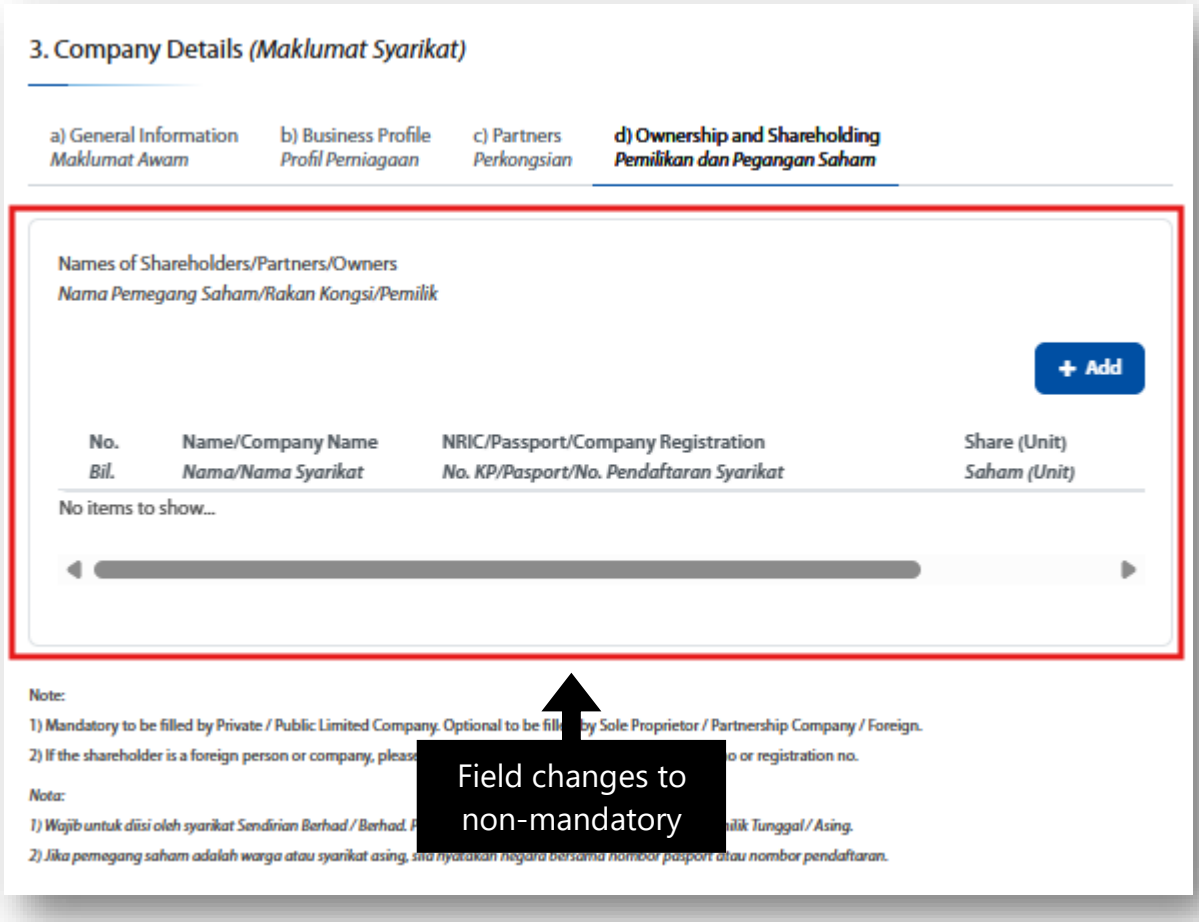

5. Financial Information (Maklumat Kewangan)
Financial Performance
Prestasi Kewangan
Date of Incorporation / Tarikh Diperbadankan
05 Mar 2019
Require 3 years of financial statements.
From
Dari *
2022
To
Ke *
2024
Currency
Mata Wang *
MYR - Malaysian Ringgit
Generate
Financial Details for 2022
Financial Details for 2023
Financial Details for 2024
Document Checklist (Attachment)
Senarai Semak Dokumen (Lampiran)
No.
Bil.
Document
Dokumen
Attachment
Lampiran
Uploaded Date
1.
3 months latest bank statement *
2.
Latest Management Account
3.
Latest Income Tax Return
Additional document request (non-mandatory)
1 to 3 of 3 items
Previous
Sebelumnya
Next
Seterusnya

