

# GROUP PROCUREMENT



## PETRONAS LICENSING MANAGEMENT SYSTEM (PLMS) SUPPLIER USER GUIDE

FEBRUARY 2023



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# List of Abbreviations

AFS	Audited Financial Statement
BO	Beneficial Ownership
FPX	Financial Process Exchange
IC	Identity Card
FOAR	Form of Annual Return
KYC	Know Your Counterparty
LLRC	List of Licensed/Registered Companies
MEDAC	Ministry of Entrepreneur Development and Cooperatives
MTR	Minimum Technical Requirement
NRIC	National Registration Identity Card
PB	Professional Bodies
PLMS	PETRONAS Licensing Management System
PUKONSA	Pusat Pendaftaran Kontraktor Kerja, Bekalan dan Perkhidmatan Negeri Sabah
ROC	Registration of Company
ROB	Registration of Business
SPANS	Sijil Perniagaan Anak Negeri Sabah

SSM	Suruhanjaya Syarikat Malaysia
STB	Sijil Taraf Bumi
TT	Telegraphic Transfer
UPKJ	Unit Pendaftaran Kontraktor Dan Juruperunding

# Objectives

The purpose of this document is to provide an overview and steps to navigate through PLMS as well as the capability to perform licensing and registration tasks in the system.

The contents curated in this document allows Supplier to achieve the following:

- 1 To obtain an understanding on how to **navigate through** the licensing and registration platform and its functionalities.
- 2 To be equipped with sufficient knowledge to **use the system** based on the **functions and features** available.
- 3 To recognise the **high-level benefits** of the system and the **new ways of working** around it.



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PROCUREMENT**

**DGP**

**OVERVIEW &  
NEW WAYS OF WORKING**

# Introducing PLMS

**PETRONAS Licensing Management System (PLMS)** is designed around improved efficiency, intuitive navigation and will complement the **GEP SMART™** procurement platform to create a seamless end-to-end procurement experience.

## PETRONAS LICENSING MANAGEMENT SYSTEM

1

### Simplified Licensing and Registration Process

Easy reference and transparency on application status



2

### Intuitive System Navigation

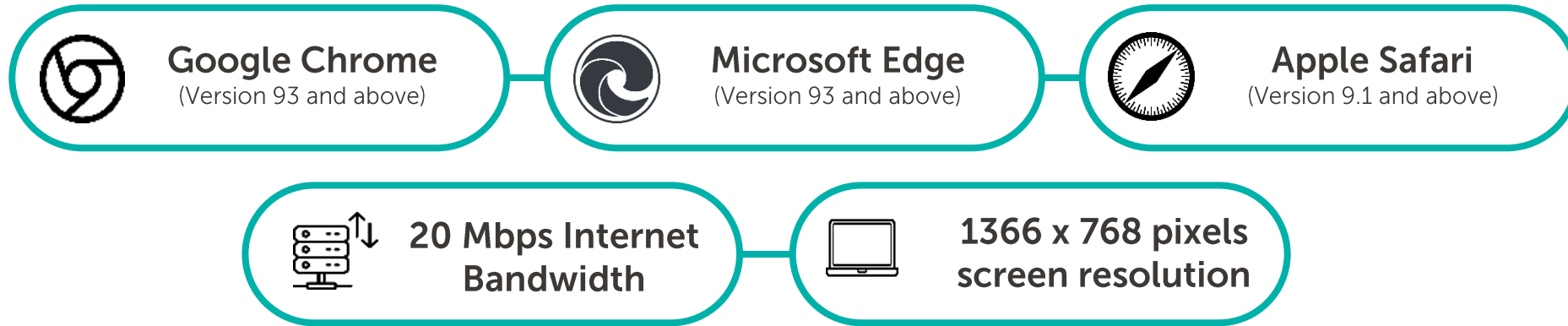
A responsive interface that enhances user experience



# System Requirements

1

Recommended requirements to browse PETRONAS Licensing Management System (PLMS).



2

**IMPORTANT: As per PETRONAS Cyber Security requirement, only company email address & GMAIL & are accepted for the creation of PLMS account.**

If the current email address being used is other than the above e.g. Yahoo or Hotmail domain (@yahoo.com, @Hotmail.com), please create a new email address and log a ticket to [lrs\\_enquiries@petronas.com](mailto:lrs_enquiries@petronas.com) to update the current registered email for PLMS account creation.

3

**Please assign the right personnel to manage supplier's account in PLMS.**

The personnel will be receiving all notifications and is responsible in handling the supplier's license & registration activities with PETRONAS.

# New Ways of Working



## Cross Functional Collaboration

The online and integrated platform provides Supplier the opportunity to **collaborate with PETRONAS more efficiently**.



## Proactive Ownership

Supplier is empowered to **proactively monitor** its License or Registration application using the platform's centralised notification system and **update changes** to company profile.



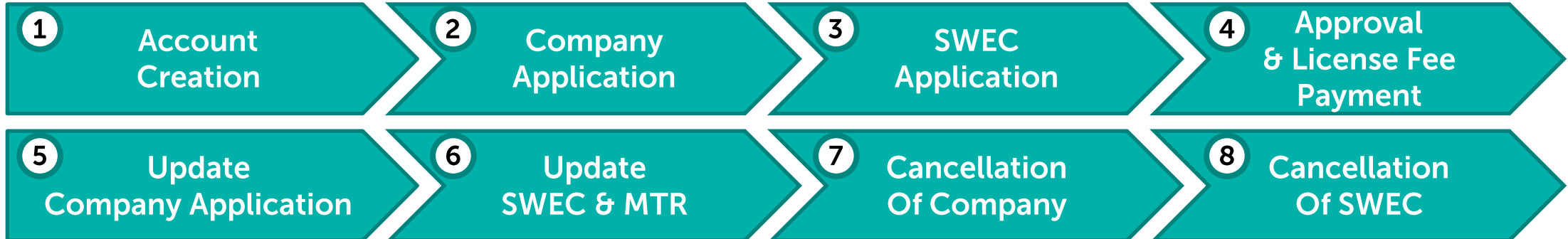
## Embrace Technology

Supplier is encouraged to adopt an **open mindset** and **actively utilise** the new platform and elevate their ways of working.



# APPLICATION DEEP DIVE

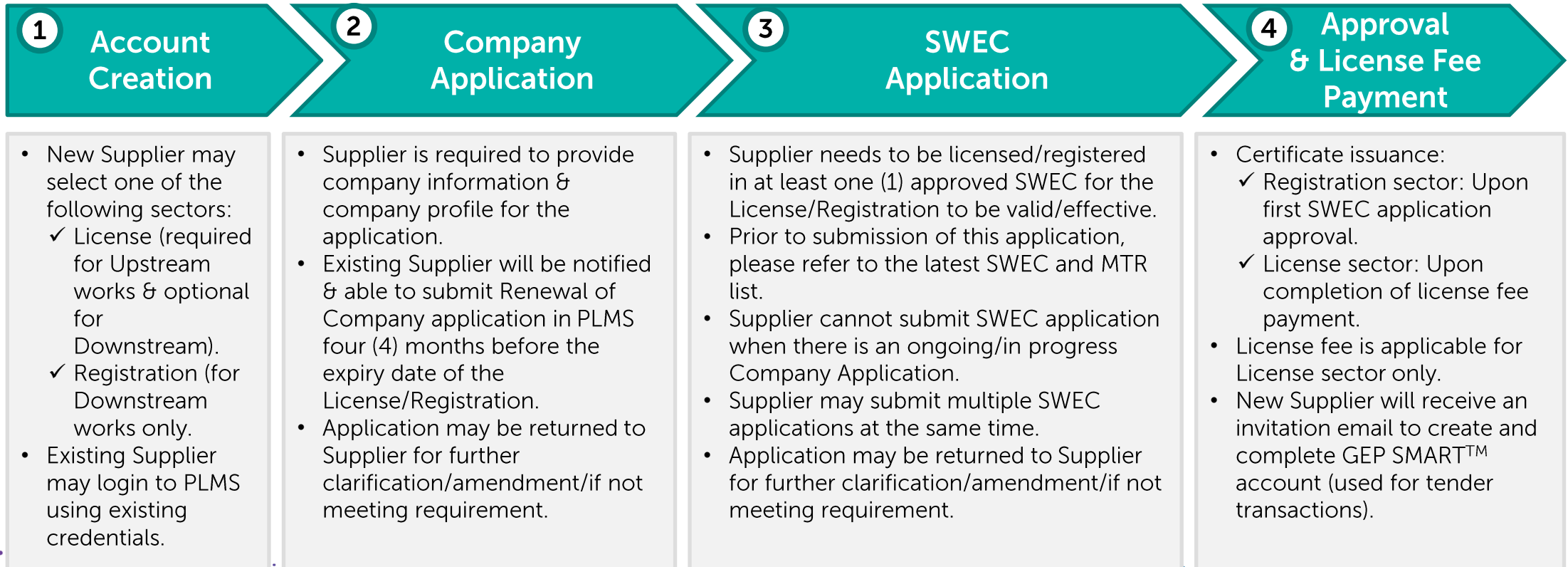
## General Functions



# The Licensing & Registration Experience

PETRONAS License and Registration applications are based on self-service concept via online submission through PLMS.

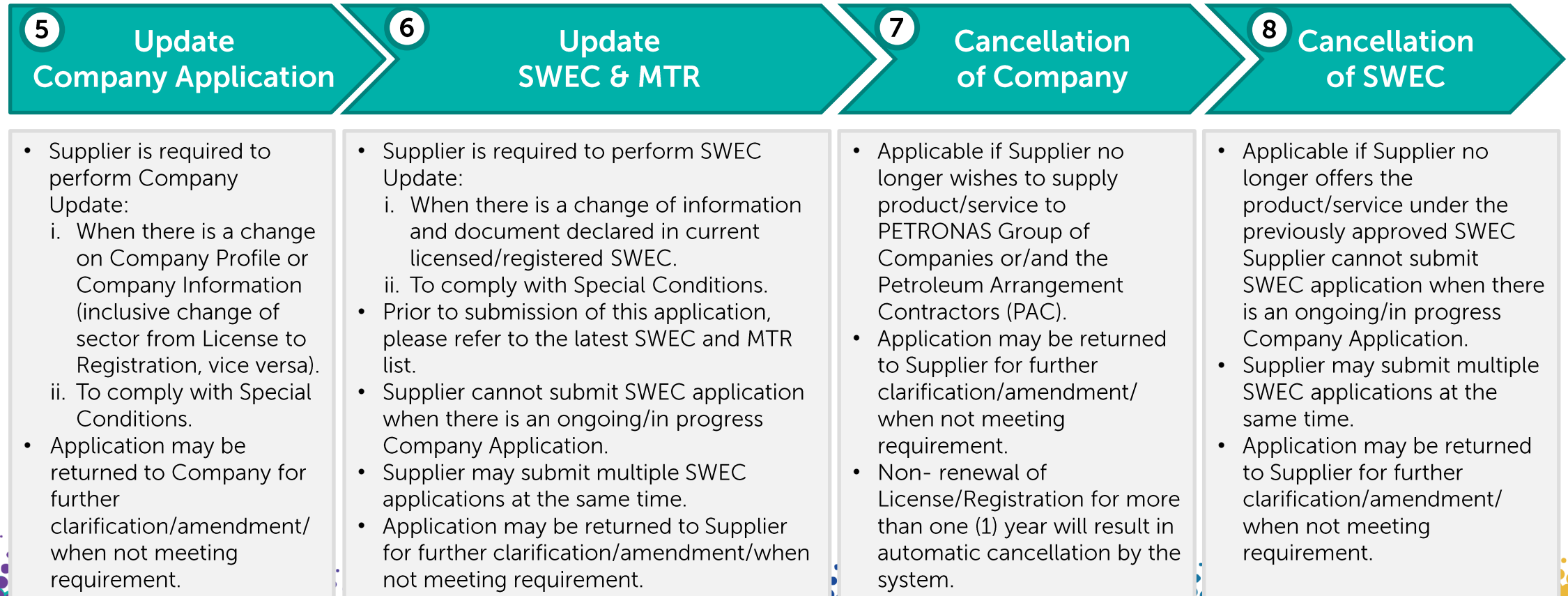
## General Functions



# The Licensing & Registration Experience

PETRONAS License and Registration applications are based on self-service concept via online submission through PLMS.

