

# VENDOR REGISTRATION WITH BGC STEP-BY-STEP GUIDE

1. Please visit [www.bgc.com.bn](http://www.bgc.com.bn). When you scroll down the page you will see the image as per Fig.1 below. Please click on “Register Here”.

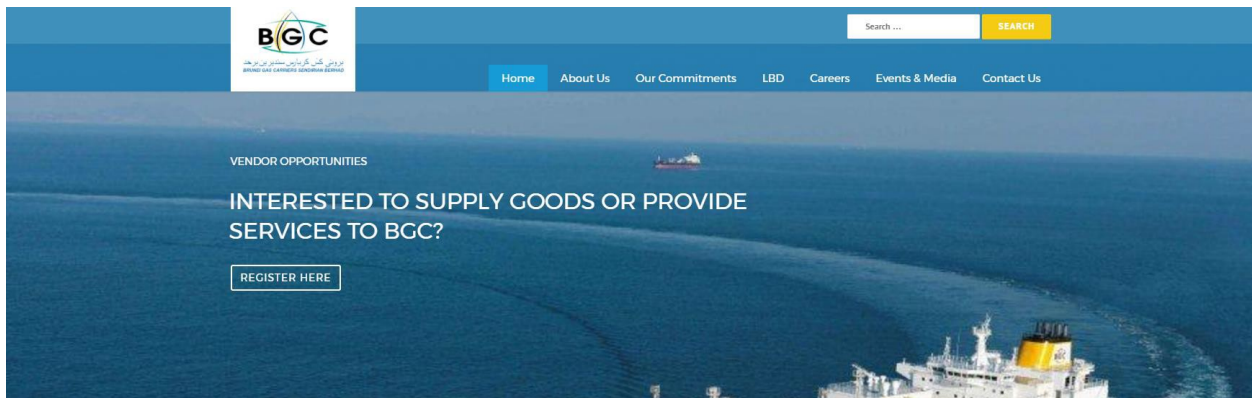


Fig 1

2. You will then be directed to the page as per Fig 2 below. Please click on “Register Now”.

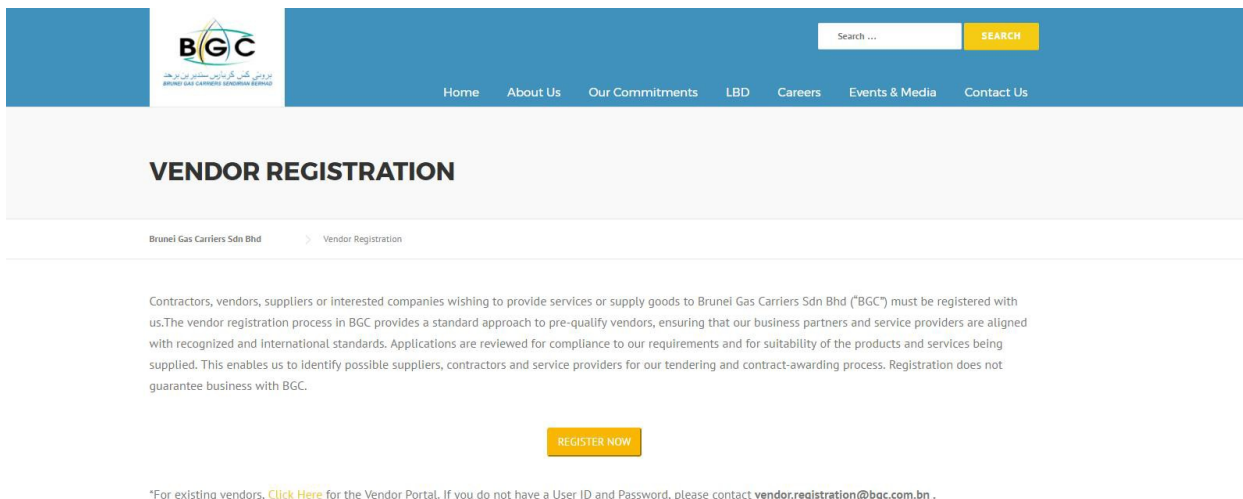


Fig 2

3. A pop-up page will appear as per Fig 3 below. Please read and understand Directive No. 2 of the Local Business Development Framework for the Oil & Gas Industry of Brunei Darussalam and confirm your understanding of the Local Business Development requirement. International companies are also requested to indicate their confirmation and understanding of the Local Business Development Framework. Please click [here](#) for the link to the Local Business Development Directive. Once you have ticked the box, please click "Next" to proceed.

The screenshot shows a registration form titled "REGISTER NOW" with a progress bar at the top containing seven steps: STEP 1, STEP 2, STEP 3-A, STEP 3-B, STEP 3-C, STEP 3-D, and STEP 3-E. Step 1 is highlighted in blue. Below the progress bar, the form content is as follows:

Step 1: Are you eligible?