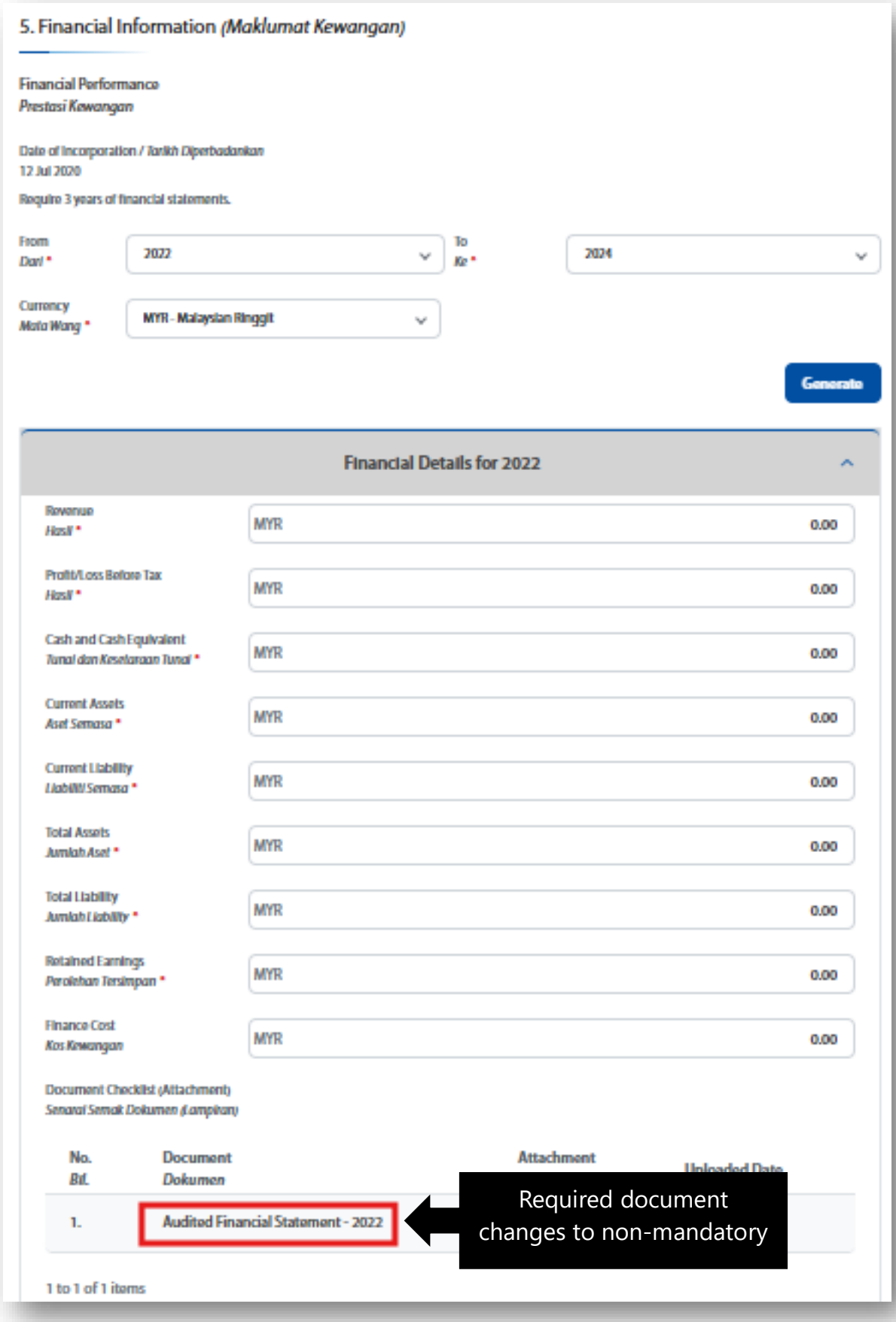
Partnership

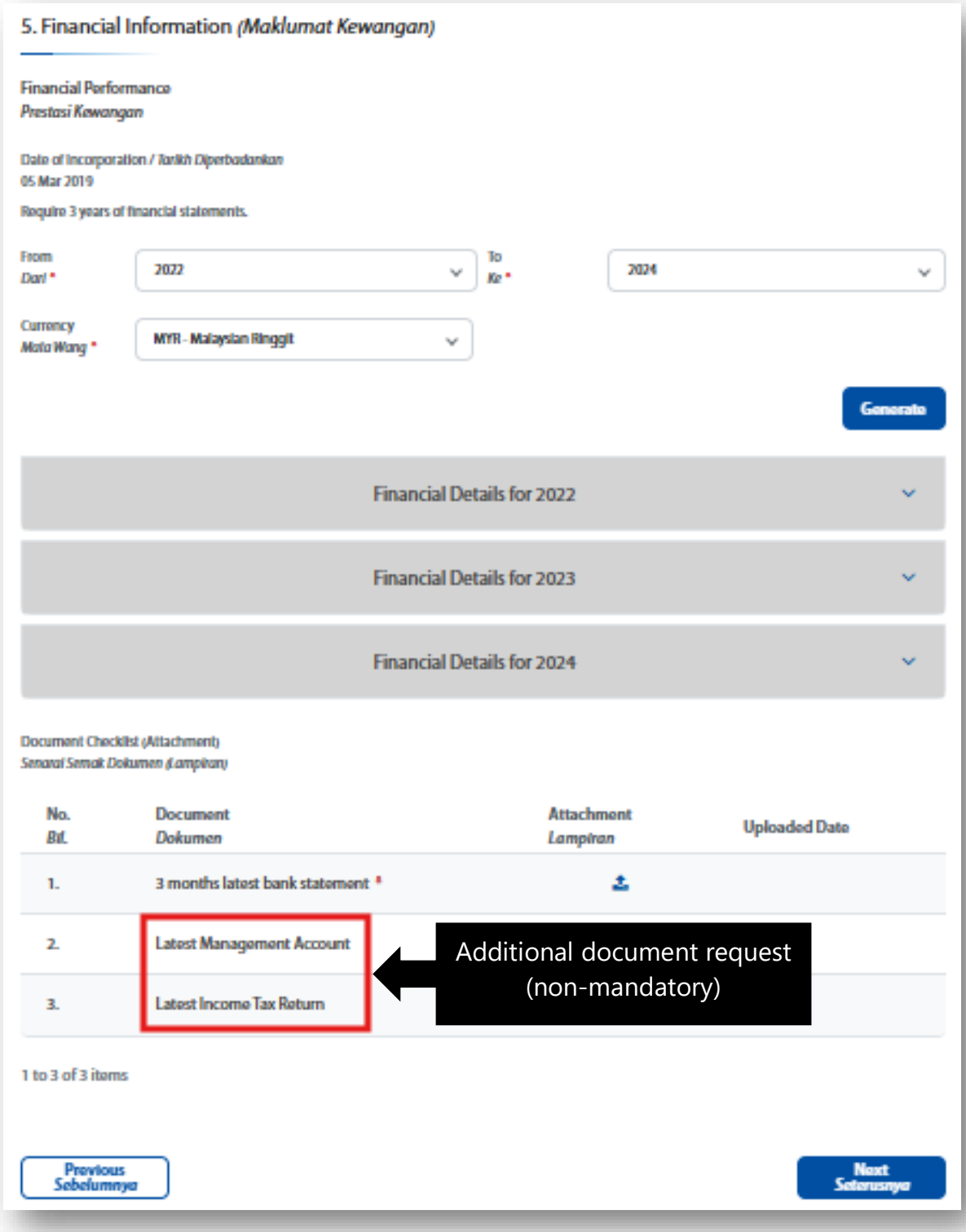



3. Company Details (Maklumat Syarikat)
a) General Information Maklumat Awam
b) Business Profile Profil Perniagaan
c) Partners Perkongsian
d) Ownership and Shareholding Pemilikan dan Pegangan Saham
Date of Incorporation
Tarikh Diperbadankan *
dd mmm yyyy
Organisation Registration No.
No. Pendaftaran Organisasi *
Old Organisation Registration No.
No. Pendaftaran Organisasi Lama
Label change
0123456789
Name of Registrar
Nama Pendaftar *
Bumiputera Status
Status Bumiputera *
Bumiputera Bumiputera
Non Bumiputera Bukan Bumiputera
Foreign Asing
Coverage
Liputan *
Select...
Country of Tax Residency
Negara Pemastautin Cukai
Malaysia
Tax Type
Jenis Cukai
Tax Registration No.
No. Pendaftaran Cukai
Document Checklist (Attachment)
Senarai Semak Dokumen (Lampiran)
No. Bil.
Document Dokumen
Attachment Lampiran
Uploaded Date
1. LLP Certificate *
2. Business Information and Compliance Officer Table *
Required document type change
1 to 2 of 2 items
Parent Company (if any)
Syarikat Induk (jika ada)
Previous Sebelumnya
Next Seterusnya

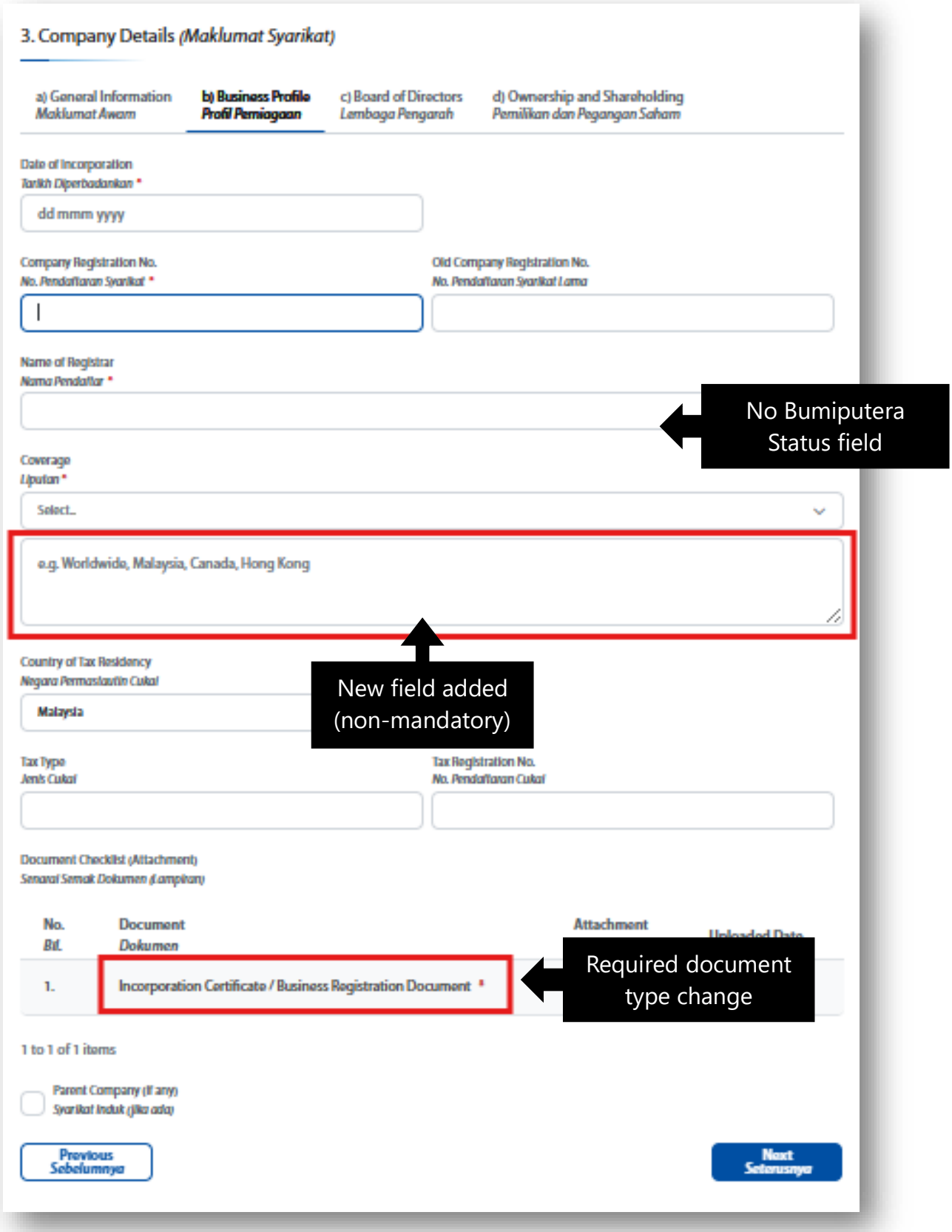

3. Company Details (Maklumat Syarikat)
a) General Information
Maklumat Awam
b) Business Profile
Profil Perniagaan
c) Partners
Perkongsian
Label change
+ Add
No.
Bil.
Name
Nama
NRIC/Passport
No. KP/Pasport
Status
Status
Citizenship
Kewarganegaraan
Address
Alamat
No items to show...
Summary Status
Status Ringkasan
Partners
Perkongsian
Label change
Partners Composition
Komposisi Perkongsian
Percentage (%)
Peratusan (%)
Previous
Sebelumnya
Next
Seterusnya

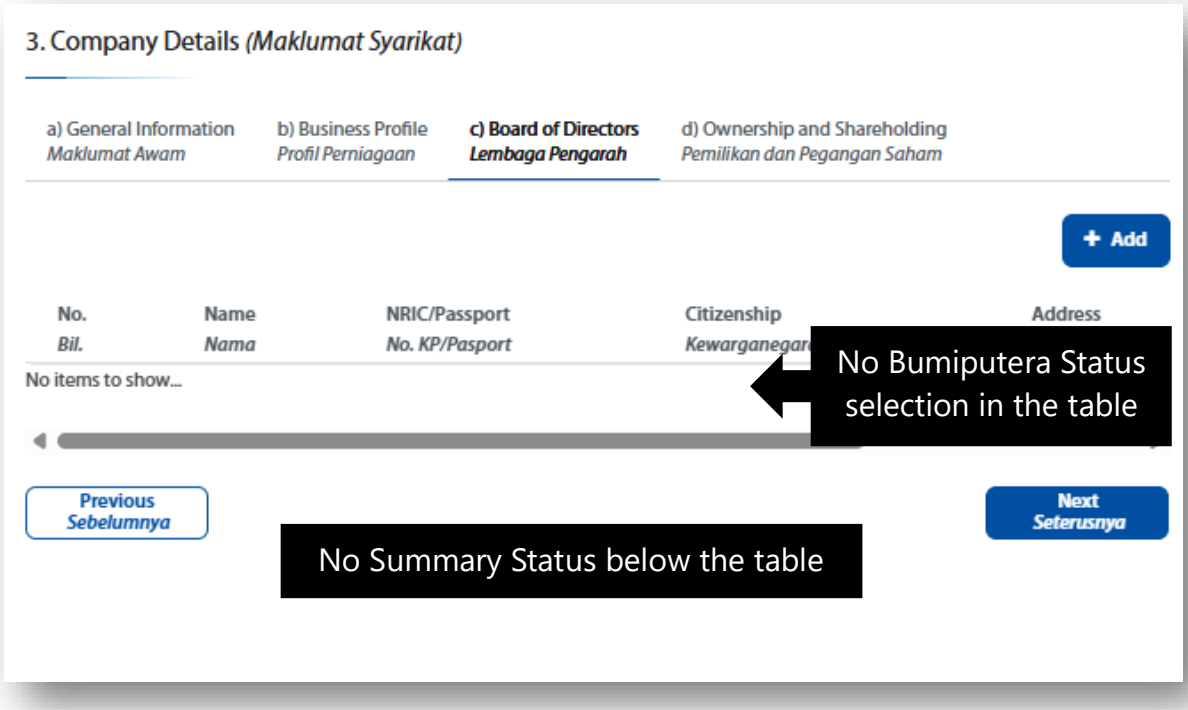

3. Company Details (Maklumat Syarikat)
a) General Information
Maklumat Awam
b) Business Profile
Profil Perniagaan
c) Partners
Perkongsian
d) Ownership and Shareholding
Pemilikan dan Pegangan Saham
Names of Shareholders/Partners/Owners
Nama Pemegang Saham/Rakan Kongsi/Pemilik
+ Add
No.
Bil.
Name/Company Name
Nama/Nama Syarikat
NRIC/Passport/Company Registration
No. KP/Pasport/No. Pendaftaran Syarikat
Share (Unit)
Saham (Unit)
No items to show...
Note:
1) Mandatory to be filled by Private / Public Limited Company. Optional to be fil by Sole Proprietor / Partnership Company / Foreign.
2) If the shareholder is a foreign person or company, pleas o or registration no.
Nota:
1) Wajib untuk diisi oleh syarikat Sendirian Berhad / Berhad. P ilik Tunggal / Asing.
2) Jika pemegang saham adalah warga atau syarikat asing, sila nyatakan negara bersama nombor pasport atau nombor pendaftaran.
Field changes to non-mandatory