## General Functions



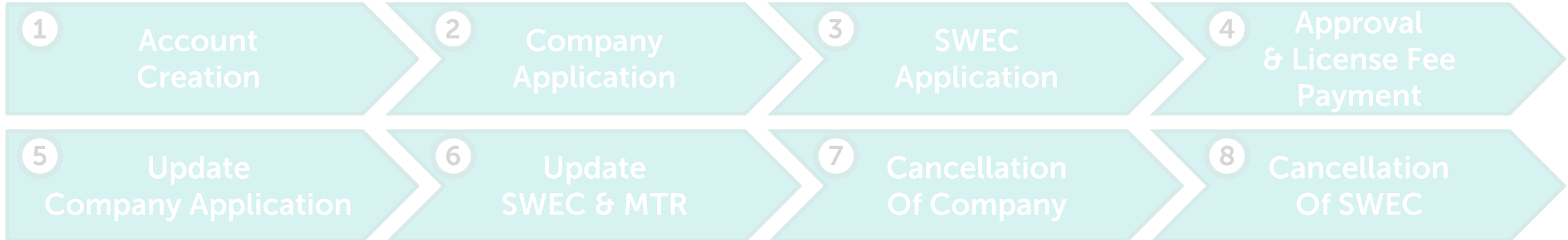


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**GENERAL FUNCTIONS**

# APPLICATION DEEP DIVE

## General Functions



# General Functions

The system general functions and features are covered in this section.

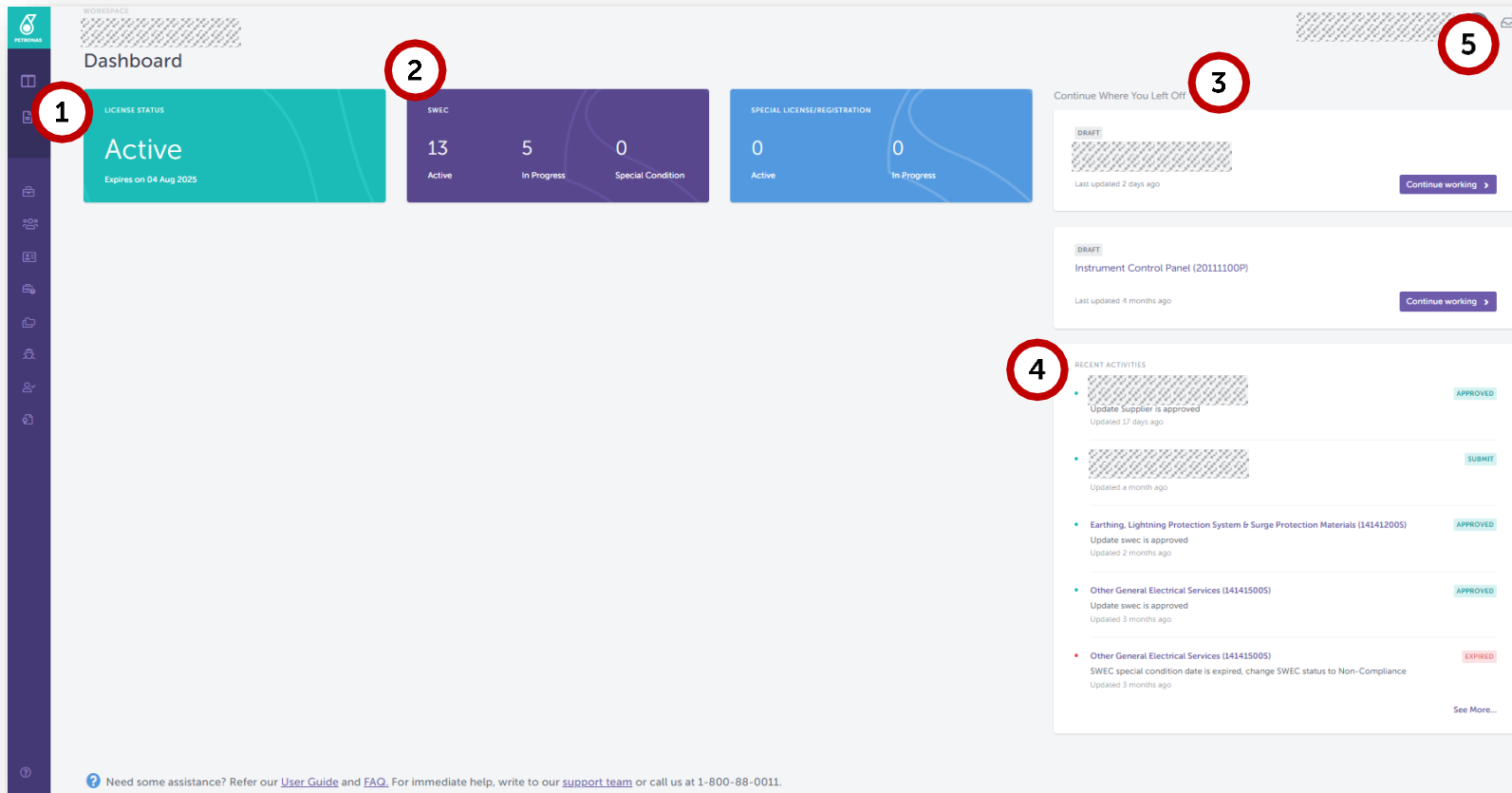
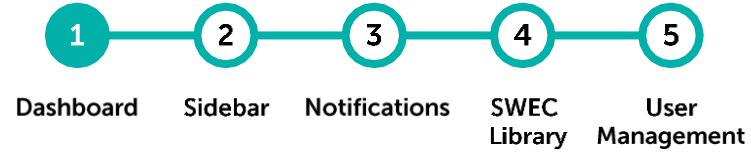
## LEARNING OBJECTIVES

Supplier will learn the basic system features and be familiar with the interface to capably navigate PLMS portal.



# Dashboard

The dashboard and its components give an overview of application(s) status and progress.



1 The 'License Status' card shows that the Supplier's current License/Registration status is Active with the License/Registration expiry date.

**Note:** This card is not visible when the Supplier's License/Registration status is not Active.

2 The 'SWEC Status' card indicates the number of SWECs that Supplier is licensed or registered in and the summary of SWECs status (i.e. Active, Inactive, Has Special Condition).

3 'Continue Where You Left Off' card will display application which is in draft status.

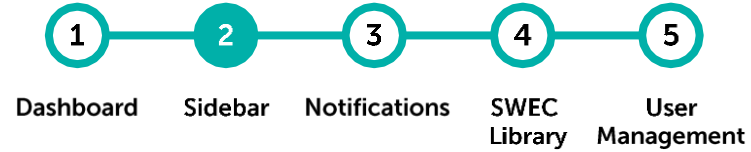
**Note:** Supplier may click on the 'Continue working' button to proceed with the Application.

4 'Recent Activities' card shows the recent activities performed, or actions taken for submitted applications.

5 'Notification Inbox' consolidates all updates, notifications and announcements.

# Sidebar

The sidebar hosts links to relevant sections in PLMS.



**Licensing Management**  
PETRONAS

WORKSPACE

**Dashboard**

Welcome to the major league

You are now a fully-activated PETRONAS Supplier. With this license, you are eligible to bid for oil and gas tenders in Malaysia. Be sure to apply for other SWECs relevant to your business so you can be in the best position to take on the opportunities.

Hide this message

**LICENSE STATUS**  
Active  
Expires on 11 Nov 2023

**SWEC**  
25 0 0  
Active In Prog... Special Con...

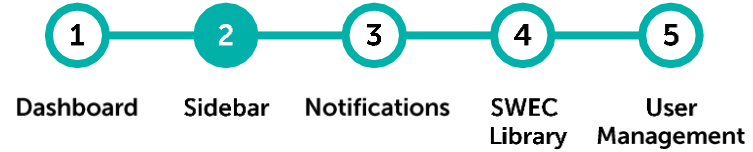
**SPECIAL LICENSE/REGISTRATION**  
0 1  
Active In Progress

- 1 Hover to the '**Sidebar**' to expand it.
- 2 '**SWEC**' library allows Supplier to:
  - Check the available SWECs and its MTR.
  - Apply new SWEC.
  - View the bookmarked SWEC.
  - View, renew, update & cancel Supplier's existing SWECs.
- 3 '**Company Profile**' displays the approved company information & License Information (if applicable).
- 4 '**Employee**' displays the list of employees declared in PLMS, the employees' details and status.
- 5 '**Principal**' displays the list of principals declared in PLMS, the principals' details and status.
- 6 '**Project**' displays the list of projects declared in PLMS, the projects' details and status.
- 7 '**Documents**' displays the list of documents declared in PLMS, the documents' details and status.



# Sidebar

The sidebar hosts links to relevant sections in PLMS.



**Licensing Management**  
PETRONAS

WORKSPACE

## Dashboard

Welcome to the major league

You are now a fully-activated PETRONAS Supplier. With this license, you are eligible to bid for oil and gas tenders in Malaysia. Be sure to apply for other SWECS relevant to your business so you can be in the best position to take on the opportunities.