To register with Brunei Gas Carriers Sdn Bhd, you must first ensure that you have fulfilled the Local Business Development Framework requirement.

The Local Business Development Framework reflects the Energy Department, Prime Minister's Office Directive No. 2, Local Business Development Framework for the Oil & Gas Industry which has been in effect since 1st February 2012. [Click here](#) to find out more about EDPMO's LBD Directives.

As part of the LBD Framework, Work Categories/Product Groups are allocated in accordance to the LBD quadrants i.e. Highly Specialised, Core, Development and Basic. Work Categories/Product Groups allow Vendors to be registered for certain work specialties. When work is required in a certain specialty, only Vendors registered in that Work Category/Product Group will be invited for Tender.

[Click here](#) for LBD Requirements.

I fulfill all LBD framework requirement.

At the bottom of the form, there are two buttons: "< PREVIOUS" and "NEXT >".

**Fig 3**

4. You will then be directed to Step 2. Please tick the box to confirm that you have all the necessary documentation and click "Next". You can refer to [Appendix 1: Vendor Registration Documentation Checklist](#) for a full list of the required documentation.

**REGISTER NOW**

1 2 3 4 5 6 7  
STEP 1 STEP 2 STEP 3-A STEP 3-B STEP 3-C STEP 3-D STEP 3-E

Step 2: Is your documentation complete?

If you are in compliance to the requirements of the LBD Framework , ensure that you have all the required documentation as per the checklist.

Attach all required documentation as per the checklist when you are submitting your registration form for verification. Forms which are submitted without all required documentation attached will result in a delay in the process of your application.

Click [here](#) for the checklist.

**\*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).

I have all the necessary documentations.

< PREVIOUS      NEXT >

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**Fig 4**

5. You will then be directed to Step 3 which requires you to fill in the details as in Fig 5-Fig 10 below.

*Tip: Please provide the telephone no., fax no. and email address of the primary point of contact for your organization who BGC will refer to for any enquiries which may regard tenders or RFQs.*

1 STEP 1    2 STEP 2    3 STEP 3-A    4 STEP 3-B    5 STEP 3-C    6 STEP 3-D    7 STEP 3-E

Step 3: Registration

If you are satisfied you have fulfilled all registration criteria, complete the Vendor Registration Form attaching all required documentation and submit.

Section A: Company Information

Name\*  
*of company*

Type\*  
*of company* Select An Option

Company Address\*  
*Full address including city, postal code and country.*

Postal Address  
*If different from company address.*

Tel. No.\*  
*of company*

Fax. No.\*  
*of company*

Email\*  
*address*

Website  
*of company*

Save for later

< PREVIOUS    NEXT >

**Fig 5**

## Note to Vendors:

- The Bank Account that you upload should be consistent with the bank account stated in your invoice.
- Please fill in the template in [Appendix 2: Vendor Registration Form Exemptions](#) and upload accordingly for any information that you are not able to provide or if the size of your uploads are too large.

1 STEP 1      2 STEP 2      3 STEP 3-A      4 STEP 3-B      5 STEP 3-C      6 STEP 3-D      7 STEP 3-E

Step 3: Registration (continued)

**ROC/ROBN No.\***  Required  
Registry of Companies/Registry of Companies and Business Names No.

**Date of Incorporation\***  Required 

**D-U-N-S No.**   
Data Universal Numbering System No. as assigned by Dun & Bradstreet

**Country\***  Required  
of Incorporation

BANK DETAILS

**Account No.\***  Required

**Account Name\***  Required

**Bank Name\***  Required

**Bank Address\***  Required

**IBAN No.**   
International Bank Account Number which is normally only applicable for overseas bank accounts

**Sort Code**   
An identification code for British banks to identify the bank and branch where the account is held and is used for Domestic transfers within UK

**Swift Code\***  Required  
An identification code for identifying the bank and branch where the account is held or where the transfer is made to. Please refer to [www.swiftcodes.com](http://www.swiftcodes.com) to look up the swift codes of your bank

**Fig 6**

**Note to Vendors:**

- Please fill in the template in [Appendix 2: Vendor Registration Form Exemptions](#) and upload accordingly for any information that you are not able to provide or if the size of your uploads are too large.