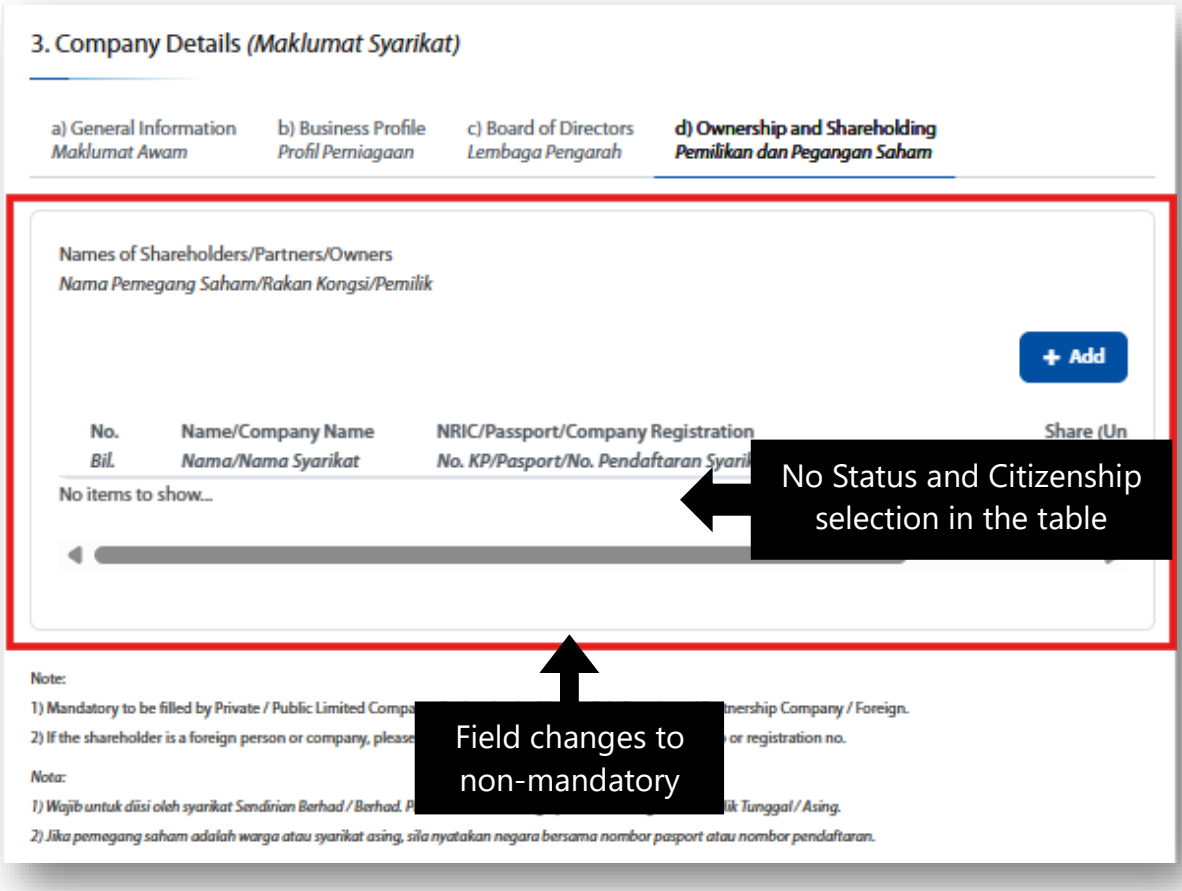

5. Financial Information (Maklumat Kewangan)
Financial Performance
Prestasi Kewangan
Date of Incorporation / Tarikh Diperbadankan
12 Jul 2020
Require 3 years of financial statements.
From
Dari *
2022
To
Ke *
2024
Currency
Mata Wang *
MYR - Malaysian Ringgit
Generate
Financial Details for 2022
Revenue
Hasil *
MYR
0.00
Profit/Loss Before Tax
Hasil *
MYR
0.00
Cash and Cash Equivalent
Tunai dan Kesetaraan Tunai *
MYR
0.00
Current Assets
Aset Semasa *
MYR
0.00
Current Liability
Liabiliti Semasa *
MYR
0.00
Total Assets
Jumlah Aset *
MYR
0.00
Total Liability
Jumlah Liability *
MYR
0.00
Retained Earnings
Perolehan Tersimpan *
MYR
0.00
Finance Cost
Kos Kewangan
MYR
0.00
Document Checklist (Attachment)
Senarai Semak Dokumen (Lampiran)
No.
Bil.
Document
Dokumen
Attachment
Uploaded Date
1.
Audited Financial Statement - 2022
Required document changes to non-mandatory
1 to 1 of 1 items

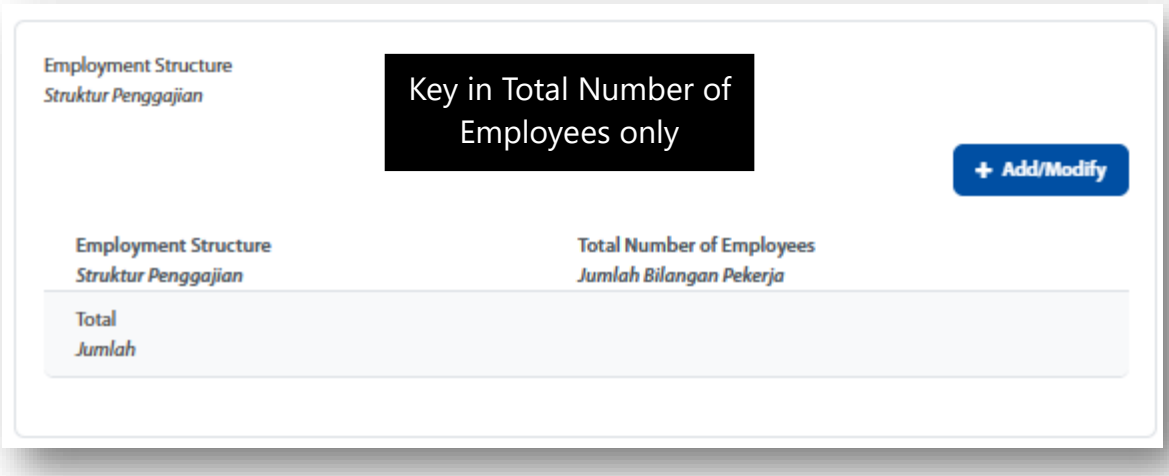

5. Financial Information (Maklumat Kewangan)
Financial Performance
Prestasi Kewangan
Date of Incorporation / Tarikh Diperbadankan
05 Mar 2019
Require 3 years of financial statements.
From
Dari *
2022
To
Ke *
2024
Currency
Mata Wang *
MYR - Malaysian Ringgit
Generate
Financial Details for 2022
Financial Details for 2023
Financial Details for 2024
Document Checklist (Attachment)
Senarai Semak Dokumen (Lampiran)
No.
Bil.
Document
Dokumen
Attachment
Lampiran
Uploaded Date
1.
3 months latest bank statement *
2.
Latest Management Account
3.
Latest Income Tax Return
Additional document request
(non-mandatory)
1 to 3 of 3 items
Previous
Sebelumnya
Next
Seterusnya

Foreign

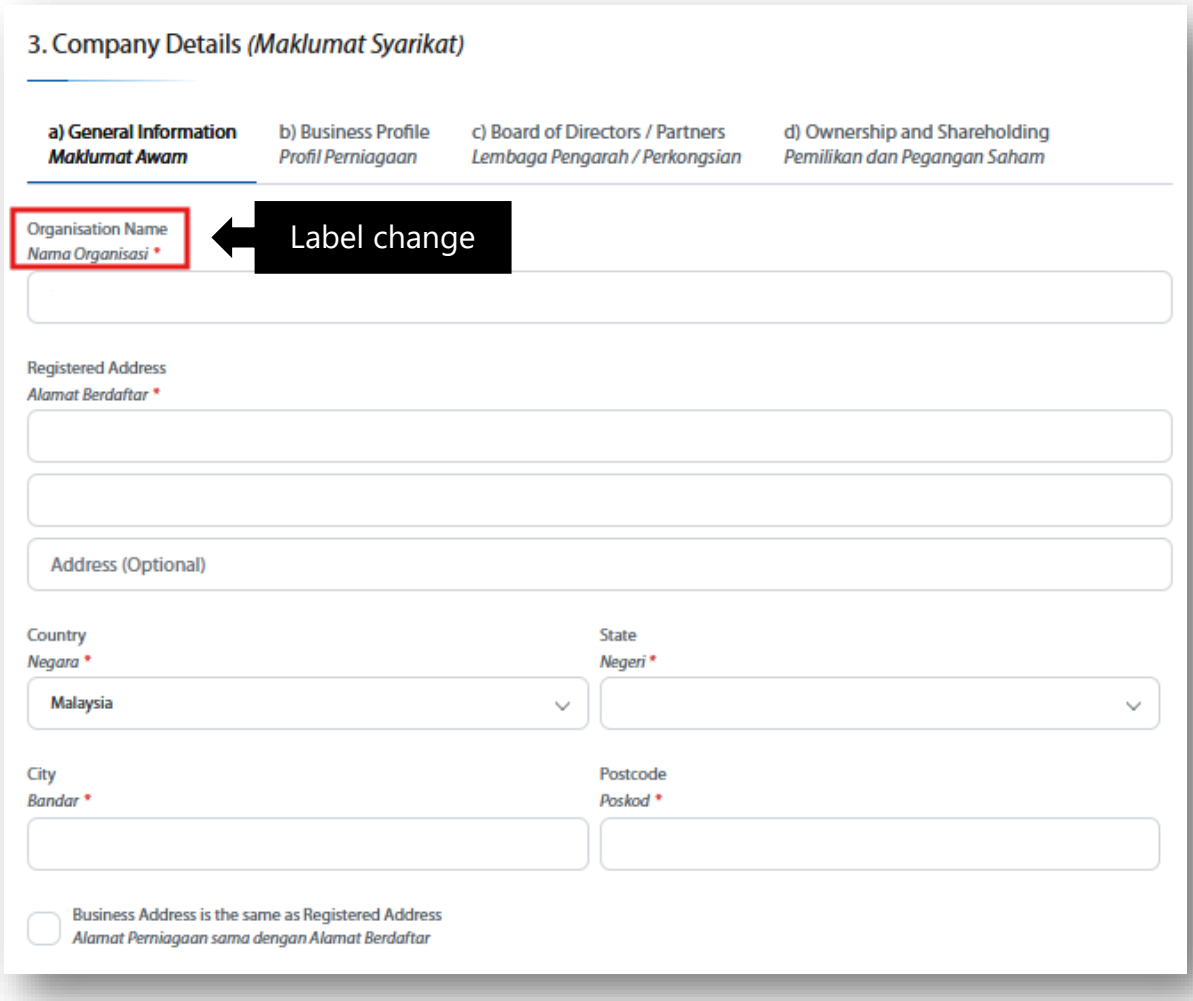

3. Company Details (Maklumat Syarikat)
a) General Information Maklumat Awam
b) Business Profile Profil Perniagaan
c) Board of Directors Lembaga Pengarah
d) Ownership and Shareholding Pemilikan dan Pegangan Saham
Date of Incorporation
Tarikh Diperbadankan *
dd mmm yyyy
Company Registration No.
No. Pendaftaran Syarikat *
Old Company Registration No.
No. Pendaftaran Syarikat Lama
Name of Registrar
Nama Pendaftar *
No Bumiputera Status field
Coverage
Liputan *
Select...
e.g. Worldwide, Malaysia, Canada, Hong Kong
New field added (non-mandatory)
Country of Tax Residency
Negara Permastautin Cukai
Malaysia
Tax Type
Jenis Cukai
Tax Registration No.
No. Pendaftaran Cukai
Document Checklist (Attachment)
Senarai Semak Dokumen (Lampiran)
No.
Bil.
Document
Dokumen
Attachment
1.
Incorporation Certificate / Business Registration Document *
Required document type change
1 to 1 of 1 items
Parent Company (If any)
Syarikat Induk (jika ada)
Previous
Sebelumnya
Next
Seterusnya