Hide this message

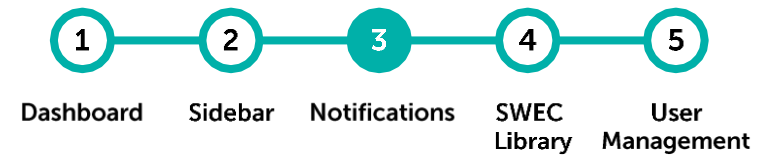
LICENSE STATUS	
Active	
Expires on 11 Nov 2023	

SWEC		
25	0	0
Active	In Prog...	Special Con...

SPECIAL LICENSE/REGISTRATION	
0	1
Active	In Progress

- 8 **'Vessel/Rig'** displays the list of vessel/rig declared in PLMS, the vessel/rig' details and status.
- 9 In **'User'**, Supplier Admin is able to manage users of the supplier's PLMS account. Functions include view, add, edit and remove users.
- 10 **'Payment Inquiry'** displays license fee payment transaction (if applicable).

# Notifications



Consolidated messages to keep Supplier updated with the license and registration application progress.

WORKSPACE

Notifications

All Unread Read Mark all as read

All Notifications

Recent

- Company profile requires further findings 2 hours ago  
We have reviewed your application and found an error on the "Employee" section on the Minimum Technical Requirements. Please review your application and resubmit.  
[Update company profile](#)

Earlier

- SWEC application is approved 12/9/2019  
Congratulations! The SWEC application on "Aviation Services " as Rig-Owner has just been approved. Now you can start working as a supplier.  
[View SWEC](#)
- License is about to expire 3/8/2019  
Reminder: Your license is about to expire on 10/9/2019. Please renew your license before the due date. You may start with updating your company profile  
[Start renewing license](#)
- SWEC application is approved 16/4/2019  
Congratulations! The SWEC application on "Feasibility Study / Conceptual Design - Subsea Engineering " as Rig-Owner has just been approved. Now you can start working as a supplier.  
[View SWEC](#)

- 1 At the top right of PLMS portal screen, click the inbox icon to go to the 'Notifications' page to view all notifications received.
- 2 Notification can be filtered by 'All', 'Unread' or 'Read' category.
- 3 Each notification is marked with icons to indicate its status (i.e. important, warning, approved).  
  
A hyperlink is included in each notification to allow and ease navigation to the specific item quickly.


# SWEC Library

Interactive library for all categories of products and services offered for license and registration application.

The screenshot displays the 'Standardised Work & Equipment Categories (SWEC)' interface. It features a sidebar with category filters, a search bar, and a results table. Red circles with numbers 1-4 highlight key UI elements: 1. Search bar, 2. Search input field, 3. Filter tabs (All, Bookmarked, My SWEC), and 4. A category name in the sidebar.

Name & Description	Code	Type	Mode of Operations
<b>Internal Media Changeout</b> Provision of manpower, materials, consumables, equipment and facilities necessary for Unloading, Cleaning, Internal Parts Repair and Loading of Internal Media (e.g. clay, resin, salt, ACF, etc.) of vessel (e.g. Moisture removal, Chloride removal, Mercury removal, Sulphur removal, Molecular sieve, Propane treater, Butane treater, Feedgas drier, etc.)	101010105	Strategic	Self-operated
<b>Moving Bed</b> Provision of manpower, materials, consumables, equipment and facilities necessary for Unloading, Cleaning, Internal Parts Repair and Loading of Moving Bed Reactor or Moving Bed Absorber inclusive of Sock Loading (e.g. Continuous Catalyst Regeneration (CCR), etc.)	101010115	Strategic	Self-operated
<b>Multi Bed</b> Provision of manpower, materials, consumables, equipment and facilities necessary for Unloading, Cleaning, Internal Parts Repair and Loading of Multi Bed Reactor or Multi Bed Absorber with single layer or multi layer catalyst inclusive of Sock Loading and/or Dense Loading (e.g. Adsorbent Chambers, Distillate Hydrotreating, Hydrocracking, etc.)	101010125	Strategic	Self-operated
<b>Single/Fixed Bed</b> Provision of manpower, materials, consumables, equipment and facilities necessary for Unloading, Cleaning, Internal Parts Repair and Loading of Single Bed Reactor or Single Bed Absorber with single-layer or multi-layer catalyst inclusive of Sock Loading and/or Dense Loading (e.g. Naptha Hydrotreating, Isomerisation, Pressure Swing Absorber, Steam Reformer, Methanol Reactor, Ammonia Primary Reformer, Residue Fluid Catalytic Cracking (RFCC), etc.)	101010135	Strategic	Self-operated
<b>Other Chemical Services</b> Provision of manpower, materials, consumables, equipment and facilities necessary for providing Other Chemical Services excluding Catalyst & Internal Media Changeout	101011005	General	Self-operated
<b>Acetic Acid</b> To supply and deliver Acetic Acid	10111010P	General	Dealer, Manufacturer
<b>Acid Fracturing &amp; Acidizing Additives</b> To supply and deliver Acid Fracturing & Acidizing Additives	10111011P	General	Agent, Manufacturer

1 SWECs can be searched **based on keywords** or SWEC code (e.g. "helicopter" or "10101010S"). To search, fill-in search criteria and press Enter.

**Note:**  icon is a picture, not a functional button.

2 SWECs also can be searched **based on SWEC hierarchy**. This helps Supplier to explore available SWECs within the same category.

3 SWECs can be filtered **based on the corresponding application status** (e.g. All, Bookmarked, My SWEC).

4 Only relevant SWECs will be displayed after filters has been applied. **Click the SWEC** name to view the SWEC details and MTR.

# SWEC Library

Upon selection of SWEC from the library, the details and Minimum Technical Requirements (MTR) for the SWEC will be clearly displayed.

The screenshot displays the SWEC Library interface for 'Slickline Services' (ID: 301029005). The interface is divided into several sections:

- Header:** 'Slickline Services' with ID '301029005' and a bookmark icon.
- ABOUT THIS SWEC:** Description: 'The provision of slickline equipment/tools, personnel and engineering/technical support for onshore and offshore services'. Type: 'Strategic'.
- Categories:** Wells (30), Drilling/Completion/Intervention/Workover/Abandonment (10), Slickline Services (29).
- REQUIREMENTS TO APPLY:** A dropdown menu for 'Mode of Operations' is set to 'Self-operated'.
- Minimum Technical Requirements (MTR):** A detailed list of requirements for 'Self-operated' mode, including 'L/R' (License/Registration), 'Sijil Taraf Bumi Requirement', and 'Bumi Requirement'. It also lists 'Key Personnel' such as 'SLICKLINE OPERATOR' and 'TECHNICAL MANAGER' with their respective qualifications and experience requirements.
- Facilities & Equipment:** A list of required facilities (Proper Office Setup, Gas Lift Lab, Storage Warehouse Setup, Workshop Facility) and equipment (Workbench, Slickline Unit, Pressure Control Equipment). A button 'Apply SWEC as Self-operated' is present.

- 5 Name and general description of the SWEC.
- 6 Select the applicable **Mode of Operations**.
- 7 View all MTR applicable for the SWEC and mode of operation selected.
- 8 **L/R** indicates application type:
  - L – SWEC is applicable for License sector only
  - R – SWEC is applicable for Registration sector only
  - L/R – SWEC is applicable for License & Registration sector.

# SWEC Library

Upon selection of SWEC from the library, the details and Minimum Technical Requirements (MTR) for the SWEC will be clearly displayed.

301029005

## Slickline Services

ABOUT THIS SWEC

The provision of slickline equipment/tools, personnel and engineering/technical support for onshore and offshore services

Type  
Strategic

Categories

- 30 Wells
- 10 Drilling/Completion/Intervention/Workover/Abandonment
- 29 Slickline Services

REQUIREMENTS TO APPLY

Select a mode of operation below to view specific minimum technical requirement for this SWEC.

Mode of Operations: Self-operated

Mode of Operations: Self-operated

### Minimum Technical Requirements Self-operated

ACTIVE

L/R  
L

Sijil Taraf Bumi Requirement  
No

Bumi Requirement  
51

Key Personnel

- SLICKLINE OPERATOR
  - Diploma-Engineering / Certificate-Engineering
    - Diploma:
    - Certificate: Minimum 5 years experience as Slickline operator
- TECHNICAL MANAGER
  - Degree-Engineering / Master-Engineering / PhD-Engineering
    - Degree: 5 years experience in Slickline Equipment & Services
    - Master: 5 years experience in Slickline Equipment & Services
    - PhD: 5 years experience in Slickline Equipment & Services
  - Degree-Engineering / Master-Engineering / PhD-Engineering
    - Degree: Minimum 7 years experience in O&G
    - Master: Minimum 7 years experience in O&G
    - PhD: Minimum 7 years experience in O&G

### Facilities & Equipment

Facilities

- Proper Office Setup
- Gas Lift Lab
- Storage Warehouse Setup
- Workshop Facility

Equipment

- Workbench, Slickline Unit, Pressure Control Equipment

Apply SWEC as Self-operated 10

11 Why cannot I apply this swec? Slickline Services

9 **Bumi requirement** informed the SWEC's minimum Bumiputera requirement.

**Note:**

- SWEC's minimum Bumiputera requirement is set at 100% or 51% or 30% or 0%.
- The minimum Bumiputera requirement refers to four (4) levels (Equity, Board of Directors, Management & Employment). Please refer to the latest PETRONAS General Guideline for the detailed requirements.

10 Click the apply button to start applying for the selected SWEC.

11 Click on 'Why cannot I apply this SWEC?' to identify the reason why Supplier cannot apply for the SWEC.

# User Management

Only Supplier Admin may add user(s) and select their role(s) with regards to the license and registration applications for the supplier.

WORKSPACE

## User Management


ALL USERS **2**

All Users	1
Supplier	0
Supplier Admin	1
Supplier Finance	0

**Results**

1 User found in All Users

Search Keyword  Sort by newest  **3**

Name	Email Address	Position	User Role	Status
 [Redacted]	[Redacted]	[Redacted]	Supplier Admin	Active

1 - 1 of 1 entries  items per page  of 1 pages

**4**

- Edit User Details
- Delete User

Need some assistance? Refer our [User Guide](#) and [FAQ](#). For immediate help, write to our [support team](#) or call us at 1-800-88-0011.

- 1 On the sidebar, click on 'User'.
- 2 Under **User Management**, Supplier Admin will be able to view all users that have been created to manage supplier's account in PLMS portal.
- 3 To add a new user, click on the 'Invite User' button.
- 4 Click on the option icon to edit existing user information or remove any existing user.
  - To edit, click 'Edit User Details'.
  - To remove, click 'Delete User'.

# User Management

Supplier Admin shall select the role for each new user created according to the activities that the new user will perform.

5 Invite User Details  
Fill in the user details

First Name \*  
Last Name \*  
Email Address \*  
Position \*  
User role \*  
Supplier  
Supplier Admin  
Supplier Finance

Cancel Save 6

5 A popup to create a new user will appear. Fill up the new user's information including the role of the new user as below:

- **Supplier Admin** – able to perform all activities including access to User Management.
- **Supplier** – able to perform all activities except for access to User Management.
- **Supplier Finance** – able to perform license fee payment only.

