

Checklist

Documentation Required	Type of Company				
	PVT/ Sdn Bhd	SP	COOP	PRT	INT
Copy of Certificate of Registration (Cooperatives)			✓		
Copy of Constitution			✓		
Copy of Certificate of Registration of Business Name (Section 16 & 17)		✓		✓	
Copy of Partnership Agreement				✓	
Copy of Certificate of Incorporation	✓				✓
Copy of Particular of Directors or Managers (For local – Form X to be submitted. For international vendors, please provide proof via any official documentation).	✓	✓	✓	✓	✓
Copy of Memorandum & Articles of Association	✓				
Copy of Return on the Allotment of Shares (Section 45)	✓				
Copy of Notice of Change in the situation of the Registered Office (if applicable)	✓				
Copy of Company's latest list of Members to Accompany Annual Return	✓				
Copy of Share Certificates	✓				
Copy of IC / Passport of Proprietor/Partners/Shareholders	✓	✓	✓	✓	✓
Legend: PVT/Sdn Bhd = Private Company Ltd/Sendirian Berhad SP = Sole Proprietor COOP = Cooperative PRT = Partnership INT = International (outside Brunei Darussalam)					

***Note:** For registration in Work Categories, vendors are required to provide the necessary supporting documentation such as qualifications, project experience, and for Reps, Technical Support and Agents, a copy of Letter of Agency / Representation / Letter of Support from OEM Distribution with Expiry Date.

For registration in Product Groups, vendors are required to provide a copy of Letter of Agency / Representation / Letter of Support from OEM Distribution with Expiry Date and Product Catalogue (for Reps, Technical Support and Agents), Material Specification Datasheet (if applicable) and Copy of warranty pass from manufacturer (If applicable).