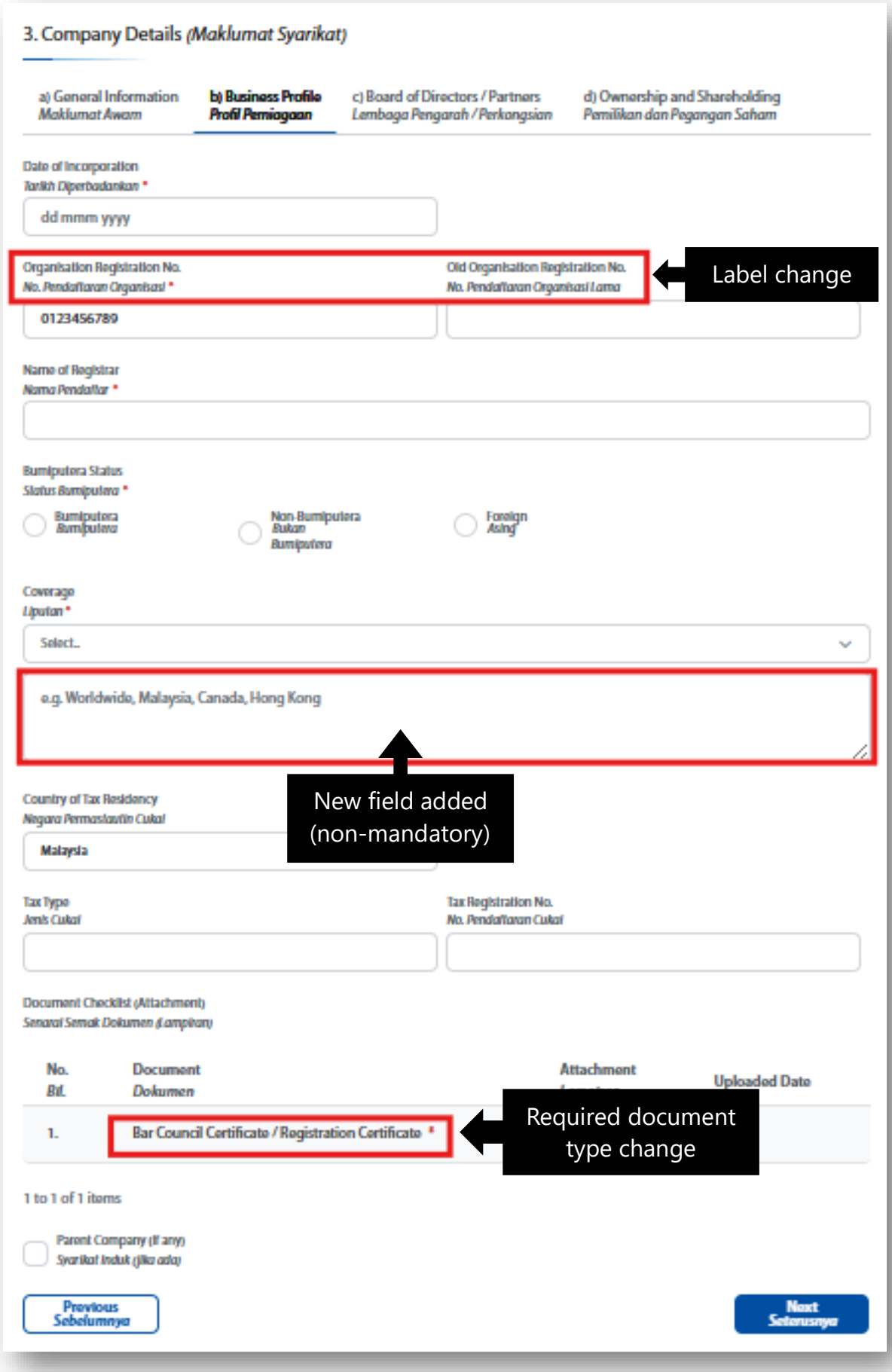

3. Company Details (Maklumat Syarikat)
a) General Information
Maklumat Awam
b) Business Profile
Profil Perniagaan
c) Board of Directors
Lembaga Pengarah
d) Ownership and Shareholding
Pemilikan dan Pegangan Saham
+ Add
No.
Bil.
Name
Nama
NRIC/Passport
No. KP/Pasport
Citizenship
Address
No items to show...
No Bumiputera Status selection in the table
Previous
Sebelumnya
Next
Seterusnya
No Summary Status below the table

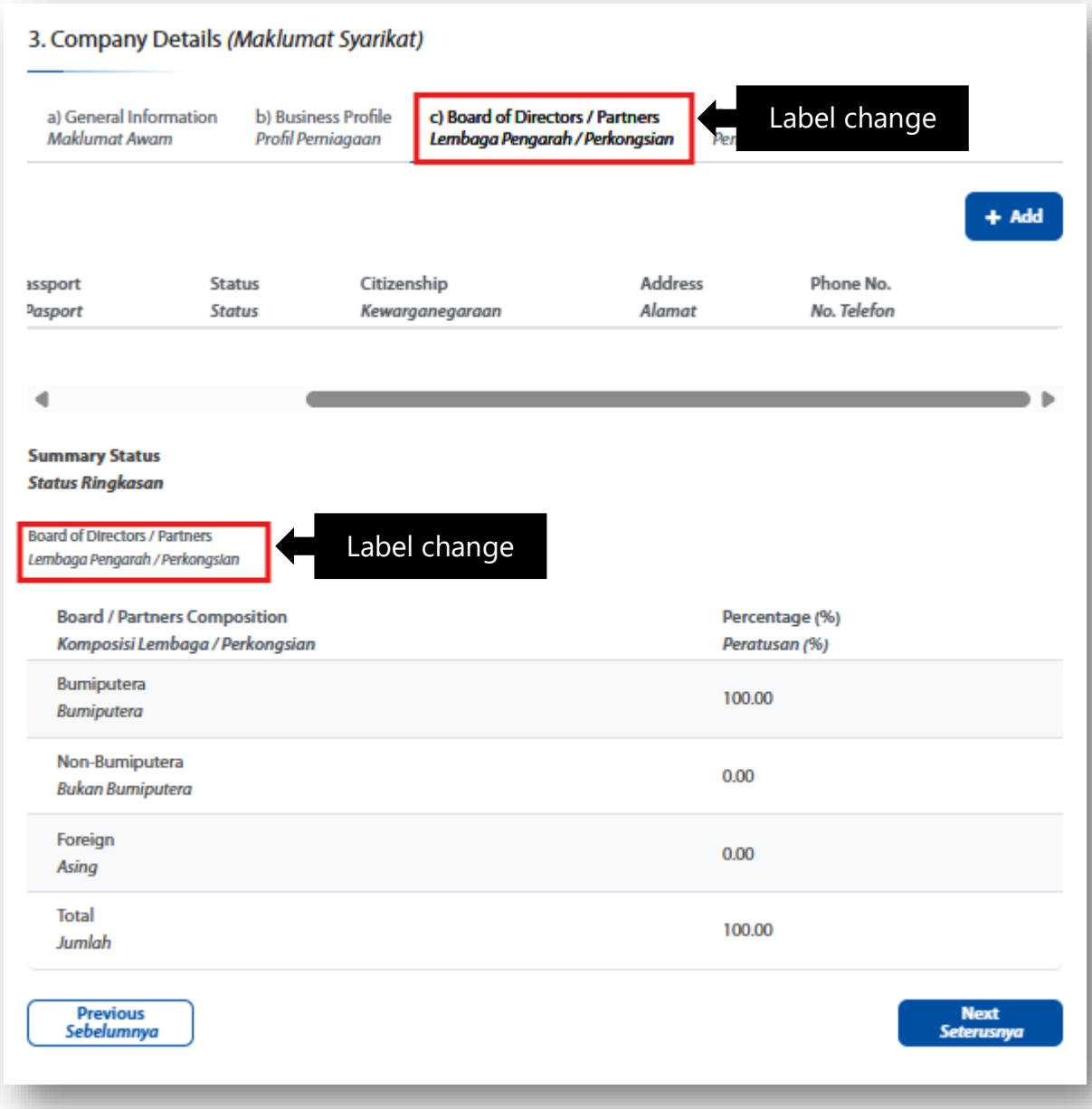

3. Company Details (Maklumat Syarikat)
a) General Information
Maklumat Awam
b) Business Profile
Profil Perniagaan
c) Board of Directors
Lembaga Pengarah
d) Ownership and Shareholding
Pemilikan dan Pegangan Saham
Names of Shareholders/Partners/Owners
Nama Pemegang Saham/Rakan Kongsi/Pemilik
+ Add
No.
Bil.
Name/Company Name
Nama/Nama Syarikat
NRIC/Passport/Company Registration
No. KP/Pasport/No. Pendaftaran Syari
Share (Un
No items to show...
No Status and Citizenship selection in the table
Note:
1) Mandatory to be filled by Private / Public Limited Compa
nership Company / Foreign.
2) If the shareholder is a foreign person or company, please
or registration no.
Nota:
1) Wajib untuk diisi oleh syarikat Sendirian Berhad / Berhad. P
ik Tunggal / Asing.
2) Jika pemegang saham adalah warga atau syarikat asing, sila nyatakan negara bersama nombor pasport atau nombor pendaftaran.
Field changes to non-mandatory

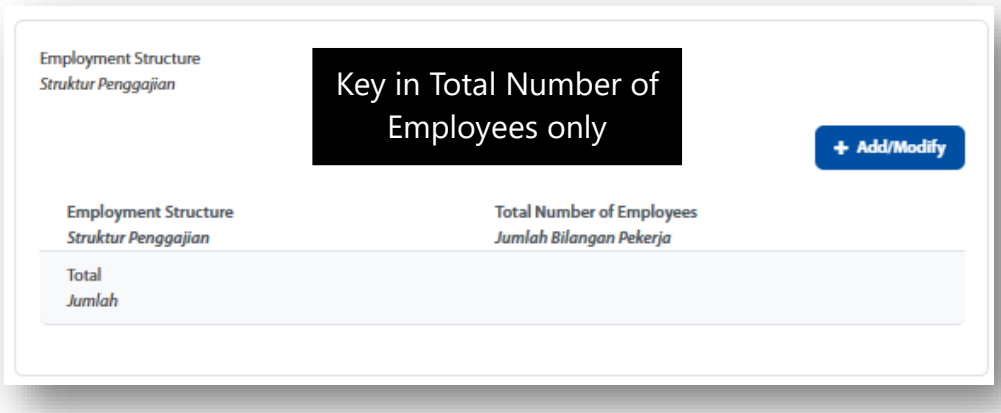

Employment Structure
Struktur Penggajian
Key in Total Number of Employees only
+ Add/Modify
Employment Structure
Struktur Penggajian
Total Number of Employees
Jumlah Bilangan Pekerja
Total
Jumlah