6 Once done, click '**Save**' button to complete the process.

The new user will receive an invitation email and link to create own username and password.



- If Supplier already has an account/profile in PLMS, Supplier is highly recommended to use this feature i.e. to provide access to other users (of the same company). Alternatively, the new user may use the [Join Existing](#) feature from the PLMS Portal Dashboard.
- Only one Supplier Admin is allowed for one company.



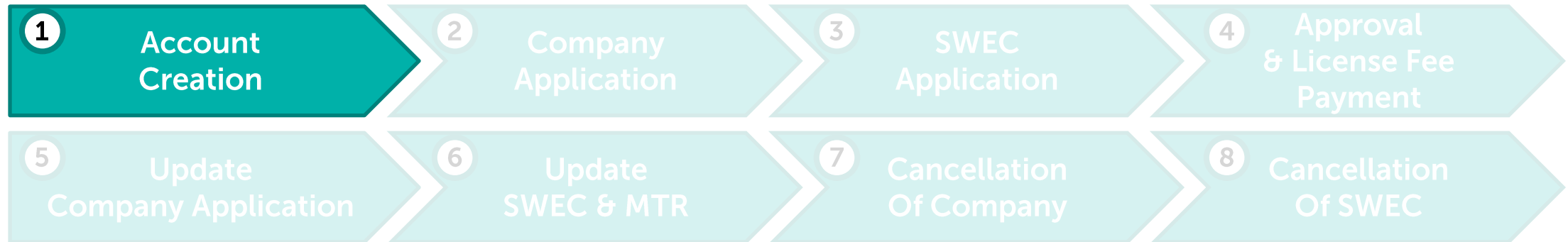
**GROUP  
PROCUREMENT** **DGP**

ACCOUNT CREATION



# APPLICATION DEEP DIVE

## General Functions



# Account Creation

For new Supplier, the License & Registration process starts with the creation of an account in PLMS.

## LEARNING OBJECTIVES

Supplier will be able to create an account in PLMS and login to PLMS portal.



# PLMS Landing Page

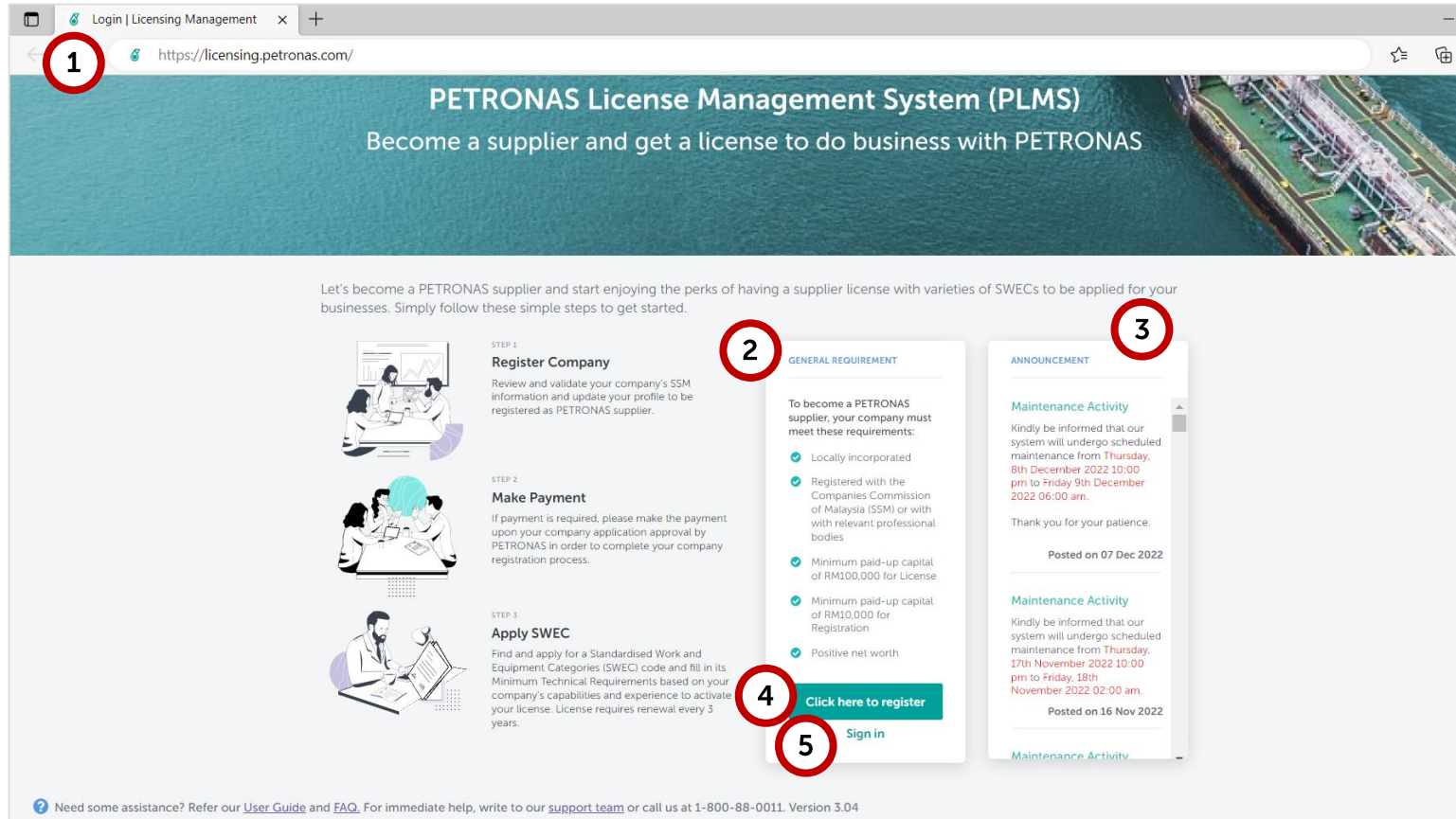


1  
PLMS  
Landing  
Page


2  
Create  
New  
Account

3  
Login

To create a PLMS account, Supplier need to go to the PLMS landing page via the PETRONAS Official Website > Partner Us > Licensing & Procurement in Malaysia > [Licensing & Registration Platform](#).



- 1 PLMS URL:** <https://licensing.petronas.com>
- 2** The General Requirements to become licensed/registered with PETRONAS are listed on the landing page.  
**Note:** Please refer to the latest PETRONAS General Guideline for the detailed requirements.
- 3** **Announcement** displays the latest update on PLMS or any other announcement related to License & Registration.
- 4** Click on '**Click here to register**' button to sign up as a new user and create an account in PLMS.
- 5** If Supplier already has an existing account in PLMS, click on '**Sign In**' button to access PLMS using existing credentials.

 Please ensure Supplier is able to fulfill all **requirements** before starting the licensing and registration process.

# Create New Account



New user is required to register by filling up the pop-up form.

**Welcome to PETRONAS License Management System**  
Sign in or register an account and start doing business with us!

Sign in Register

1 First name \*  
Enter first name here

Last name \*  
Enter last name here

NRIC/Passport No.\*  NRIC  Passport  
Enter NRIC number

Contact no. \*  
Enter contact no. here

Password \*  
Enter password here

Re-enter password \*  
Re-enter password

Email \*  
Enter email here

Gender \*  
----- Select Gender -----

Nationality \*  
----- Select Nationality -----

Introducer's email address (if applicable)  
Enter email address here

2 Terms of Use  
The access and usage of this PETRONAS Supplier Self Service Portal is governed by the same terms and conditions as provided by the Terms Of Use in this Portal. Vendor shall be required to adhere to PETRONAS Code of Conduct and Business Ethics, Anti-Bribery and Corruption Manual, PETRONAS Contractors Code of Conduct on Human Rights and PETRONAS Privacy Statement in the performance of any work or services for PETRONAS.

Yes, I have read and understood the Terms of Use, PETRONAS Code of Conduct and Business Ethics, Anti-Bribery and Corruption Manual and PETRONAS Contractors Code of Conduct on Human Rights and hereby accept the terms and conditions thereof

Yes, I have read and understood the [PETRONAS Vendor Privacy Notice] and hereby accept the terms and conditions thereof. I confirm that I have obtained the consent of my employees / officers / shareholders / directors for the processing and use of their Personal Data (including Sensitive Personal Data) by PETRONAS in accordance with the terms of the [PETRONAS Vendor Privacy Notice].

3 I already have an account   **Continue with registration**

4

- 1 Please **complete** the account registration form. Please note that all fields on this form are **mandatory** except for 'Introducer's email address'.
- 2 Acceptance of the 'Terms of Use' is required before proceeding.
- 3 Please ensure that all **information provided is correct** before clicking 'Continue with registration' button.
- 4 If Supplier already has an existing account in PLMS, click on '**I already have an account**' button to access PLMS using existing credentials.

# Create New Account



Supplier is required to verify the new PLMS account via email before logging in for the first time.

**5** Confirm your registration email Inbox x

**6** Dear Sir/Madam,

Please click on the link [here](#) to confirm your registration.

Thank you.

Licensing,  
Strategic Programme and Licensing,  
Group Procurement

Note: This is a system-generated email and no s...  
DISCLAIMER : This e-mail and any files transmitt...  
in reliance upon, or any review, retransmission, di...  
Message in error, you should delete this Message...  
Group of Companies shall be understood as neith...

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Message in error, you should delete this Message...  
Group of Companies shall be understood as neith...

- 5** Supplier will receive an email to confirm and verify the registered email.  
  
This is an important step to enable Supplier to login into the system for the first time.
- 6** Click on the link provided to complete the account creation process.  
  
Supplier will then be redirected to PLMS landing page to proceed with login.

# Login



1  
PLMS  
Landing  
Page

2  
Create  
New  
Account

3  
Login

Once PLMS account has been verified, Supplier may login into PLMS.

Let's become a PETRONAS supplier and start enjoying the perks of having a supplier license with varieties of SWECs to be applied for your businesses. Simply follow these simple steps to get started.

**STEP 1 Register Company**  
Review and validate your company's SSM information and update your profile to be registered as PETRONAS supplier.

**STEP 2 Make Payment**  
If payment is required, please make the payment upon your company application approval by PETRONAS in order to complete your company registration process.

**STEP 3 Apply SWEC**  
Find and apply for a Standardised Work and Equipment Categories (SWEC) code and fill in its Minimum Technical Requirements based on your company's capabilities and experience to activate your license. License requires renewal every 3 years.

