



Vendor Registration Form - Adding/ Removing work category

Section A

Vendor/ contractor details

Company name

PCSB registration No

Company registration No

Country of incorporation

Date of incorporation

Address

Post code

City State Country

Correspondence address

Post code

Contact Email

Office no Mobile no

Other no Fax no

Details of contact person

Name

Designation Email

Contact No Mobile No



Section B

Application for registration as contractor and supplier

Please tick where applicable

Adding of work categories

I/ We wish to apply for additional or remove material/ service category codes:
(Please see attached list for the Material or Service Categories)

Removing of work categories

Note: Issue of new registration certificate (B\$10.00) - For one (1) category

Please send the form back to Progresif

Progresif Cellular Sdn Bhd
Unit 1-5, Block A & B, Spg 137-65, Kg Kiarong, Jln Pasar Baharu,
Gadong, Bandar Seri Begawan, BE1318. Brunei Darussalam
or **Email:** Kertini.besar@progresif.com

I/ We hereby declare that all the details provided in this registration form are true and correct.

SIGN*

HERE _____ |Date / Tarikh |

Name _____

Position _____

For PCSB Administration Purposes

New PCSB registration No: _____

Payment for

\$10.00

Other amount _____



For PCSB Administration Purposes

Site visit conducted by _____ | Date _____

_____ | Date _____

_____ | Date _____

Remarks _____

Status Approved Disapproved KIV / Pending _____ | Date _____

Remarks _____

PCSB registration no _____

Effective date _____ | Expiry date _____

No of approved work category _____

Approved work category(ies) _____

Payment amount _____

Received date _____

Receipt no _____

Corporate Division - Procurement



GUIDELINE FOR COMPLETION OF VENDOR REGISTRATION FORM

Checklist

Submit the documents against the "Vendor Registration Document Checklist" together with the completed registration form. The document to be submitted will vary depending on whether the company registered is a sole proprietor (SP), private company (PRV), partnership (PRT), cooperative (COOP) or an international company (INT) which are identified in the checklist. Incomplete registration forms or incomplete submission of documentations will not be accepted.

Registration Form

SECTION A

Name of company

This refers to the full name of the company that it is registered in accordance to the registrar of companies or registrar of business names in the respective country of which the company is incorporated or established.

PCSB registration

Is a reference given by PCSB after the vendor has been accepted and approved to be registered in PCSB.

Full office address

The address of which the company's office is situated.

Correspondence address

The mailing address for all correspondences or letters.

Office telephone detail

This is the telephone number at which the vendor or the representative can be contacted.

Facsimile/ Fax detail

This is the facsimile number of the vendor that will be used to receive fax.

E-mail address

This is the electronic mail address at which the vendor wishes all electronic mail to be sent to.

Company registration no

Is a unique combination of numbers. It is used to identify your company and verify its legal existence as an incorporated entity. Registry of companies and business names division (ROCBN) will issue a CRN. You will find it printed on your certificate of incorporation.

Date of incorporation

The Date of Incorporation is the date at which the company in particular was incorporated or established. This should be the date of incorporation or date of establishment in the registrar of companies or registrar of business or memorandum of association in the respective countries of which the company has been incorporated.

Country of incorporation

The country of incorporation refers to the country at which the company in particular was formed or the country of which registrar of companies the company in particular was incorporated in.

Details of contact person

The name and the position of the individual of which all forms of communication should be addressed to.

Handphone detail

This is the hand phone number at which the contact person can be contacted and be able to respond immediately.

SECTION B

Material or services

Material/product – the specific material or product for which the vendor wishes to be registered in.
Service - the type of services that the vendor wishes to be registered.

Please refer list of material and service categories.

Declaration

To be signed by the owner of the company or local partner for joint venture companies.

Updating information

No charges being charge for updating information

Remove of work categories

No charges being charge for adding or removing of work categories

For additional not categorized Issue of registration certificate (For one [1] category)

1 (one) category registered will be charge b\$10 for each category for issuing of the registration certificate.