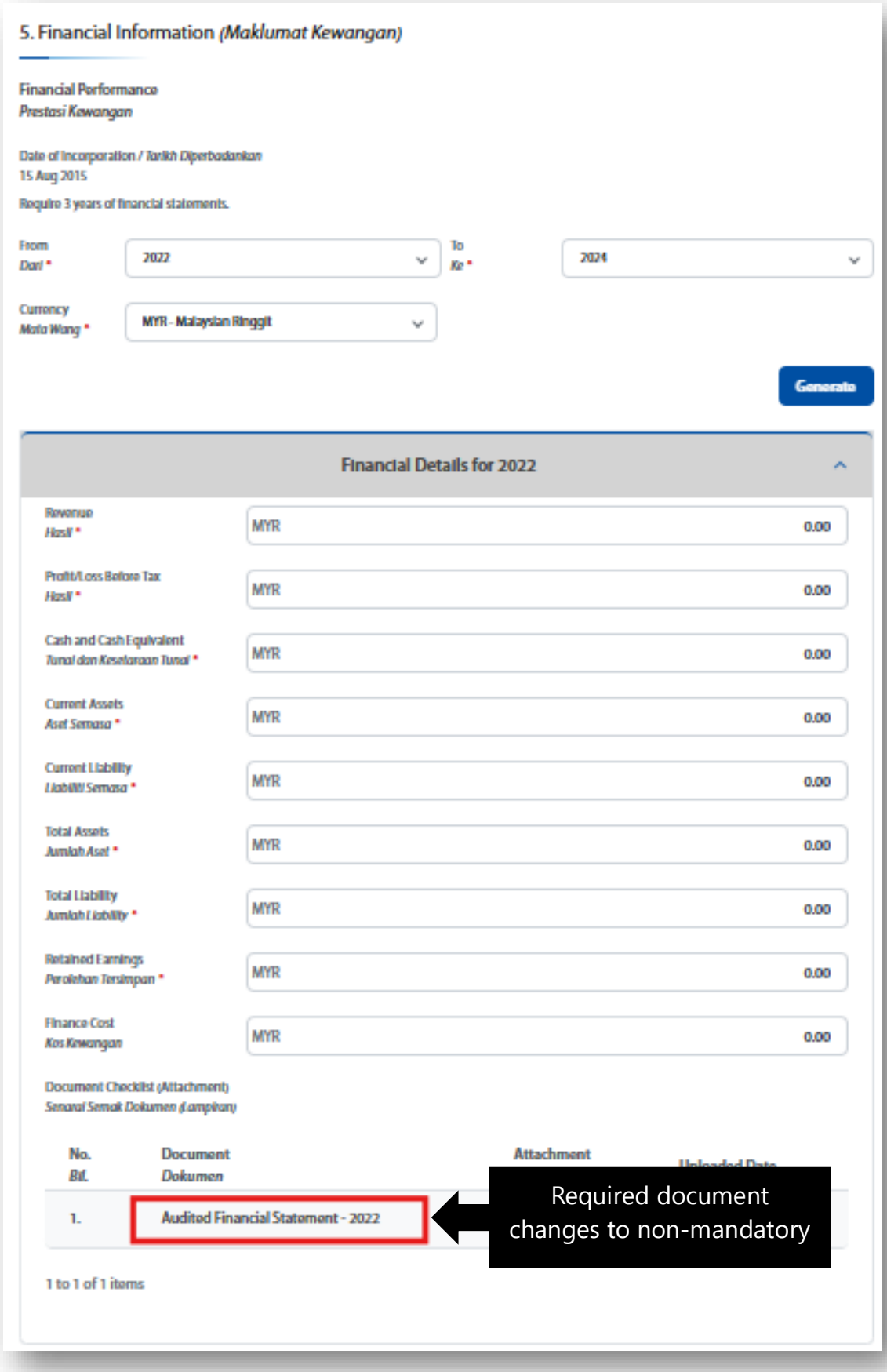
Others (professional firms, cooperatives, associations etc)

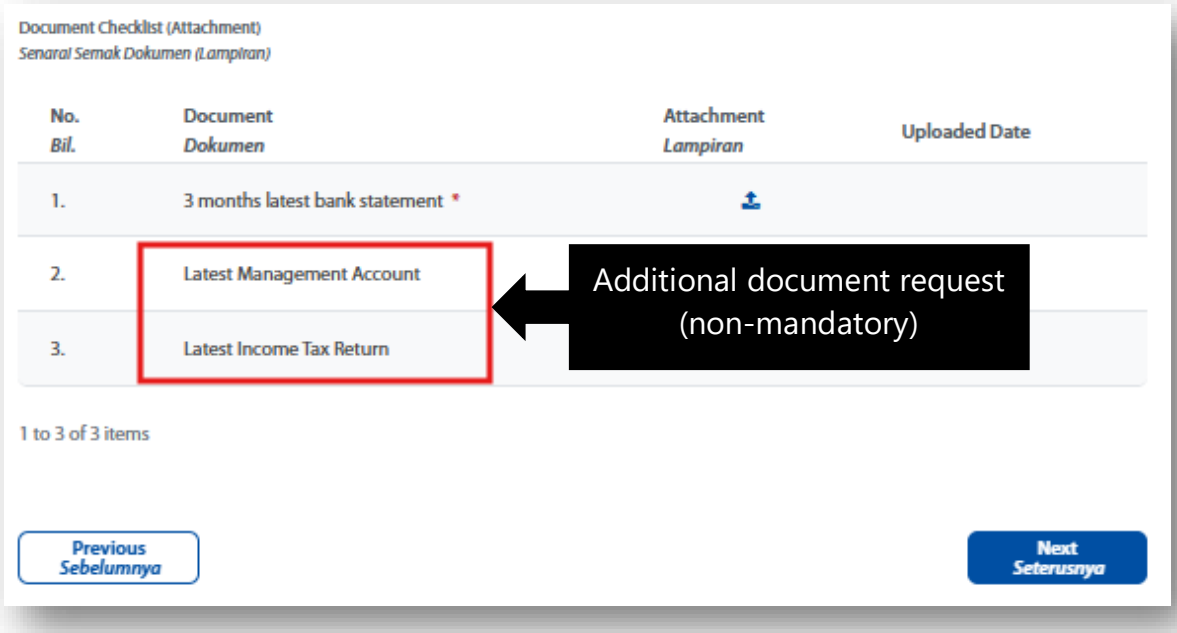



3. Company Details (Maklumat Syarikat)
a) General Information Maklumat Awam
b) Business Profile Profil Perniagaan
c) Board of Directors / Partners Lembaga Pengarah / Perkongsian
d) Ownership and Shareholding Pemilikan dan Pegangan Saham
Date of Incorporation
Tarikh Diperbadankan *
dd mmm yyyy
Organisation Registration No.
No. Pendaftaran Organisasi *
Old Organisation Registration No.
No. Pendaftaran Organisasi Lama
Label change
0123456789
Name of Registrar
Nama Pendaftar *
Bumiputera Status
Status Bumiputera *
Bumiputera
Bumiputera
Non-Bumiputera
Bukan Bumiputera
Foreign
Asing
Coverage
Liputan *
Select...
e.g. Worldwide, Malaysia, Canada, Hong Kong
New field added (non-mandatory)
Country of Tax Residency
Negara Pemastautin Cukai
Malaysia
Tax Type
Jenis Cukai
Tax Registration No.
No. Pendaftaran Cukai
Document Checklist (Attachment)
Senarai Semak Dokumen (Lampiran)
No.
Bil.
Document
Dokumen
Attachment
Uploaded Date
1.
Bar Council Certificate / Registration Certificate *
Required document type change
1 to 1 of 1 items
Parent Company (If any)
Syarikat Induk (jika ada)
Previous
Sebelumnya
Next
Seterusnya


3. Company Details (Maklumat Syarikat)
a) General Information
Maklumat Awam
b) Business Profile
Profil Perniagaan
c) Board of Directors / Partners
Lembaga Pengarah / Perkongsian
Label change
+ Add
Status
Citizenship
Kewarganegaraan
Address
Alamat
Phone No.
No. Telefon
Summary Status
Status Ringkasan
Board of Directors / Partners
Lembaga Pengarah / Perkongsian
Label change
Board / Partners Composition
Komposisi Lembaga / Perkongsian
Percentage (%)
Peratusan (%)
Bumiputera
Bumiputera
100.00
Non-Bumiputera
Bukan Bumiputera
0.00
Foreign
Asing
0.00
Total
Jumlah
100.00
Previous
Sebelumnya
Next
Seterusnya


Employment Structure
Struktur Penggajian
Key in Total Number of Employees only
+ Add/Modify
Employment Structure
Struktur Penggajian
Total Number of Employees
Jumlah Bilangan Pekerja
Total
Jumlah


5. Financial Information (Maklumat Kewangan)
Financial Performance
Prestasi Kewangan
Date of Incorporation / Tarikh Diperbadankan
15 Aug 2015
Require 3 years of financial statements.
From
Dari *
2022
To
Ke *
2024
Currency
Mata Wang *
MYR - Malaysian Ringgit
Generate
Financial Details for 2022
Revenue
Hasil *
MYR
0.00
Profit/Loss Before Tax
Hasil *
MYR
0.00
Cash and Cash Equivalent
Tunai dan Kesetaraan Tunai *
MYR
0.00
Current Assets
Aset Semasa *
MYR
0.00
Current Liability
Liabiliti Semasa *
MYR
0.00
Total Assets
Jumlah Aset *
MYR
0.00
Total Liability
Jumlah Liability *
MYR
0.00
Retained Earnings
Perolehan Tersimpan *
MYR
0.00
Finance Cost
Kos Kewangan
MYR
0.00
Document Checklist (Attachment)
Senarai Semak Dokumen (Lampiran)
No.
Bil.
Document
Dokumen
Attachment
1.
Audited Financial Statement - 2022
Required document changes to non-mandatory
1 to 1 of 1 items


Document Checklist (Attachment)
Senarai Semak Dokumen (Lampiran)
No.
Bil.
Document
Dokumen
Attachment
Lampiran
Uploaded Date
1.
3 months latest bank statement *
2.
Latest Management Account
3.
Latest Income Tax Return
Additional document request (non-mandatory)
1 to 3 of 3 items
Previous
Sebelumnya
Next
Seterusnya

Appendix B: Mandatory Document Reference Guide

Form 9 or Section 17 (Certificate of Incorporation)



REGISTRAR BODY-SAMPLE

COMPANIES ACT 1234
(ACT 123)

CERTIFICATE OF INCORPORATION
OF PRIVATE COMPANY

This is to certify that

ABC EXAMPLE SDN BHD
202401234567 (1234567-X)

is, on and from the 1st day of January 2024, incorporated under the Companies Act 2016, and that the company is a company limited by shares and that the company is a private company.