**GENERAL REQUIREMENT**

To become a PETRONAS supplier, your company must meet these requirements:

- Locally incorporated
- Registered with the Companies Commission of Malaysia (SSM) or with relevant professional bodies
- Minimum paid-up capital of RM100,000 for License
- Minimum paid-up capital of RM10,000 for Registration
- Positive net worth

[Click here to register](#)

**1** Sign in

**ANNOUNCEMENT**

**Maintenance Activity**  
Kindly be informed that our system will undergo scheduled maintenance from **Thursday, 8th December 2022 10:00 pm to Friday 9th December 2022 06:00 am**.

Thank you for your patience.

Posted on 07 Dec 2022

**Maintenance Activity**  
Kindly be informed that our system will undergo scheduled maintenance from **Thursday, 17th November 2022 10:00 pm to Friday, 18th November 2022 02:00 am**.

Posted on 16 Nov 2022

[Maintenance Activity](#)

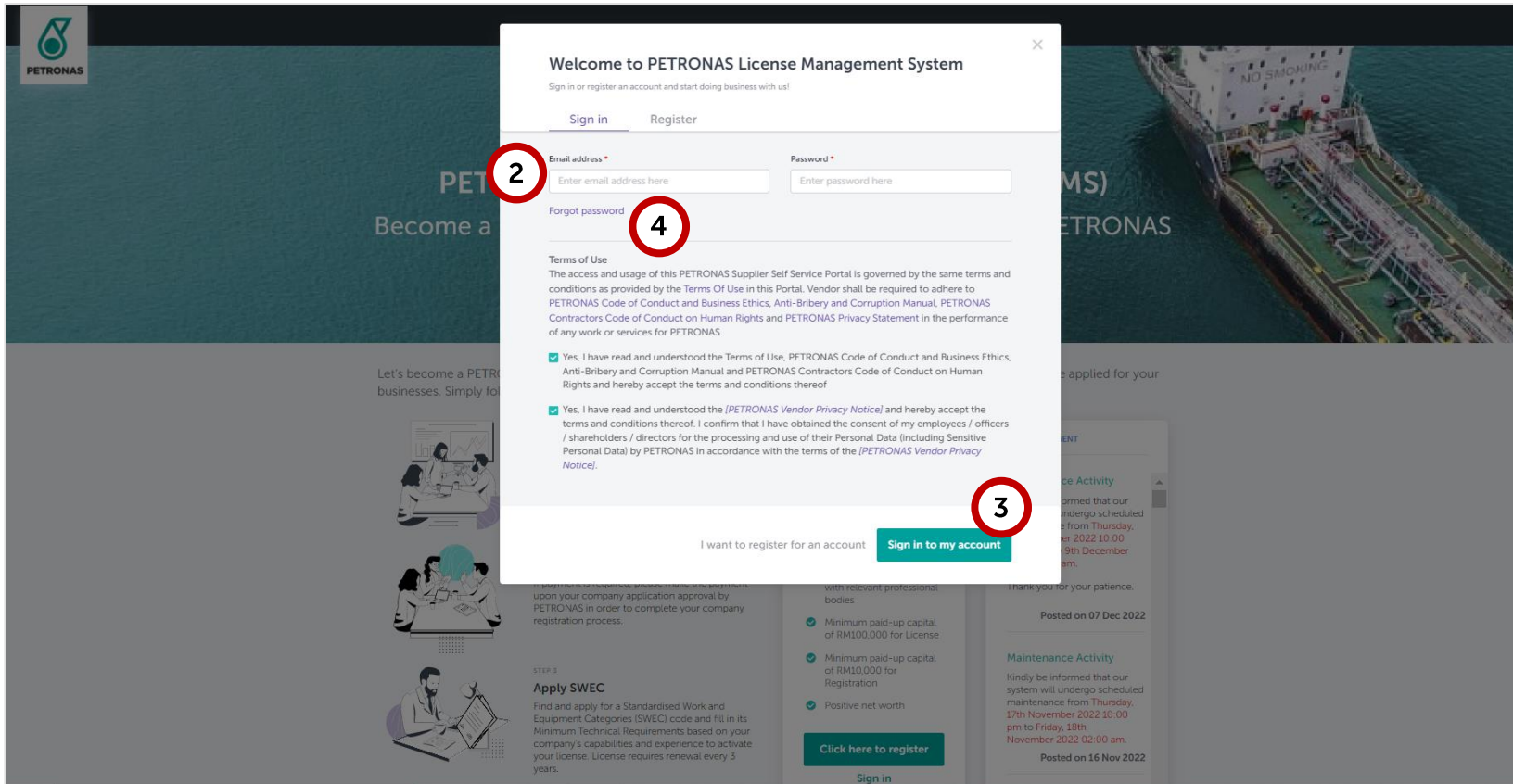
Need some assistance? Refer our [User Guide](#) and [FAQ](#). For immediate help, write to our [support team](#) or call us at 1-800-88-0011. Version 3.04

1 On the PLMS landing page, Supplier may proceed to login by clicking on the "Sign In" button.

# Login



A sign-in pop up will appear. Fill-in the registered email address and password to login.



- 2 Provide **registered login credentials**.  
**Note:** Supplier shall accept the **Terms of Use** before proceeding.
- 3 Click on the **'Sign in to my account'** button to proceed.
- 4 Supplier may click on the **'Forgot Password'** link to reset password and login using new password.


# Login – Join Existing Company



If the Company Profile does not have any active existing Supplier Admin, a New User (of the same company) may use this feature to have access to the same Company profile.

The screenshot shows a workspace titled 'Company Application'. On the right, there is a message: 'Time to register your company! Before you start applying for any SWEC, let's start with registering your company.' Below this message are two buttons: '+ Register a company' and '+ Join Existing Company'. The '+ Join Existing Company' button is circled with a red '1'. A modal window titled 'Join Existing Company' is open, with the instruction 'Please complete all the below required information'. The modal contains the following fields: 'Company ID / MDGID / SMARTID \*' (with a red '2' next to the input field), 'Verification Letter \*' (with a 'Browse...' button and a '+' icon), 'Latest SSM Report \*' (with a 'Browse...' button and a '+' icon), and 'Reason to join' (with a text area). At the bottom right of the modal are 'Cancel' and 'Submit' buttons, with the 'Submit' button circled with a red '3'.

- 1 Click on 'Join Existing Company' button.
- 2 Provide the required information & document.
- 3 Click 'Submit' button to submit the request.

 Alternatively, Supplier Admin may invite additional user via User Management sidebar.



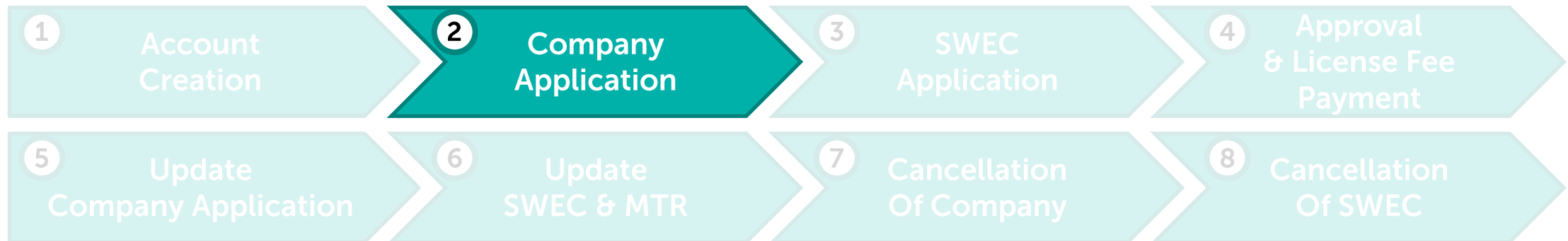


**GROUP  
PROCUREMENT** **DGP**

**COMPANY APPLICATION**

# APPLICATION DEEP DIVE

## General Functions

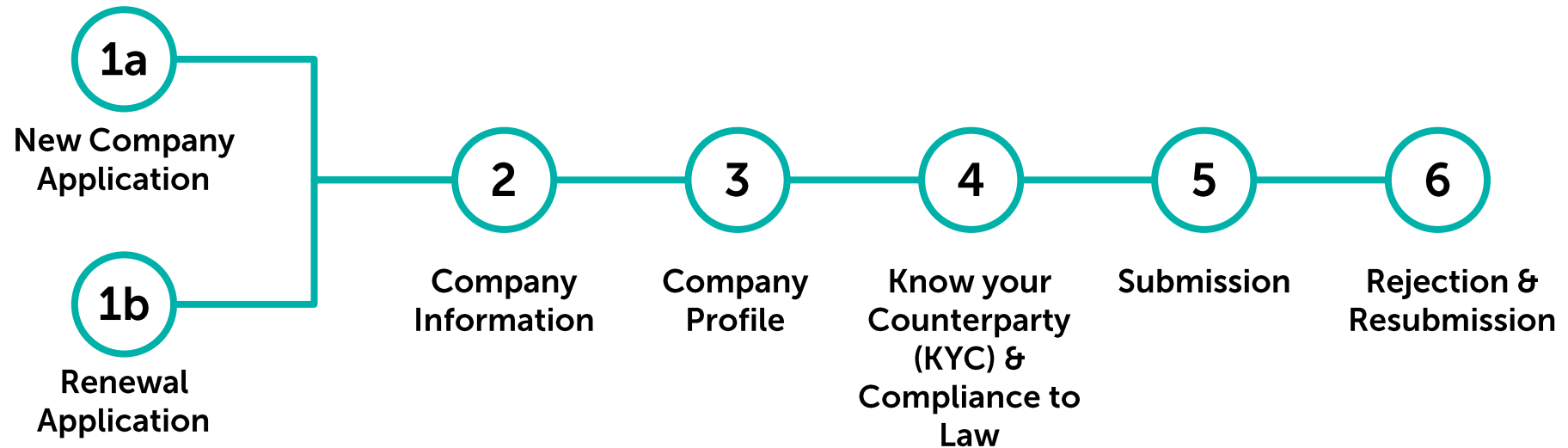


# Company Application

For New & Renewal, Supplier is required to submit Company Application prior to submission of SWEC Application.

## LEARNING OBJECTIVES

Supplier will be able to perform new or renewal of company application.