SECTION E (Attachment) - Material list

Material Code	Material Type Description	Material Group Description <i>please tick on the materials</i>
ZM01	Office Supplies	OS- Banners <input type="checkbox"/>
		OS- Batteries <input type="checkbox"/>
		OS- Binding Ring <input type="checkbox"/>
		OS- Name Card/ Badges <input type="checkbox"/>
		OS- CD/ Diskette <input type="checkbox"/>
		OS- Clips <input type="checkbox"/>
		OS- Envelopes <input type="checkbox"/>
		OS- Erasers <input type="checkbox"/>
		OS- Files/ File Dividers <input type="checkbox"/>
		OS- General Supplies <input type="checkbox"/>
		OS- Toner/Ribbon/Ink Cartridge <input type="checkbox"/>
		OS- Tapes <input type="checkbox"/>
		OS- Notebook <input type="checkbox"/>
		OS- Papers <input type="checkbox"/>
		OS- Pens <input type="checkbox"/>
		OS- Plastics <input type="checkbox"/>
		OS- Postage/Rubber Stamps <input type="checkbox"/>
		OS- Printed Book/Form <input type="checkbox"/>
		OS- Printed Card <input type="checkbox"/>
		OS- Printing & Stationery <input type="checkbox"/>
OS- Reading Materials <input type="checkbox"/>		
OS- Signage <input type="checkbox"/>		
OS- Staplers/Staples <input type="checkbox"/>		
OS- Stickers <input type="checkbox"/>		
ZM02	Office Furniture	OS- Office Furniture <input type="checkbox"/>
ZM03	Office Equipment	OS- Office Equipment <input type="checkbox"/>
ZM04	Consumables	CO- Abrasive <input type="checkbox"/>
		CO- Adhesive <input type="checkbox"/>
		CO- Chemicals <input type="checkbox"/>
		CO- Cleaning Items <input type="checkbox"/>
		CO- Component Oil <input type="checkbox"/>
		CO- Electrical Consumables <input type="checkbox"/>
		CO- Electrode <input type="checkbox"/>
		CO- Gas & Utilities <input type="checkbox"/>

Material Code	Material Type Description	Material Group Description <i>please tick on the selected materials</i>
ZM04	Consumables	CO- General <input type="checkbox"/> CO- Metal <input type="checkbox"/> CO- Oil, Lubricant & Grease <input type="checkbox"/> CO- Paints <input type="checkbox"/> CO- Sanitary <input type="checkbox"/> CO- Service Supply Goods <input type="checkbox"/> CO- Solar & Petrol <input type="checkbox"/>
ZM05	Packaging	PK- Boxes <input type="checkbox"/> PK- Bag <input type="checkbox"/> PK- Bakery Packing <input type="checkbox"/> PK- Bottle <input type="checkbox"/> PK- Bubble Wrap <input type="checkbox"/> PK- Can <input type="checkbox"/> PK- Cargo <input type="checkbox"/> PK- Carton <input type="checkbox"/> PK- Containers <input type="checkbox"/> PK- Crates <input type="checkbox"/> PK- Crystal Packing <input type="checkbox"/> PK- Express Packing <input type="checkbox"/> PK- Pallets <input type="checkbox"/> PK- Paper Bag <input type="checkbox"/> PK- Soft Cases Boxes <input type="checkbox"/> PK- Sticker <input type="checkbox"/> PK- Tub <input type="checkbox"/>
ZM06	Tools & Spare Parts	SP- General Parts <input type="checkbox"/> SP- Kitchen Parts <input type="checkbox"/> SP- Crystal Prod Parts <input type="checkbox"/> SP- Warehouse <input type="checkbox"/> SP- Toolset <input type="checkbox"/>
ZM08	Uniform	UF-Staff Uniform <input type="checkbox"/> UF-Retail Store Uniform <input type="checkbox"/> UF-Safety Uniform <input type="checkbox"/>
ZM09	Safety & Security	SS-Fire & Safety accessories <input type="checkbox"/> SS-Security accessories <input type="checkbox"/>
ZM10	Trading Telco	TL- Handset <input type="checkbox"/>

Material Code	Material Type Description	Material Group Description <i>please tick on the materials</i>
ZM10	Trading Telco	TL- Handset Accessories <input type="checkbox"/> TL- Other Mobile Devices <input type="checkbox"/> TL- Sim card <input type="checkbox"/> TL- Top Up Card <input type="checkbox"/>
ZM11	Telco Equipment	TE- Transmission Equipment <input type="checkbox"/> TE- Base station <input type="checkbox"/> TE- Cable Network <input type="checkbox"/> TE- Core network <input type="checkbox"/> TE- Microwave Equipment <input type="checkbox"/> TE- Telco Business System Hardware <input type="checkbox"/> TE- Telco Business System Software <input type="checkbox"/>
ZM21	Telco Services	TS- Post Loc Voice <input type="checkbox"/> TS- Post Loc SMS <input type="checkbox"/> TS- Post Loc Data <input type="checkbox"/> TS- Post IDD Voice <input type="checkbox"/> TS- Post IDD SMS <input type="checkbox"/> TS- Post OB Roam Voice <input type="checkbox"/> TS- Post OB Roam SMS <input type="checkbox"/> TS- Post OB Roam Data <input type="checkbox"/> TS- Post MT Loc Voice <input type="checkbox"/> TS- Post MT IDD Voice <input type="checkbox"/> TS- Post MT OB Roam Voice <input type="checkbox"/> TS-Post Monthly Plan <input type="checkbox"/> TS-Post Suspension <input type="checkbox"/> TS- Pre Loc Voice <input type="checkbox"/> TS- Pre Loc SMS <input type="checkbox"/> TS- Pre Loc Data <input type="checkbox"/> TS- Pre IDD Voice <input type="checkbox"/> TS- Prep IDD SMS <input type="checkbox"/> TS- Pre OB Roam Voice <input type="checkbox"/> TS- Pre OB Roam SMS <input type="checkbox"/> TS- Pre OB Roam Loc Data <input type="checkbox"/> TS- Pre Credit Balance <input type="checkbox"/> TS- Inter Loc Voice <input type="checkbox"/> TS- Inter Loc -SMS <input type="checkbox"/>