Dated at KL this 1st day of January 2024.

Digitally Signed

Registrar of Companies
MALAYSIA

This is a sample document for illustration only.

SAMPLE ONLY

Form 13 or Section 28 (Certificate of Incorporation on Change of Name of Company)



REGISTRAR BODY-SAMPLE

COMPANIES ACT 1234

(ACT 123)

CERTIFICATE OF INCORPORATION ON CHANGE OF NAME OF COMPANY

This is to certify that

ABC EXAMPLE SDN BHD

202401234567 (1234567-X)

which was, on the 7th day of June 1993, incorporated under the Companies Act 1965, as a public company, on the 12th day of November 2007 changed its name to

XYZ DIGITAL SDN BHD

and that the company is a public company, and is a company limited by shares.
Dated at KL this 12th day of November 2007.

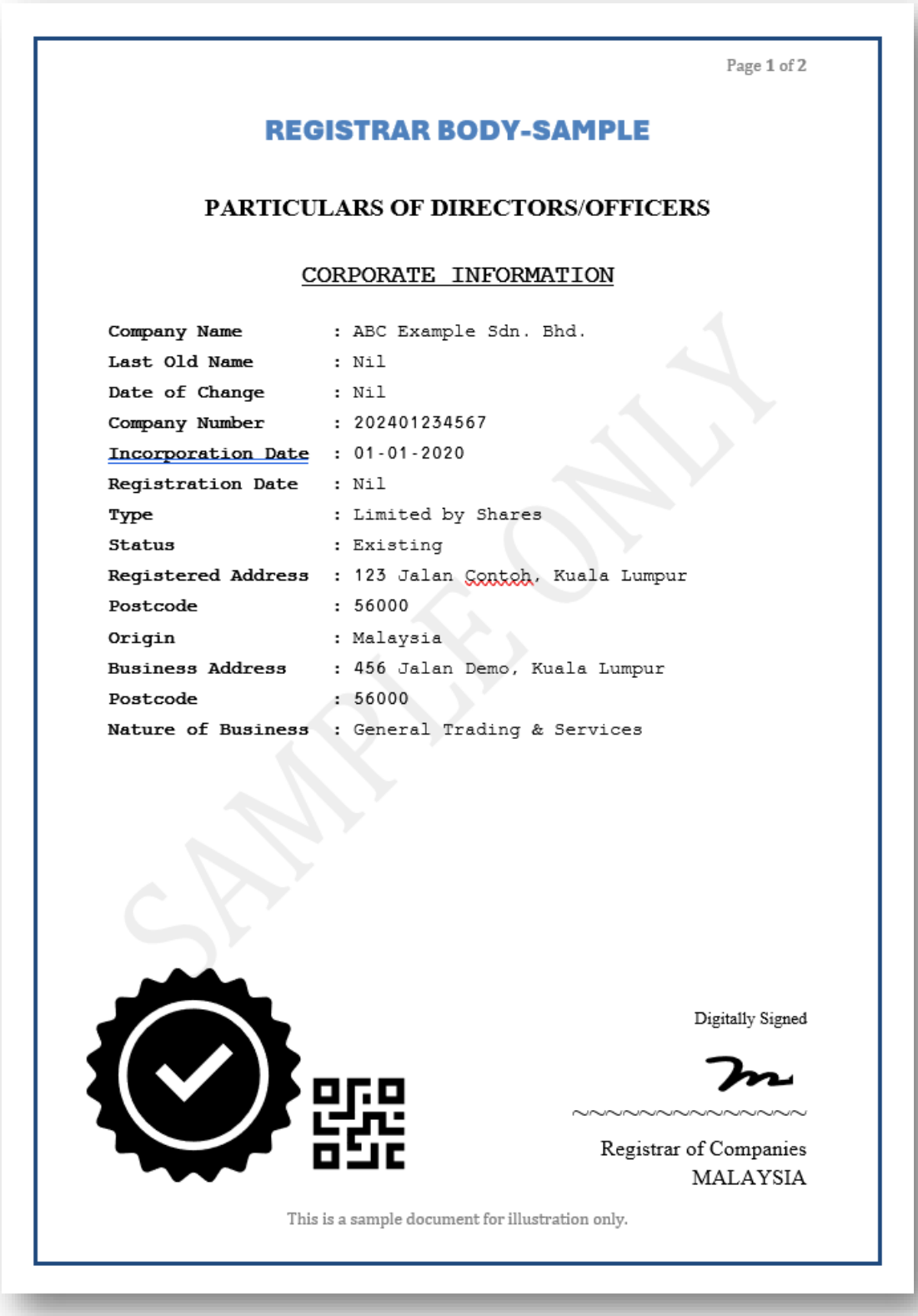
Digitally Signed

Registrar of Companies
MALAYSIA

This is a sample document for illustration only.

SAMPLE ONLY

Form 49 or Section 58 (Particulars of Directors/Officers)



Page 1 of 2

REGISTRAR BODY-SAMPLE

PARTICULARS OF DIRECTORS/OFFICERS

CORPORATE INFORMATION

Company Name	: ABC Example Sdn. Bhd.
Last Old Name	: Nil
Date of Change	: Nil
Company Number	: 202401234567
Incorporation Date	: 01-01-2020
Registration Date	: Nil
Type	: Limited by Shares
Status	: Existing
Registered Address	: 123 Jalan Contoh, Kuala Lumpur
Postcode	: 56000
Origin	: Malaysia
Business Address	: 456 Jalan Demo, Kuala Lumpur
Postcode	: 56000
Nature of Business	: General Trading & Services

SAMPLE ONLY

Digitally Signed

Registrar of Companies
MALAYSIA

This is a sample document for illustration only.

REGISTRAR BODY-SAMPLE

Company Name : ABC Example Sdn. Bhd.
Company Number : 202401234567

CURRENT DIRECTORS/OFFICERS

Name/Address	IC/Passport	Designation	Appointment Date
Director A, 123 Example St, Kuala Lumpur	900000-00-0000	DIRECTOR	01/01/2020
Director B, 456 Demo Rd, Kuala Lumpur	850000-00-0000	DIRECTOR	01/01/2021
Officer C, 789 Sample Rd, Kuala Lumpur	801010-10-1010	MANAGER	05/05/2022

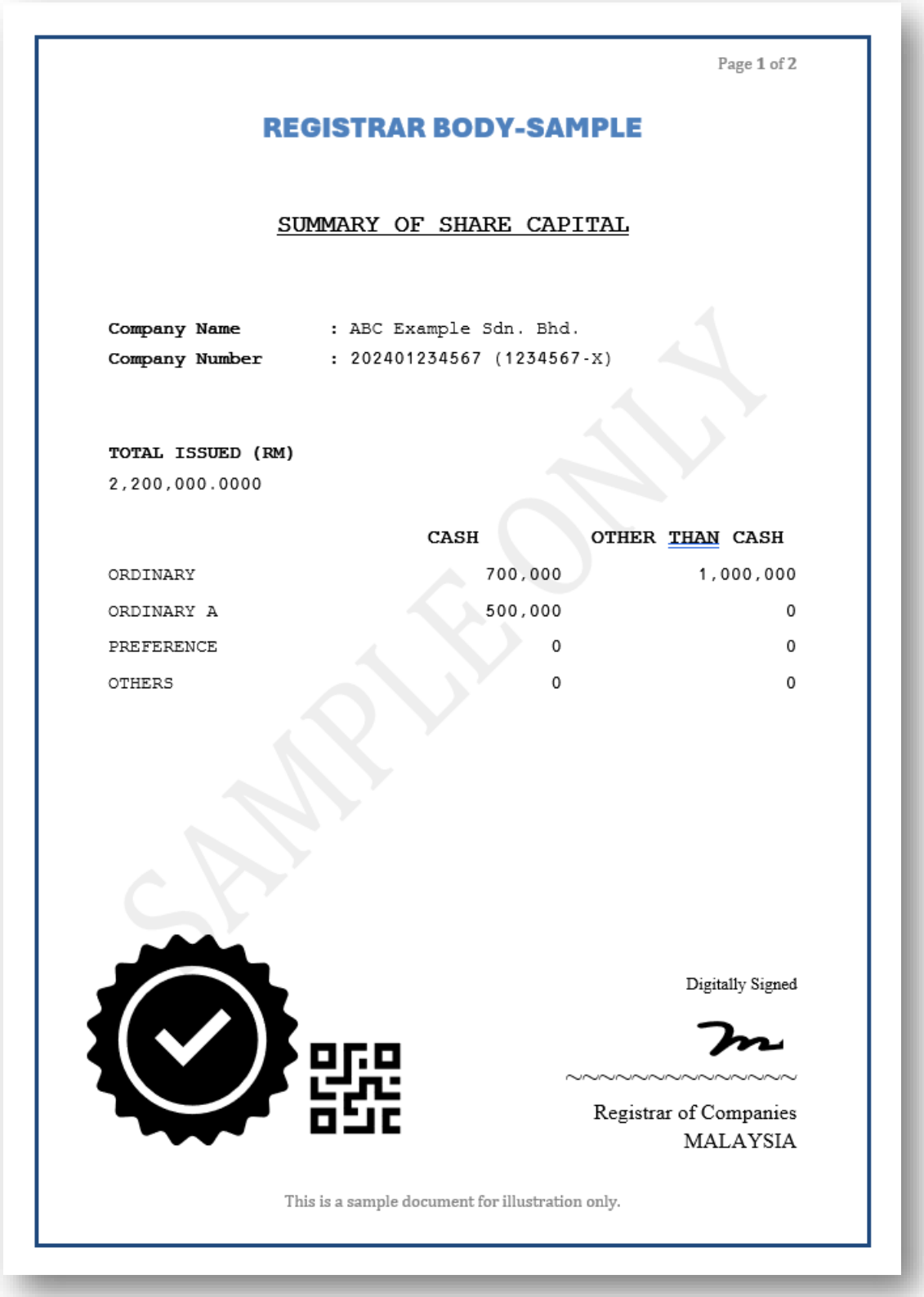
SAMPLE COPY

Digitally Signed

Registrar of Companies
MALAYSIA

This is a sample document for illustration only.

Form 24 or Section 78 (Particulars of Shareholders)



Page 1 of 2

REGISTRAR BODY-SAMPLE

SUMMARY OF SHARE CAPITAL

Company Name : ABC Example Sdn. Bhd.
Company Number : 202401234567 (1234567-X)

TOTAL ISSUED (RM)
2,200,000.0000

	CASH	OTHER THAN CASH
ORDINARY	700,000	1,000,000
ORDINARY A	500,000	0
PREFERENCE	0	0
OTHERS	0	0

SAMPLE ONLY

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Registrar of Companies
MALAYSIA

This is a sample document for illustration only.

REGISTRAR BODY-SAMPLE

SHAREHOLDERS / MEMBERS

Name: ABC Example Sdn. Bhd.