**Correspondent Bank**  
A correspondent bank is a financial institution that acts as the domestic bank's agent to a foreign bank as there is no direct linkage between the domestic and foreign bank

**Correspondent Address**  
The address of the correspondent bank

**Bank Account Verification**  
Please attach a copy of your Bank Statement Header for verifying account details

**Bank Authorised Signatory Letter**  
Please attach a copy of Letter of Authorised Signatories from your bank

**COMPANY OWNERSHIP**

**FOR LOCAL COMPANIES: INCOMPLETE SUBMISSION OF THIS SECTION WILL MEAN IMMEDIATE REJECTION OF YOUR APPLICATION.**

**No. of Shareholders** 1

**Shareholder's Name #1**

**Percentage of Shareholding**  
Shareholder #1

**ID Type**  
Shareholder #1 Select Type

**Shareholder #1** Upload ID

**Remarks**

Save for later

PREVIOUS NEXT

**Fig 7**

**Note to Vendors:**

- Please fill in the template in [Appendix 2: Vendor Registration Form Exemptions](#) and upload accordingly for any information that you are not able to provide or if the size of your uploads are too large.

The screenshot displays a multi-step registration process. At the top, a progress bar shows seven steps: STEP 1, STEP 2, STEP 3-A, STEP 3-B, STEP 3-C (highlighted in blue), STEP 3-D, and STEP 3-E. The main content area is titled 'Step 3: Registration (continued)' and features a 'SUPPORTING DOCUMENTS' section. This section contains four items, each with an 'Upload document' button: 'Company Profile', 'Copy of Certificate of Incorporation', 'Copy of Particulars of Directors or Manager', and 'Others (please specify)'. Below these is an 'Attachment List' section with a text area and a 'Save for later' checkbox. At the bottom, there are 'PREVIOUS' and 'NEXT' navigation buttons.

**Fig 8**

**Note to vendors:** If your registration is not related to a Tender, please input your organisation's focal point information under Section B: Authorised Collector for Tenders.

1 STEP 1 — 2 STEP 2 — 3 STEP 3-A — 4 STEP 3-B — 5 STEP 3-C — 6 STEP 3-D — 7 STEP 3-E

Step 3: Registration (continued)

**Section B: Authorised Collector for Tenders**

First name\*  Required

Last name\*

Type of ID\*

ID No.\*

Scanned copy of ID

**Section C: Declaration of Conflict of Interest**

You must declare if you have family members or spouses that are employees of Brunei Gas Carriers Sdn Bhd.

I would like to declare  Not Applicable

Name\*

Department\*

Indicator\*

Relationship\*

Save for later.

**Fig 9**



**Note to vendors:** Please take note of the LBD Framework as described in Section 2 when selecting your respective Work Categories. Please describe the nature of your products/services in the Product/Service field. Insufficient information in your supporting documentation with regards to the product/services you provide may be grounds for rejection of your application.

- 1 STEP 1      2 STEP 2      3 STEP 3-A      4 STEP 3-B      5 STEP 3-C      6 STEP 3-D      **7 STEP 3-E**

Step 3: Registration (continued)

Section D: Work Category/Product Group Registration

BGC complies with EIDPMO's Directive No. 2 LBD Framework where certain work categories/product groups can be serviced/supplied by specific types of companies. Please refer to the above for criteria of companies that can provide the work categories/products under the identified quadrants. Please select up to 3 work categories/product groups which your company wishes to provide to BGC.

If you wish to register in additional categories you may do so upon successful registration process.

For a list of the Work Categories & Product Groups please click [here](#).

Choose Quadrant #1\*  Highly Specialised  Core  Development  Basic

Choose Quadrant #2  Highly Specialised  Core  Development  Basic

Choose Quadrant #3  Highly Specialised  Core  Development  Basic

**Product/Service\***  
*Please indicate the type of product/service your Company provides.*

All categories you wish to register in must attach supporting documentation. 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).

\*You may refer to your BGC focal point or the Vendor Registration Team to select the appropriate category.

Company Brochure *if applicable*

Authorisation Letters *if applicable*

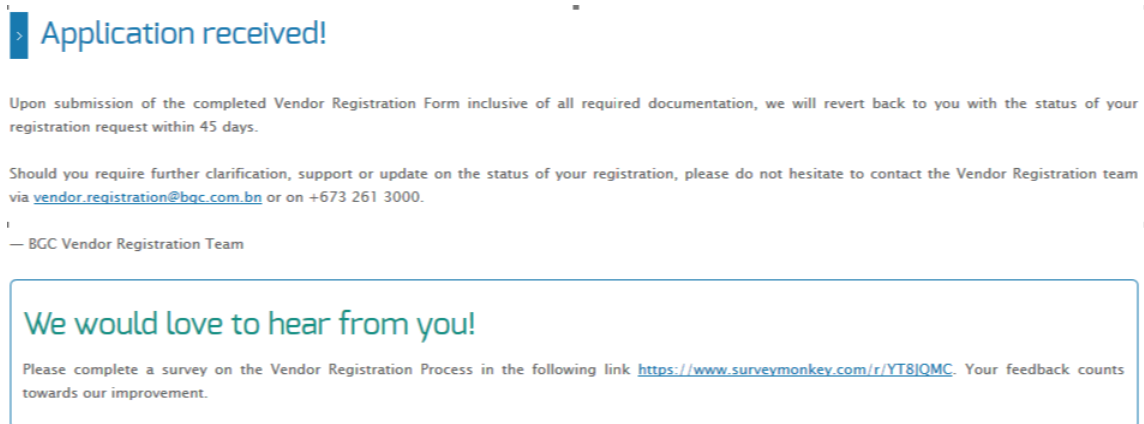
Please note the [Terms and Conditions](#) of the Registration, which shall be bound upon the submission of this registration form.