Material Code	Material Type Description	Material Group Description <i>please tick on the materials</i>
ZM21	Telco Services	TS- Pre OB Roam Loc Data <input type="checkbox"/>
		TS- Pre Credit Balance <input type="checkbox"/>
		TS- Inter Loc Voice <input type="checkbox"/>
		TS- Inter Loc -SMS <input type="checkbox"/>
		TS- Inter Loc -Video <input type="checkbox"/>
		TS- Inter International-Voice <input type="checkbox"/>
		TS- Inter International SMS <input type="checkbox"/>
		TS- Inter International-Video <input type="checkbox"/>
		TS-IB Roaming <input type="checkbox"/>
		TS- Leased Lines <input type="checkbox"/>
		TS- Data Centre <input type="checkbox"/>
		TS- Fixed Wireless <input type="checkbox"/>

Service Category	Service Category Description	Valuation Class Description
ZS01	General Services	GS- Air Fares <input type="checkbox"/>
		GS- Catering <input type="checkbox"/>
		GS- Cleaning Services <input type="checkbox"/>
		GS- Hotel <input type="checkbox"/>
		GS- Installing <input type="checkbox"/>
		GS- Laundry <input type="checkbox"/>
		GS- Manpower <input type="checkbox"/>
		GS- Medical <input type="checkbox"/>
		GS- Packaging <input type="checkbox"/>
		GS- Pest Control <input type="checkbox"/>
		GS- Printing Services <input type="checkbox"/>
		GS- Sanitation Management <input type="checkbox"/>
		GS- Security <input type="checkbox"/>
		GS- Storage <input type="checkbox"/>
		GS- Uniform <input type="checkbox"/>
		GS- Visa Fees <input type="checkbox"/>
ZS02	Repair & Maintenance	RM- AC & Cold Room Maint <input type="checkbox"/>
		RM-Buildings & Facilities <input type="checkbox"/>
		RM- Renovation Works <input type="checkbox"/>

Service Category	Service Category Description	Material Group Description <i>please tick on the materials</i>
ZS02	Repaid & Maintenance	RM- Building <input type="checkbox"/> RM- Light Bulb <input type="checkbox"/> RM-Air Conditioning <input type="checkbox"/> RM-Chiller & Freezer <input type="checkbox"/> RM-Communication Dev <input type="checkbox"/> RM-Customer Support Serv <input type="checkbox"/> RM-Electro & Electric Dev <input type="checkbox"/> RM-Equipment <input type="checkbox"/> RM-Forklift <input type="checkbox"/> RM-Gen Motor Vehicles <input type="checkbox"/> RM-Machinery & Equip <input type="checkbox"/> RM-Maintenance Item <input type="checkbox"/> RM-Off Computer Equip <input type="checkbox"/> RM-Off Furniture & Fittings <input type="checkbox"/> RM-Office Equip Maint <input type="checkbox"/> RM-Spares Mgt Serv <input type="checkbox"/> RM-Tractor <input type="checkbox"/>
ZS03	Rental	RN- Communication Rental <input type="checkbox"/> RN- Electronic & Electrical Devices <input type="checkbox"/> RN- Furniture & Fittings <input type="checkbox"/> RN- Hall <input type="checkbox"/> RN- Office <input type="checkbox"/> RN- Office Equipment <input type="checkbox"/> RN- Residential <input type="checkbox"/> RN- Ship/Boat <input type="checkbox"/> RN- Store <input type="checkbox"/> RN- Transportation Vehicles <input type="checkbox"/>
ZS04	Transportation	TR- Parking <input type="checkbox"/> TR- Shipping Cost <input type="checkbox"/> TR- Mileage <input type="checkbox"/> TR- Handling/Transport <input type="checkbox"/> TR- Courier <input type="checkbox"/>
ZS05	Professional Services	PS- Accountancy & Surveillance Audit <input type="checkbox"/> PS- Consultancy & Management <input type="checkbox"/> PS- Consultant Ticket & Hotel <input type="checkbox"/>