# Summary of Mandatory Requirements by Company Registration Type (1/2)

	Registration of Company	Registration of Business	Professional Body
<b>Company Information</b>			
Company Corporation	Yes	Yes	Yes
Share Capital	Yes	No	No
Company Contribution	No	Yes	Yes
Director & Shareholder	Yes	No	No
Owner & Partner	No	Yes	Yes
Beneficial Owner Information	Yes	Yes	Yes
Annual Audited Report	Yes	No	No
Management Account	No	Yes	Yes

# Summary of Mandatory Requirements by Company Registration Type (2/2)

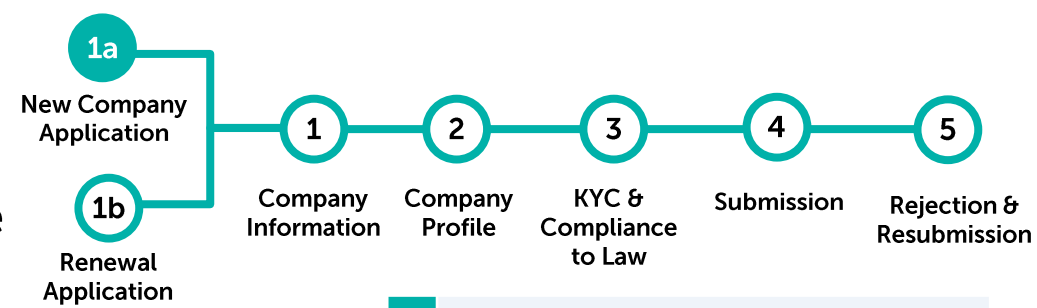
	Registration of Company	Registration of Business	Professional Body
<b>Company Profile</b>			
Company Details	Yes	Yes	Yes
Company Status	Yes	Yes	Yes
Certifications	Yes	Yes	Yes
Contact Person	Yes	Yes	Yes
Employments	Yes	Yes	Yes
Bumi Summary	Yes	Yes	Yes



- Initiated company application (e.g. draft application) cannot be deleted.
- Only one company application can be created at one time.
- SWEC application cannot be submitted when there is an ongoing/in progress Company Application.

# New Company Application

For new Supplier, the system will guide Supplier to complete the company application submission.



Time to register your company!

Before you start applying for with registering your compa

**1** + Register a company

**2** Company Registration Type

Please choose a company registration type that represents your registration body

Registration Type is important to determine your company information. Kindly select the right registration type from the options below.

REGISTRATION TYPES

- Registration of Company (ROC)
- Registration of Business (ROB)
- Professional Bodies Malaysia/Others

Registration Number\*

Use 6-7 Digit Old Business Registration Number OR 12\_Digit New Business Registration Number.

e.g. 123456A or 201001004321

**3** Get started >

**1** Click the '+ Register a Company' button.

**2** Select 'Company Registration Type' (e.g. ROC, ROB or Professional Bodies).

- Fill-in company Registration Number and click 'Get Started' button.
- Please ensure the filled Company Registration Number is correct and in correct format.

**Note: Registration Number cannot be changed beyond this point.**

**3** Click on 'Get Started' button.

Note: Fetch SSM info is only applicable for ROC and ROB registration type.

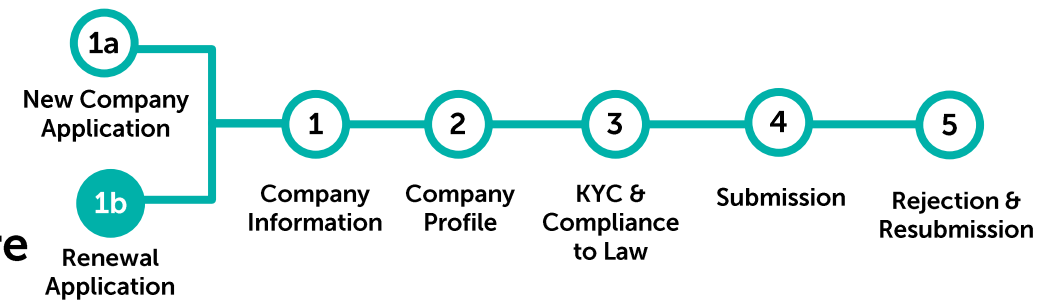


Please ensure the filled Company Registration Number is correct and in correct format e.g. for ROC:

- To use 6-7 digit for Old Business Registration Number e.g. 12345X OR
- To use 12 digit for New Business Registration Number e.g. 2010010004321

# Renewal Application

For existing Supplier, Supplier may submit Renewal of Company Application in PLMS starting four (4) months before the expiry date of the License/Registration.



WORKSPACE

PETRONAS

## Company Profile

Company Details License Information List of Principals List of SWEC List of Users

Company Overview

Registration Number [REDACTED] INACTIVE Registration Date 21/01/2010 Company Type PRIVATE LIMITED

SWEC & LICENSE OVERVIEW

0	0	1	0
SWEC	Mode of Operation	Normal License	Special License

Company Information

COMPANY CORPORATION

Registration Address [REDACTED]

Registration Country Malaysia Registration State SARAWAK Registration Postcode 98000

Business Address [REDACTED]

Business Country Malaysia Business State SARAWAK Business Postcode 98000

Company Profile

COMPANY DETAILS

Company Sector License Company Branch State

COMPANY STATUS

Manufacturer No Government-Linked Company (GLC) No

LOCALITY & GROUP LOCALITY

Locality State SARAWAK Locality State Code SAR

1

2 Update details Renew license

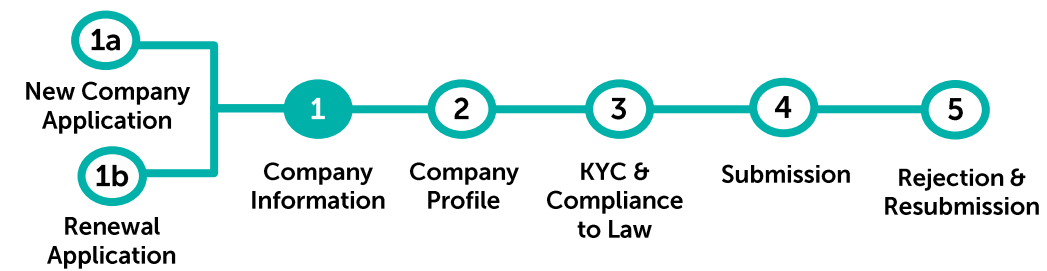
- 1 Supplier will be prompted in PLMS dashboard and via email to **initiate license/registration renewal process**.  
**Note:** The validity period for PETRONAS License & Registration is 3 years. Supplier will receive automated email notifications starting 4 months before the expiry date of the License/Registration.
- 2 At 'Company Profile' page, click the 'Update details' button. Then, select 'Renew License' button to start renewal application.  
**Note:** The 'Renew License' button will only be visible starting 4 months before the expiry date of the License/Registration.



Supplier is **required to initiate and submit renewal of License/Registration as early as possible**. Delay in renewing the License/Registration will **affect** the company's **opportunity to participate in tender**. **All applications (including last minute submission) will be processed per stipulated timeline.**

# Company Information

Supplier to provide required information under Company Information.



1 **Company Corporation** SUCCESS

Please provide the company corporation information below

Company Name	Old Registration Number
Registration Number	Registration State
Registration Country Malaysia	Registration City
Registration Postcode	Business State
Registration Address	Business City
Business Country Malaysia	Business Postcode
Business Address	Incorporated Date
Company Type PRIVATE LIMITED	

Please confirm if this is your latest information?

Yes. This is my latest information. No. I have recently updated my info with SSM

- 1 **For new company:**
- **For Supplier which is registered with SSM** (e.g. Registration Type is ROC), Supplier SSM information will be auto-populated on the screen while other required information is to be provided manually.
  - **For Supplier which is not registered with SSM** e.g. Registration Type is Professional Bodies, all required information is to be provided manually.

**For existing company,** Supplier existing company information in PLMS will be populated in the Company Application.

**Note:** BO information will not be populated and need to be provided manually when Supplier fetches the latest information from SSM.

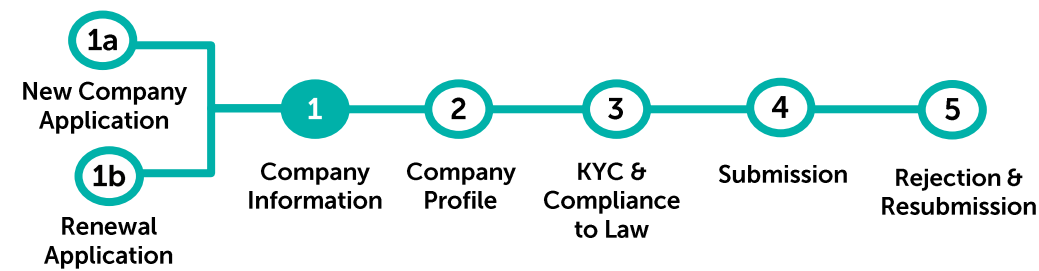


- **In the event that the Supplier's company information from SSM is out of date,** Supplier is required to **update the company information with SSM** before proceeding with the application.
- Initiated company application (e.g. draft application) cannot be deleted.
- SWEC application cannot be submitted when there is an ongoing/in progress Company Application.



# Company Information

Supplier to provide required information under Company Information.



2 Please proceed to provide acknowledgement on the company information.

- Click **'Yes. This is my latest information.'** button, if the information provided is the latest and accurate.
- Click **'No. I have recently updated my info with SSM.'** button, if the information provided is out of date and/or inaccurate.

3 Upon clicking **'No. I have recently updated my info with SSM.'** the Supplier SSM information will be populated to PLMS. The header message will indicate the date of information retrieved from SSM.

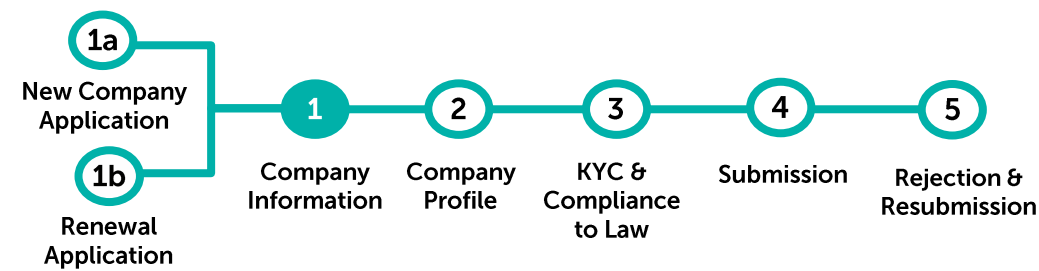
**Note: If the Supplier SSM information date is not fetched,** click the **'Fetch SSM'** button at the top right to refresh company's information per SSM record.



- **In the event that the Supplier's company information from SSM is out of date,** Supplier is required to **update the company information with SSM** before proceeding with the application.
- Initiated company application (e.g. draft application) cannot be deleted.
- SWEC application cannot be submitted when there is an ongoing/in progress Company Application.

# Company Information

Supplier to provide required information under Company Corporation section.