Registration No.: 202401234567 (1234567-X)

IC/Passport No.	Name/Company Name	Total Shares
900000-00-0000	Shareholder A	2,180,000
850000-00-0000	Shareholder B	20,000

SAMPLE ONLY

Digitally Signed

Registrar of Companies
MALAYSIA

This is a sample document for illustration only.

Form D / Form E of SSM or Form B (Sabah) or Form I and Certificate of Registration (Sarawak)



REGISTRAR BODY-SAMPLE

CERTIFICATE OF REGISTRATION

THE REGISTRATION OF BUSINESSES ACT 1956 (ACT 197)

This is to certify that the Business carried on under the name

ABC TRADING ENTERPRISE

REGISTRATION NO.: 202401234321 (RT006930-M)

has this day been registered on **02 MARCH 2024** in accordance with the provisions of the Registration of Businesses Act 1956, with its principal place of business at **12, JALAN CONTOH UTAMA, TAMAN DEMO SELASIH, 81000 JOHOR BAHRU, JOHOR** and branch at:

15 & 17, JALAN SAMPLE 16, SENAI COMMERCIAL PARK, SENAI, 81400 JOHOR

Dated at **JOHOR BAHRU** this **02 MARCH 2024**.

Digitally Signed

Registrar of Companies
MALAYSIA

This is a sample document for illustration only.

SAMPLE ONLY

LLP Certificate (Registration Certificate)



REGISTRAR BODY-SAMPLE

LIMITED LIABILITY PARTNERSHIPS ACT 2012 (ACT 743)

CERTIFICATE OF REGISTRATION OF LIMITED LIABILITY PARTNERSHIP

This is to certify that

ABC DATA GROUP PLT

220123456789000 (LLP12345678-LGN)

was registered under the Limited Liability Partnerships Act 2012 on the **11th day of January 2024**.

Dated at **KUALA LUMPUR** this **19th day of September 2024**.

Digitally Signed

Registrar of Companies
MALAYSIA

This is a sample document for illustration only.

SAMPLE ONLY

Business Information and Compliance Officer Table



Page 1 of 4

REGISTRAR BODY-SAMPLE

LIMITED LIABILITY PARTNERSHIP (LLP)
PROFILE

Name	: ABC DATA GROUP PLT
Last Old Name	: NIL
Date Of Change	: NIL
Registration No.	: 220123456789000(LLP12345678-LGN)
Registration Date	: 11-01-2024
Type	: LOCAL REGISTRATION
Declaration Last Return Date	: NIL
Declaration Next Return Date	: NIL
Declaration Due Return Date	: 11-07-2024
Status	: EXISTING
Registered Office	: No 123, Jalan Contoh 32A/3, Taman Contoh, Kuala Lumpur
Postcode	: 52200

SAMPLE ONLY

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Registrar of Companies
MALAYSIA

This is a sample document for illustration only.

REGISTRAR BODY-SAMPLE

Name : ABC DATA GROUP PLT

Registration No.: 220123456789000 (LLP12345678-LGN)

BUSINESS ADDRESSES

Address

No 123, Jalan Contoh 32A/3,
Taman Contoh,
Kepong,
W.P Kuala Lumpur

SAMPLE ONLY

Digitally Signed

Registrar of Companies
MALAYSIA

This is a sample document for illustration only.

REGISTRAR BODY-SAMPLE

Name : ABC DATA GROUP PLT

Registration No.: 220123456789000 (LLP12345678-LGN)

NATURE OF BUSINESS

Business Code	Description
12345	MANUFACTURE OF FROZEN BAKERY PRODUCTS
67890	RETAIL SALE OF BAKERY PRODUCTS AND SUGAR CONFECTIONERY
54321	WHOLESALE OF BISCUITS, CAKES, BREADS AND OTHER BAKERY PRODUCTS

Business Nature Description

PASTRY & DESSERT BAR

SAMPLE ONLY

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Registrar of Companies
MALAYSIA

This is a sample document for illustration only.

REGISTRAR BODY-SAMPLE

Name : ABC DATA GROUP PLT

Registration No.: 220123456789000 (LLP12345678-LGN)

PARTNER(S) / COMPLIANCE OFFICER(S)

Name / Address	ID Number	Designation	Date of Appointment
Officer 1 No 123 Jalan Contoh 32A/3, KL	001234567890	Compliance Officer	11-01-2024
Partner 1 No 123 Jalan Contoh 32A/3, KL	001234567890	Partner	11-01-2024
Partner 2 No 123 Jalan Contoh 32A/3, KL	001234567890	Partner	11-01-2024

END OF REPORT

Digitally Signed

Registrar of Companies
MALAYSIA

This is a sample document for illustration only.

Incorporation Certificate / Business Registration Document (for Foreign)



REGISTRAR BODY-SAMPLE

Certificate Confirming Incorporation of Company

THIS CERTIFICATE IS PRESENTED TO

YOUR COMPANY PTE. LTD.

(name change effective from 01 Feb 2024)

OF UEN

100000000Z

The company was incorporated under the Companies Act 19XX, and from **08 Feb 2024**, and is **a Limited Exempt Private Company**.

THE COMPANY WAS FORMERLY KNOWN AS:

Previous Name(s)	**Effective From**
Your Company Pte. Ltd.	08 Feb 2024

Only the 5 most recent former names are listed. Any change in name effected before 13 Jun 2003 will not be listed.

[ELECTRONIC SIGNATURE]

[NAME]

Asst Registrar of Registrar Body of Singapore

Receipt No.: ACRA00012345

Date: 01 MMM YYYY

This is a sample document for illustration only.

SAMPLE ONLY



REGISTRAR BODY-SAMPLE DOCUMENT

Certificate of Registration of a Company

Corporations Act 20XX Paragraph 12XX (2) (b)

This is to certify that

YOUR COMPANY PTY LTD

Australian Company Number 000 111 222

Is a registered company under the Corporations Act 20XX and is taken to be registered in Victoria.

On the first day of January 2024 the company changed its name to

YOUR COMPANY PTY LTD.

The company is **limited by shares.**

The company is a **proprietary** company.

The day of commencement of registration is the first day of **January 2024**.

Issued by the
Autralian Registrar Body on this first day of January 2024

Chairman

This is a sample document for illustration only.

SAMPLE ONLY CERTIFICATE

REGISTRAR BODY-SAMPLE

Certificate of Incorporation

YOUR COMPANY LIMITED

54011

NZBN: 123456789012345

This is to certify that YOUR COMPANY LIMITED was incorporated under the Companies Act 19XX on the 30th day of July 1966

and changed its name to YOUR COMPANY LIMITED on the 23rd day of February 2000

and changed its name to YOUR COMPANY LIMITED on the 13th day of July 2024

and was reregistered to become a company under the Companies Act 19XX on the 1st day of July

Registrar of Companies

14th day of November 2024



This is a sample document for illustration only.