Service Category	Service Category Description	Material Group Description <i>please tick on the materials</i>
ZS05	Professional Services	PS- Corporate Secretarial <input type="checkbox"/> PS- Debt Collection <input type="checkbox"/> PS- DGR Invigi Ticket & Hotel <input type="checkbox"/> PS- DGR Invigilator <input type="checkbox"/> PS- Legal Services <input type="checkbox"/> PS- Membership <input type="checkbox"/> PS- Numbering <input type="checkbox"/> PS- Outsourcing <input type="checkbox"/> PS- Professional <input type="checkbox"/> PS- Registrar of Companies <input type="checkbox"/> PS- Stamp Duty <input type="checkbox"/> PS- Survey Fees <input type="checkbox"/> PS- Tax Fees <input type="checkbox"/> PS- Tender Fees <input type="checkbox"/> PS- Training <input type="checkbox"/>
ZS06	Sales & Marketing Services	SM- Advertising <input type="checkbox"/> SM- Agency Fees <input type="checkbox"/> SM- Branding <input type="checkbox"/> SM- Brochures Serv <input type="checkbox"/> SM- Complimentary <input type="checkbox"/> SM- Conferences & Exhibition <input type="checkbox"/> SM- Decorations Service <input type="checkbox"/> SM- Gifts & Souvenir <input type="checkbox"/> SM- Entertainment <input type="checkbox"/> SM- Launching Expenditure <input type="checkbox"/> SM- Magazine Media <input type="checkbox"/> SM- Market Research <input type="checkbox"/> SM- Newspaper Media <input type="checkbox"/> SM- Outdoor Media <input type="checkbox"/> SM- Radio Media <input type="checkbox"/> SM- Sponsorship <input type="checkbox"/> SM- TV & Cinema Media <input type="checkbox"/> SM- Web & Social Media <input type="checkbox"/>
ZS07	IT & Security	IT- Bank System Services <input type="checkbox"/> IT- Call Center Services <input type="checkbox"/>

Service Category	Service Category Description	Material Group Description <i>please tick on the materials</i>
ZS07	IT & Security	IT- CCTV Services <input type="checkbox"/> IT- Computer Accessories <input type="checkbox"/> IT- Hardware Expenses <input type="checkbox"/> IT- License Fee <input type="checkbox"/> IT- Manpower Services <input type="checkbox"/> IT- Money in Transit <input type="checkbox"/> IT- Network & Cabling <input type="checkbox"/> IT- Printing Services <input type="checkbox"/> IT- Repair & Maintenance <input type="checkbox"/> IT- Security Services <input type="checkbox"/> IT- Service Provider <input type="checkbox"/> IT- Software Expenses <input type="checkbox"/> IT- Software License Fees <input type="checkbox"/> IT- Storage Services <input type="checkbox"/> IT- Subscription Fee <input type="checkbox"/>
ZS08	Licences	LI- License Fee <input type="checkbox"/> LI- Communication Devices <input type="checkbox"/> LI- Dealers <input type="checkbox"/>
ZS09	Insurance	IN- Compensation <input type="checkbox"/> IN- Gen Liability <input type="checkbox"/> IN- Vehicle & Road Tax <input type="checkbox"/> IN- Corp Medical <input type="checkbox"/> IN- Motor & Vehicle <input type="checkbox"/> IN- Equipment & Machinery <input type="checkbox"/> IN- Group Hospital & Surgical <input type="checkbox"/> IN- Money In Transit <input type="checkbox"/> IN- Group Term Life <input type="checkbox"/> IN- Business Interruptions <input type="checkbox"/>

Vendor/ contractor details

Please provide the following documentations for Adding / Remove Material / Service Work Category where applicable:

✓ = It is a MANDATORY requirement. Failure to provide these documents will not be entertained to register.

DOCUMENTATIONS	Type of Company				
	SP	COOP	PRT	PVT / Sdn Bhd	INT
Copy of Particulars of Directors of Managers (If any Changes) (For local - Form X to be provided. For International please provide official documentations) (If any Changes)	✓	✓	✓	✓	✓
Copy of Memorandum & Articles of Association with Principle or Subcontractor				✓	
Copy of IC/Passport of Proprietor/Partners/Shareholders (If any Changes)	✓	✓	✓	✓	✓
Updated Company profile	✓	✓	✓	✓	✓
Specific for Material or Product Registration					
Copy of Letter of Agency/Representation and letter of support from OEM or principal	✓	✓	✓	✓	✓
Material or product catalogues or brochures	✓	✓	✓	✓	✓
Copy of letter from Manufacturer stating warranty - if any	✓	✓	✓	✓	✓

LEGEND

SP - Sole Proprietor

COOP - Cooperative

PRT - Partnership

INT - International

PRV/Sdn Bhd - Private Company Ltd / Sendirian Berhad