COMPANY APPLICATION

Company Information

Company Corporation

Share capital

Director & Shareholder

Beneficial Owner Information

Annual Audited Report

Company Profile

Company Details

Company Status

Certifications

Contact Person

Employments

Bumi Summary

DRAFT Last updated a few seconds ago

This information was retrieved from SSM on 20/12/2022 TODAY

Fetch SSM

4 Company Corporation

Please provide the company corporation information below

Company Corporation SUCCESS

Please provide the company corporation information below

Company Name \*

Registration Number \*

Incorporated Date \*

Registration Country \* MALAYSIA

Registration State \* JOHOR

Registration Postcode \*

Registration Address \*

City \* Nusajaya

Business Country \* MALAYSIA

Business State \* SELANGOR

Business Postcode \*

Business Address \*

City \* Shah Alam

Company Type \* PROFESSIONAL BODIES

Attachment of Notice of Registration \*

5

Cancel Save Save & Next

4 Company Corporation section refers to company incorporation details e.g. company name, incorporation date, addresses.

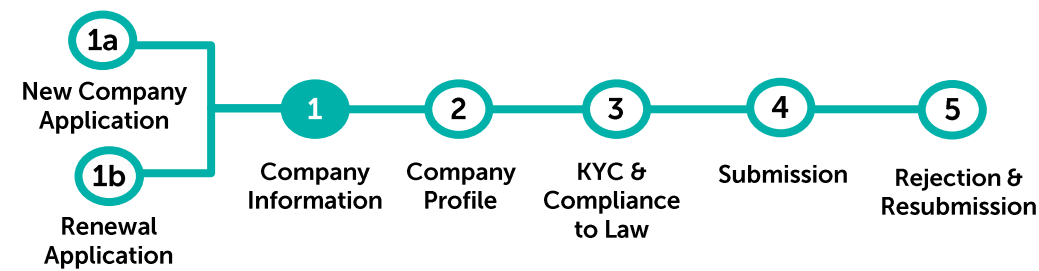
5 For Supplier which is not registered with SSM e.g. Registration Type is Professional Bodies, please attach Notice of Registration.

Note: Please ensure information declared in PLMS is consistent with document submitted e.g. Registration Number, Company Name & Incorporated Date.

- In the event that the Supplier's company information from SSM is out of date, Supplier is required to update the company information with SSM before proceeding with the application.
- Initiated company application (e.g. draft application) cannot be deleted.
- SWEC application cannot be submitted when there is an ongoing/in progress Company Application.

# Company Information

Supplier to provide required information Share Capital/Company Contribution section.



**6** Share capital

Please review the company contribution information below

Authorized Capital (RM)	No. of Ordinary Shares/Capital
No. of Preference Shares	Nominal Value of Ordinary Shares (RM)
Nominal Value of Preference Shares (RM)	Paid-Up Capital (RM)/Capital

Form of Annual Return (FOAR) \*

FOAR Date \*

17/05/2022

**7**

**Company Contribution**

Please review the company contribution information below

Total Contribution (RM) \*

65,586.00

**6 Share Capital/Company Contribution** section refers to company paid up capital details.

**Note:**

- Share Capital section is applicable for Supplier with Registration Type is ROC only.
- Company Contribution section is applicable for Supplier with others Registration Type e.g. ROB, PB.
- For PB Registration Type, paid-up capital refers to company's Capital or Total Value of Contribution.

**7 For Supplier with Preference Share,** kindly:

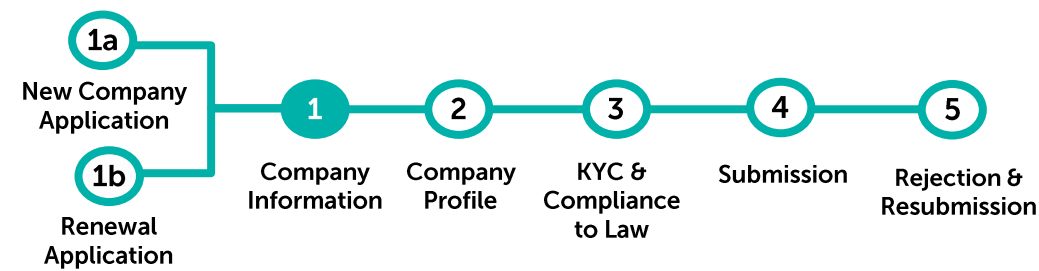
- Provide latest Form of Annual Return (FoAR) or Section 68 as supporting document.
- Specify the FoAR/Section 68 date.



Please ensure preference shares information declared in PLMS is consistent with document submitted.

# Company Information

Supplier to provide required information under Director & Shareholder/Owner & Partner section.



- 8 Director & Shareholder/Owner & Partner** section refers to company director, shareholder, subdirector & subshareholder details.
- Note:** Subdirector & Subshareholder details are required for Supplier with Registration Type is ROC only and when the Shareholder is a Company.
- 9** Please indicate the **Bumiputera status** for each of the company's shareholders, directors, subshareholder & subdirector.
- **Bumiputera** - Bumiputera of Malaysian Citizen.
  - **Local** - Non-Bumiputera of Malaysian Citizen.
  - **Foreign** - Non-Malaysian Citizen.

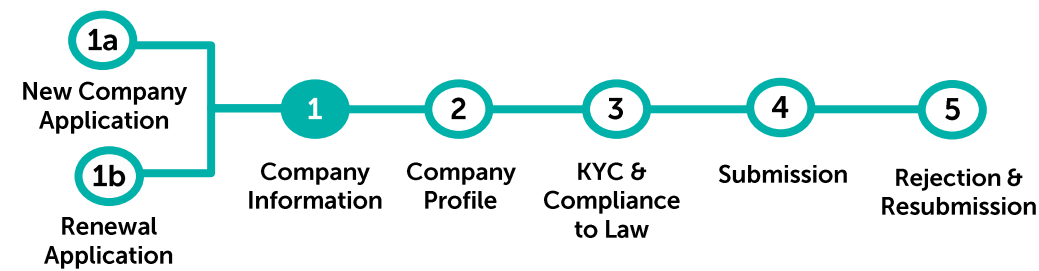


**In further verification is required**, the following supporting document(s) may be requested:

- Bumiputera Status – Latest FOAR/Section 68.
- State Code K or H – Copy of IC.

# Company Information

Supplier to provide required information under Director & Shareholder/Owner & Partner section.



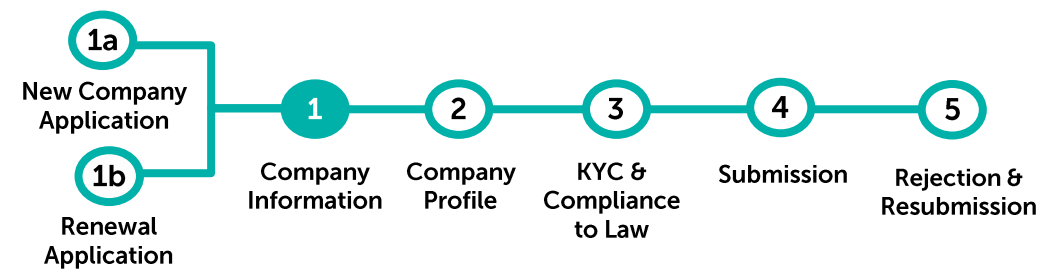
- 10 For Position:**

  - **For Supplier which is registered with SSM** e.g. Registration Type is ROC, position will be auto-populated on the screen per company's SSM information.
  - **For Supplier which is not registered with SSM** e.g. Registration Type is Professional Bodies, please indicate the position accordingly i.e. Director, Shareholder or Director & Shareholder.
- 11 For Supplier which is not registered with SSM** e.g. Registration Type is Professional Bodies, please indicate the **Value of Contribution** per Total of Contribution (or share) owned by the Shareholder/Owner & Partner.
- 12 For Supplier which is not registered with SSM** e.g. Registration Type is Professional Bodies, click on '**+ Add Owner & Partner**' to add additional owner or partner.

**Note:** Please declare all director and shareholder of the company.

# Company Information

Supplier to provide required information under Director & Shareholder/Owner & Partner section.



**Director & Shareholder**  
Please review the fetched director and shareholder's information below

**Individual**  
Director/Shareholder's Name: [Redacted]  
NRIC/Passport No.: [Redacted]  
Shareholding: 19,000  
State Code: NA (13)  
Preference Shares: 0 (14)  
Status: -- Please select --  
Position: Director & Shareholder

**Shareholder List**  
Please review your shareholder list from the table below

Shareholder Name	NRIC/Passport No	Position	Shareholding	Ordinary Shares	Preference Shares	Shareholding (%)	Status
[Redacted]	[Redacted]	Shareholder	1,480,000	1,480,000	0	74.00	Bumipute: [v]
[Redacted]	[Redacted]	Shareholder	570,000	520,000	50,000	26.00	Foreign [v]
[Redacted]	[Redacted]	Director	0	0	0.00	0.00	Bumipute: [v]
[Redacted]	[Redacted]	Director	0	0	0.00	0.00	Bumipute: [v]

4 Shareholders

Save

- 13** Please indicate the **State Code** for each of each of the company's shareholders, directors, subshareholder & subdirector.
- **State Code K** is only applicable for **individual from Sarawak with K Code on his/her IC.**
  - **State Code H** is only applicable for **individual from Sabah with H Code on his/her IC.**
  - If any of the above selection is not applicable, please choose **NA.**

**14** For **Shareholder with Preference Share**, please ensure **preference shares information declared in PLMS is consistent with document submitted.**

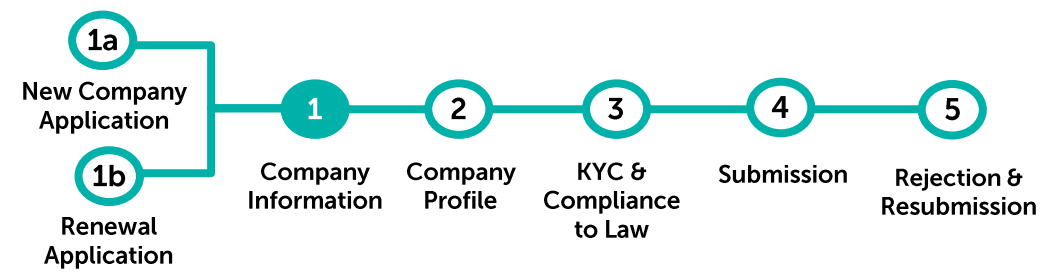


**In further verification is required**, the following supporting document(s) may be requested:

- Bumiputera Status – Latest FOAR/Section 68.
- State Code K or H – Copy of IC.

# Company Information

Supplier to provide required information under Director & Shareholder/Owner & Partner section.