Name of Focal Point\*

Position Held\*

I declare that all above details are true and correct.

6. Upon clicking the "Submit Form", you should receive the following message after a few minutes:



If you have not received the above message, you can check the status of your submission with the Vendor Registration Team via email at [vendor.registration@bgc.com.bn](mailto:vendor.registration@bgc.com.bn).

You will be notified if your application was successful or unsuccessful. Successful applicants will receive an email from the Vendor Registration Team with your User ID and password to access the Vendor Portal. In the event that BGC wishes to contact your organisation, emails will be directed to the email address that was provided in the Vendor Registration Online Form.

Thank you for your interest in registering with Brunei Gas Carriers Sdn Bhd.

## Appendix 1: Vendor Registration Documentation 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	✓	✓	✓	✓	✓
<b>Legend:</b> <b>PVT/Sdn Bhd</b> = Private Company Ltd/Sendirian Berhad <b>SP</b> = Sole Proprietor <b>COOP</b> = Cooperative <b>PRT</b> = Partnership <b>INT</b> = International (outside Brunei Darussalam)					

Appendix 2: Vendor Registration Form Exemptions

<b>Exempted Document:</b>	<b>Reason for exemption:</b> <i>(Please select the applicable box)</i>	<b>Remarks:</b> <i>(Please elaborate on reason for exemption)</i>
Bank Authorised Signatory Letter	<input type="checkbox"/> Confidentiality <input type="checkbox"/> Unavailability of document <input type="checkbox"/> File is too large and sent to BGC's VR email <input type="checkbox"/> Others	
Shareholder Information	<input type="checkbox"/> Confidentiality <input type="checkbox"/> Unavailability of document <input type="checkbox"/> File is too large and sent to BGC's VR email <input type="checkbox"/> Not Applicable <input type="checkbox"/> Others	
Certificate of Incorporation/Registration/Constitution/Partnership	<input type="checkbox"/> Confidentiality <input type="checkbox"/> Unavailability of document <input type="checkbox"/> File is too large and sent to BGC's VR email <input type="checkbox"/> Not Applicable <input type="checkbox"/> Others	
Memorandum and Articles of Association	<input type="checkbox"/> Confidentiality <input type="checkbox"/> Unavailability of document <input type="checkbox"/> File is too large and sent to BGC's VR email <input type="checkbox"/> Not Applicable <input type="checkbox"/> Others	
Return on Allotment of Shares	<input type="checkbox"/> Confidentiality <input type="checkbox"/> Unavailability of document <input type="checkbox"/> File is too large and sent to BGC's VR email <input type="checkbox"/> Not Applicable <input type="checkbox"/> Others	
Latest List of Members to Accompany Annual Return	<input type="checkbox"/> Confidentiality <input type="checkbox"/> Unavailability of document <input type="checkbox"/> File is too large and sent to BGC's VR email <input type="checkbox"/> Not Applicable <input type="checkbox"/> Others	

Share Certificates	<input type="checkbox"/> Confidentiality <input type="checkbox"/> Unavailability of document <input type="checkbox"/> File is too large and sent to BGC's VR email <input type="checkbox"/> Not Applicable <input type="checkbox"/> Others	
IC/Passport of Proprietor/Partners/Shareholders	<input type="checkbox"/> Confidentiality <input type="checkbox"/> Unavailability of document <input type="checkbox"/> File is too large and sent to BGC's VR email <input type="checkbox"/> Not Applicable <input type="checkbox"/> Others	
Particulars of Director/Manager	<input type="checkbox"/> Confidentiality <input type="checkbox"/> Unavailability of document <input type="checkbox"/> File is too large and sent to BGC's VR email <input type="checkbox"/> Not Applicable <input type="checkbox"/> Others	
Others (E.g Scanned Copy of ID, Company Brochure, Authorisation Letters)	<input type="checkbox"/> Confidentiality <input type="checkbox"/> Unavailability of document <input type="checkbox"/> File is too large and sent to BGC's VR email <input type="checkbox"/> Not Applicable <input type="checkbox"/> Others	