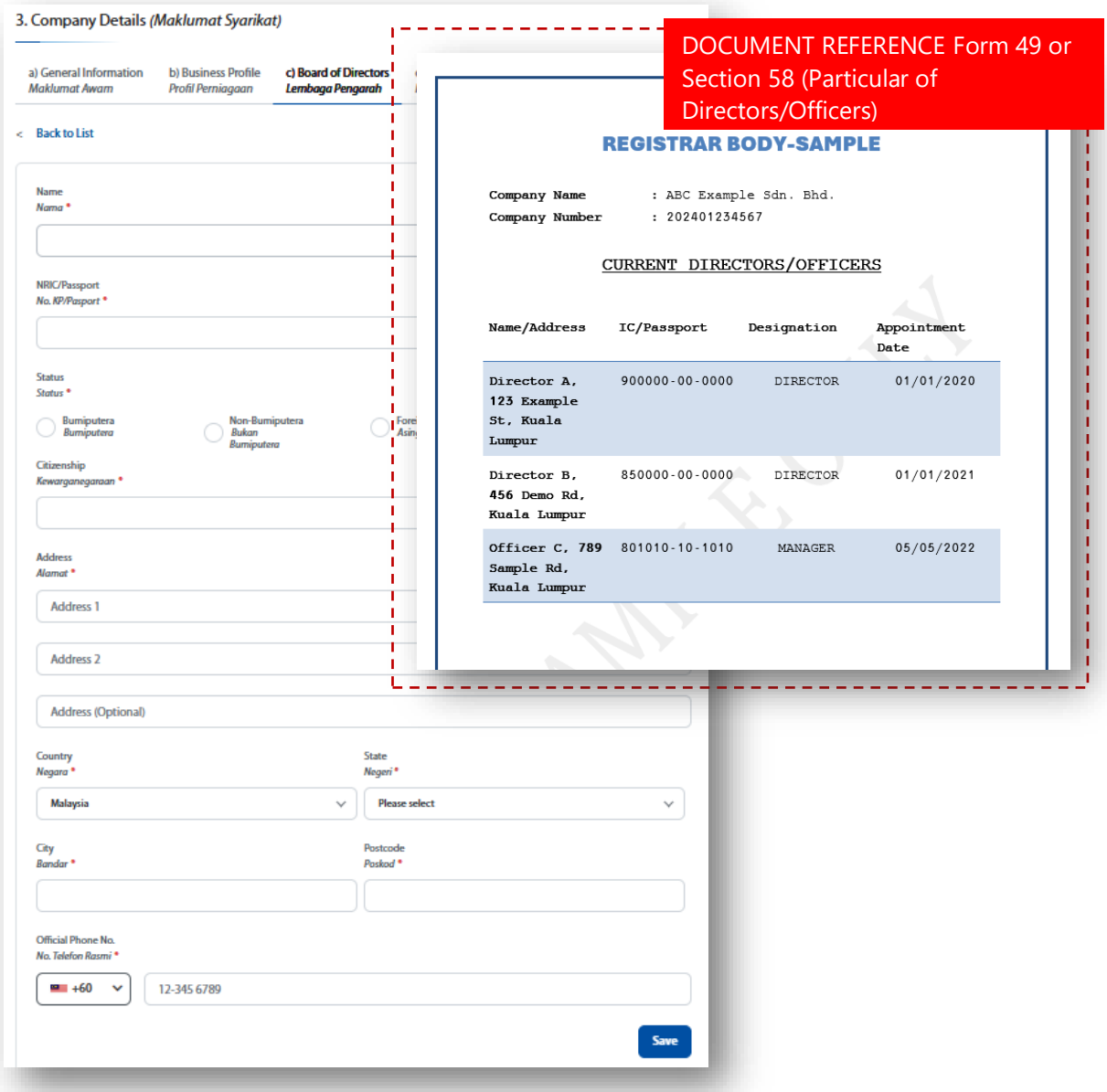
SAMPLE ONLY

Appendix C: Guide to Completing Company Details

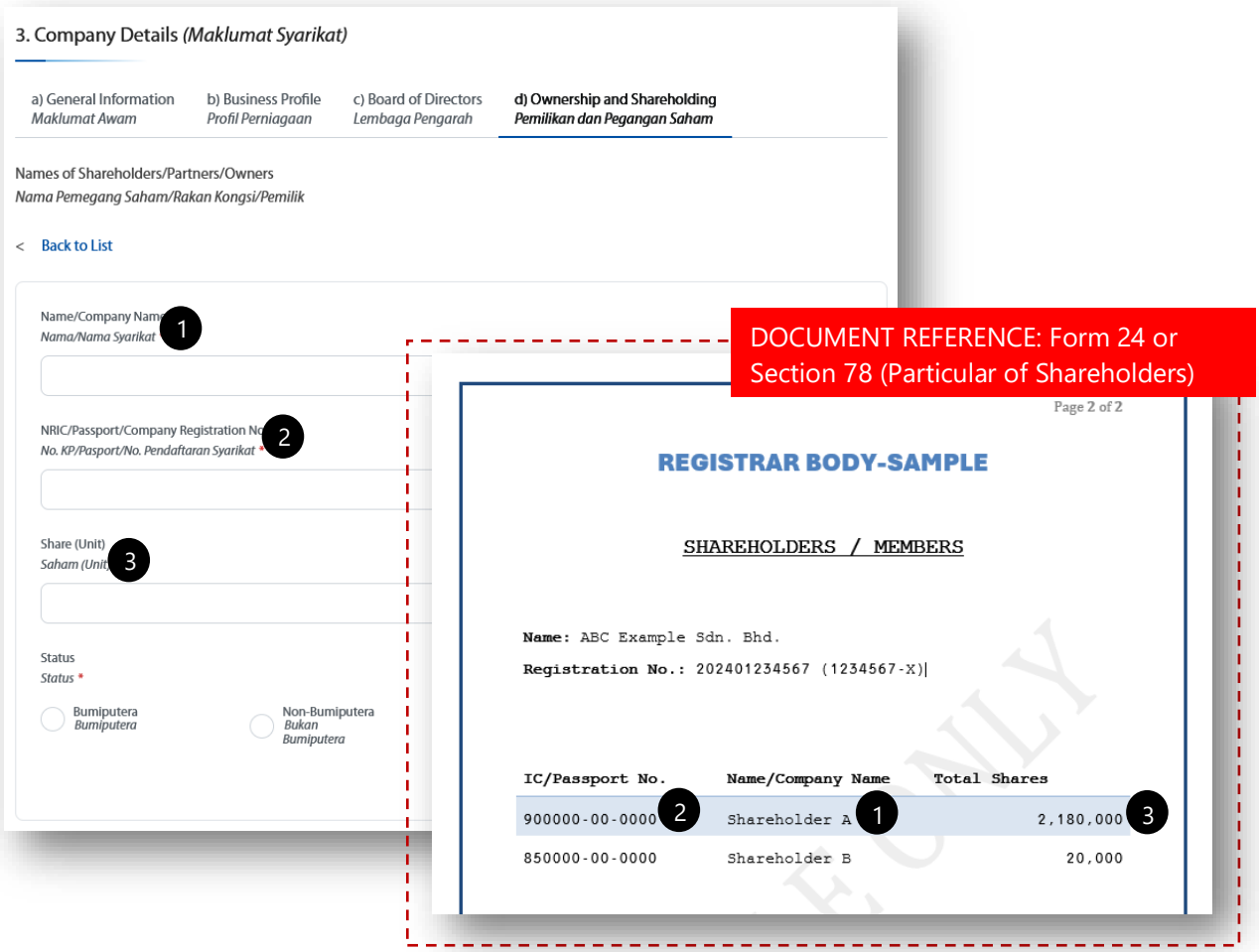
Business Profile



Board of Directors



Ownership and Shareholding



Appendix D: Guide to Completing Financial Information

Purpose. This guide helps users identify the correct figures in the company's Audited Financial Statements and enter the same figures in VMS for the corresponding financial year. No accounting calculation is required unless VMS specifically requests one.

IMPORTANT — CHECK BEFORE ENTERING ANY FIGURE

- **Use the financial statements** for the same financial year selected in VMS.
- **Use company-level figures** where the VMS registration is for the company, not consolidated/group figures.
- **Copy the amount exactly as reported**. Do not estimate, round, recalculate or substitute a different figure.
- **Keep negative values negative**. Brackets, for example (111,469), normally indicate a negative amount.
- **Finance Cost** must always be entered as a negative amount in VMS to reflect the correct finance cost, even if the Audited Financial Statements present the amount as a positive figure. Example: 111,469 or (111,469) → enter - 111,469 in VMS.
- **Do not enter "0" merely** because a figure cannot be found. Check the notes to the financial statements or obtain confirmation from the company's Finance representative.

1. Three-step method

STEP 1 — Match the year	STEP 2 — Find the statement	STEP 3 — Copy the figure
Example: If VMS shows Financial Details for 2023, use the 2023 column in the Audited Financial Statements.	Use the mapping table below to identify the correct financial statement and line item.	Enter the exact amount shown for that year, including any negative sign or bracketed amount.

2. VMS field mapping

Use the "Look for" wording as a search guide. The exact terminology may differ slightly between companies.

No.	VMS field	Look for these words	Usually found in	What to enter
1	**Revenue**	Revenue / Turnover	Statement of Comprehensive Income	The revenue amount for the selected year.
2	**Profit/(Loss) Before Tax**	Profit before taxation / Loss before taxation	Statement of Comprehensive Income	The amount immediately before the taxation line.
3	**Cash and Cash Equivalents**	Cash and cash equivalents / Cash and bank balances	Statement of Financial Position (SOFP); supporting details and reconciliation in the Statement of Cash Flows (SOCF)	Enter the closing/end-of-year Cash and Cash Equivalents amount reported in the SOFP. Refer to the SOCF and relevant notes only for supporting details or reconciliation.
4	**Current Assets**	Total current assets	Statement of Financial Position	The total current assets amount, not an individual asset line.
5	**Current Liabilities**	Total current liabilities	Statement of Financial Position	The total current liabilities amount, not an individual liability line.
6	**Total Assets**	Total assets	Statement of Financial Position	The total assets amount.
7	**Total Liabilities**	Total liabilities	Statement of Financial Position	The total liabilities amount. Do not use total equity and liabilities.
8	**Retained Earnings**	Retained earnings / Accumulated profits / Accumulated losses	Equity section of the Statement of Financial Position	The reported retained earnings or accumulated figure. Keep accumulated losses negative.
9	**Finance Cost**	Finance costs / Finance expenses / Interest expense	Statement of Comprehensive Income or relevant note	Enter the finance cost as a negative amount in VMS. Example: (111,469) in the Audited Financial Statements → -111,469 in VMS.

3. Worked Examples

The examples below show where to locate the required VMS figures in the illustrative Audited Financial Statements. Match the VMS field number to the same numbered financial-statement line. The financial statements and amounts shown are for illustration and guidance only. They do not represent the financial information of any actual company.

Numbering key

Number	VMS field	Source statement
❶	Revenue	SOCI
❷	Profit/(Loss) Before Tax	SOCI
❸	Cash and Cash Equivalents	SOFP
❹	Current Assets	SOFP
❺	Current Liabilities	SOFP
❻	Total Assets	SOFP
❼	Total Liabilities	SOFP
❽	Retained Earnings / Accumulated Losses	SOFP
❾	Finance Cost	SOCI

COMPANY SDN. BHD.

STATEMENT OF COMPREHENSIVE INCOME (SOCI) FOR THE YEAR ENDED 31 DECEMBER 2022

No.	Line item	Note	2022 (RM)
1	**Revenue**	**13**	**2,979,391**
	Less: Direct costs		**(2,094,129)**
	Gross profit		**885,262**
	Other income		**77,592**
	Less: Administrative expenses		**(199,050)**
	Less: Other operating expenses		**(976,011)**
	Loss from operating activities	**14**	**(212,207)**
9	**Finance costs**	**15**	**111,469**
2	**Loss before taxation**		**(323,676)**
	Taxation	**16**	**1,256**
	Loss for the year		**(322,420)**

FINANCE COST: Even when the Audited Financial Statements display Finance Cost as a positive figure, enter it as a negative amount in VMS to reflect the cost correctly

Example shown: 111,469 → enter -111,469 in VMS.

COMPANY SDN. BHD.

STATEMENT OF FINANCIAL POSITION (SOFP) AS AT 31 DECEMBER 2022

No.	Line item	Note	2022 (RM)
	ASSETS		
	NON-CURRENT ASSETS		
	Property, plant and equipment	**4**	**305,892**
	Total non-current assets		**305,892**
	CURRENT ASSETS		
	Trade receivables	**6**	**258,539**
	Other receivables	**7**	**175,444**
	Amount due from directors	**8**	**371,295**
	Tax in credit		**55,000**
	Fixed deposits	**8**	**59,633**
3	**Cash and bank balances**	**9**	**358,012**
4	**Total current assets**		**1,277,923**
6	**Total assets**		**1,583,815**
	EQUITY AND LIABILITIES		
	EQUITY		
	Share capital	**10**	**1,000,000**
8	**Accumulated losses**		**(1,104,745)**
	Total equity		**(104,745)**

	NON-CURRENT LIABILITIES		
	Borrowings	**11**	**1,016,593**
	Total non-current liabilities		**1,016,593**
	CURRENT LIABILITIES		
	Other payables	**12**	**161,998**
	Amount due to directors	**7**	**33,089**
	Tax payables		**267,193**
	Bank overdraft	**9**	**209,687**
5	**Total current liabilities**		**671,967**
7	**Total liabilities**		**1,688,560**
	Total equity and liabilities		**1,583,815**

- DO NOT use "Total Equity and Liabilities" for VMS Total Liabilities. Use the separate "Total Liabilities" line marked 7. Enter the reported amount. Keep accumulated losses negative and retained earnings/profits positive.
  - **Cash and Cash Equivalents**: Use the closing/end-of-year amount reported in the SOFP. Refer to the SOCF and relevant notes for supporting details or reconciliation, including bank overdrafts, pledged or restricted deposits, and other adjustments. Do not calculate or estimate the amount. If unclear, confirm with the company's Finance representative.

COMPANY SDN. BHD.

STATEMENT OF CASH FLOWS (SOCF) FOR THE YEAR ENDED 31 DECEMBER 2022

No.	Line item	Note	2022 (RM)
	Cash flows from operating activities		
	Net cash generated from operating activities		**92,539**
	Cash flows from investing activities		
	Net cash used in investing activities		**(102,000)**
	Cash flows from financing activities		
	Net repayment of term loan		**(149,914)**
	Net repayment of hire-purchase creditors		**(102,477)**
	Net cash used in financing activities		**(252,391)**
	Net decrease in cash and cash equivalents		**(261,852)**
	Cash and cash equivalents at beginning of year		**412,304**
	Cash and cash equivalents at end of year	**9**	**150,452**

CASH AND CASH EQUIVALENTS: Use the closing/end-of-year amount reported in the SOFP. Refer to the SOCF and relevant notes only for supporting details or reconciliation, including differences caused by bank overdrafts, pledged or restricted deposits, or other adjustments.

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