**Director & Shareholder** SUCCESS

Please review the fetched director and shareholder's information below

**Individual**

Director/Shareholder's Name: [Redacted]

Status: -- Please select --

Position: Director & Shareholder

Shareholding: 498,500

Shareholding (%): 99.7

State Code: NA

Address State: -- Please select --

**Shareholder List**

Please review your shareholder list from the table below

Search Keyword: [ ] Sort by newest: [ ]

Position	Shareholding	Ordinary Shares	Preference Shares	Shareholding (%)	Status	State Code	Address State
Shareholder	1,480,000	1,480,000	0	74.00	Bumipute	NA	OTHERS
Shareholder	570,000	520,000	50,000	26.00	Foreign	NA	OTHERS
Director	0	0	0	0.00	Bumipute	NA	Not Applicable
Director	0	0	0	0.00	Bumipute	NA	Not Applicable

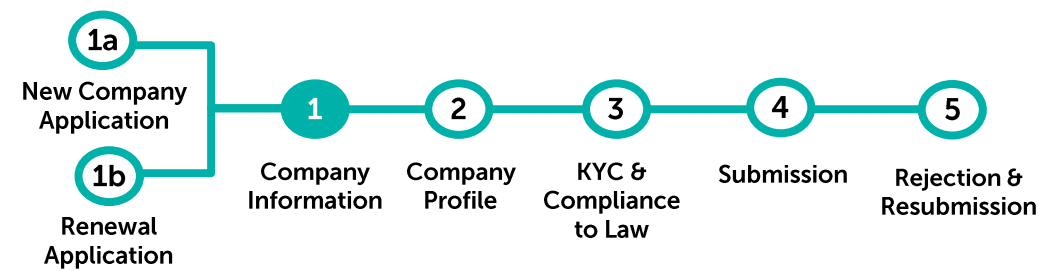
4 Shareholders

**15** When prompted, please indicate the **Address State** for shareholder or director.

- **For individual**, please declare based on the state of the individual residential address.
- **For company**, please declare based on the state of company's registration address.

# Company Information

Supplier to provide required information under Beneficial Owner Information section.



16 Beneficial Owner Information section consists two (2) parts which are the Legal Owner and Beneficial Owner.

**Note:** The Beneficial Owner Information form displayed is based on Company type and in accordance with BO form illustrated in SSM's guideline i.e., company with share capital, company without share capital and limited liability partnerships.

17 Legal Owner is auto-populated based on either Shareholder or Owner & Partner whose shareholding percentages is more than or equal to 20%.

18 There are three (3) types of Legal Owner:

- Company** – Legal Owner which can have one (1) or more than (1) BO.
- Individual** – Legal Owner who can only have one (1) BO only.
- No Legal Owner** – BO which has no tie to any Legal Owner.

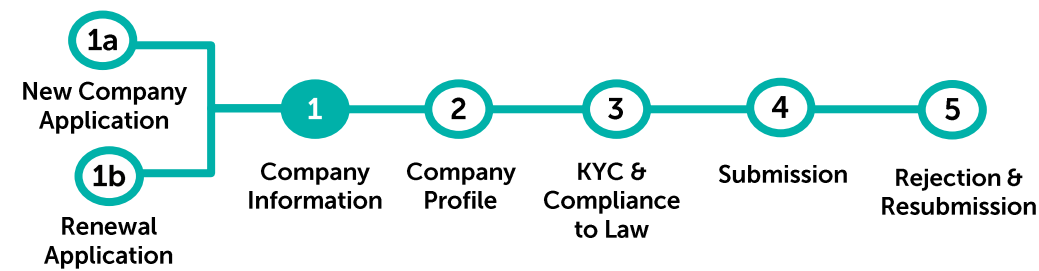


- The information will only be used solely internally by PETRONAS and will not be disclosed to any third-party.
- Please consult your Company Secretary on BO Declaration. Do not attempt to interpret it yourself.
- All information must be declared in order for you to submit Company Application.



# Company Information

Supplier to provide required information under Beneficial Owner Information section.



**19** For Legal Owner Type: Company, by default, the system will only prompt Supplier to declare one BO for the Company.

**20** Please fill-in the BO information accordingly.

**Note:** Public listed company (e.g., Berhad) is exempted from BO declaration. Supplier may fill-in "Not Applicable" remarks and fill-in dummy selection (e.g. dummy date) in the form.

**21** Percentage of Ownership/Voting Rights is in relation to the control of applicant company.

**22** Please select the Type of Beneficial Owner:

- **Direct** – BO is tied to a Shareholder.
- **Indirect** – BO has no tie to any Shareholder.

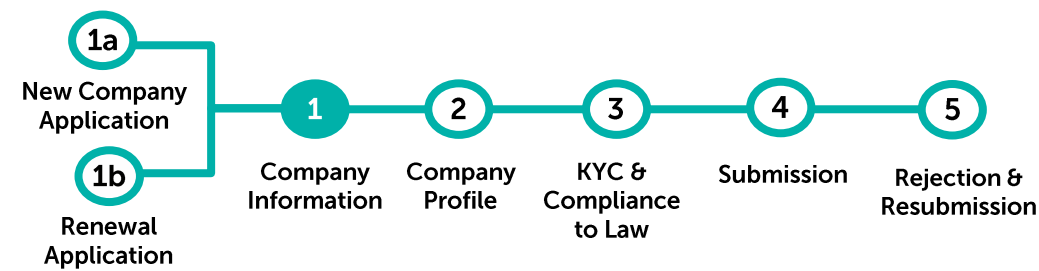
**Note:** PETRONAS adopts BO definition per SSM guideline.



- The information will only be used solely internally by PETRONAS and will not be disclosed to any third-party.
- Please consult your Company Secretary on BO Declaration. Do not attempt to interpret it yourself.
- All information must be declared in order for you to submit Company Application.

# Company Information

Supplier to provide required information under Beneficial Owner Information section.



**23** For **Criteria of Beneficial Owner**, at least one checkbox must be ticked, or tick Exempted checkbox if it is not applicable.

**Note:**

- Please submit exemption letter to [license.management@petronas.com](mailto:license.management@petronas.com) when Exempted checkbox is ticked.
- PETRONAS adopts BO criteria per SSM guideline.

**24** If the Company has more than one BO, click **+Add Beneficial Owner** icon **inside the Legal Owner section** to add additional BO.

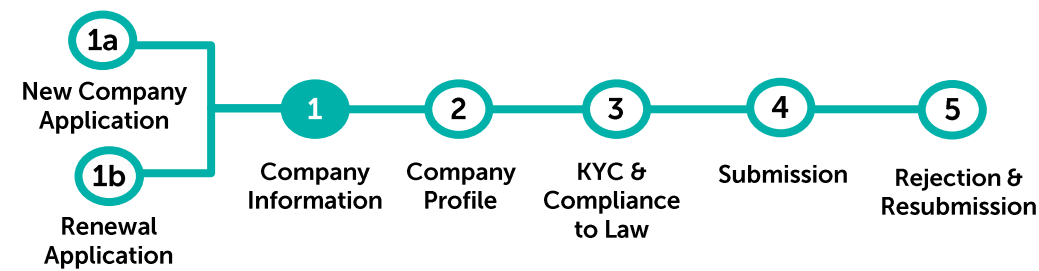
**Note:** Button will not be available if Legal owner Type is Individual.

**25** Click **+Add Beneficial Owner** icon **outside the Legal Owner section** to add additional BO who is not tied to any Legal Owner.

- The information will only be used solely internally by PETRONAS and will not be disclosed to any third-party.
- Please consult your Company Secretary on BO Declaration. Do not attempt to interpret it yourself.
- All information must be declared in order for you to submit Company Application.

# Company Information

Supplier to provide required information under Beneficial Owner Information section.

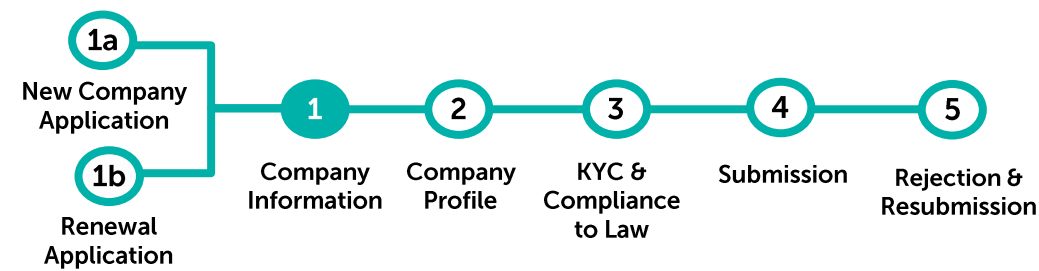


- 26** For Legal Owner Type: Individual, only one BO can be declared.
- 27** Please fill-in the BO information accordingly.
- 28** Percentage of Ownership/Voting Rights is in relation to the control of applicant company.  
**Note:** Total percentage of ownership for all owners shall not exceed 100%.
- 29** Please select the **Type of Beneficial Owner**:
  - **Direct** – BO is tied to a Shareholder.
  - **Indirect** – BO has no tie to any Shareholder.**Note:** PETRONAS adopts BO definition per SSM guideline.

- The information will only be used solely internally by PETRONAS and will not be disclosed to any third-party.
- Please consult your Company Secretary on BO Declaration. Do not attempt to interpret it yourself.
- All information must be declared in order for you to submit Company Application.

# Company Information

Supplier to provide required information under Beneficial Owner Information section.



**30** For **Criteria of Beneficial Owner**, at least one checkbox must be ticked, or tick Exempted checkbox if it is not applicable.

### Note:

- Please submit exemption letter to [license.management@petronas.com](mailto:license.management@petronas.com) when Exempted checkbox is ticked.
- PETRONAS adopts BO criteria per SSM guideline.

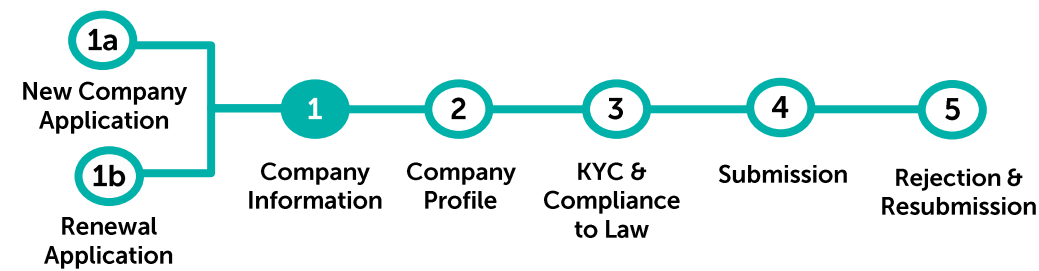
**31** Click **+Add Beneficial Owner** icon **outside the Legal Owner section** to add additional BO which has no tie to any Legal Owner.



- The information will only be used solely internally by PETRONAS and will not be disclosed to any third-party.
- Please consult your Company Secretary on BO Declaration. Do not attempt to interpret it yourself.
- All information must be declared in order for you to submit Company Application.

# Company Information

Supplier to provide required information under Beneficial Owner Information section.



**32** If there is no legal owner, manual declaration need to be made by clicking on **+Add Beneficial Owner** icon **outside the Legal Owner** section. Then, tick on 'No Legal Owner' radio button.

**Note:** Please submit exemption/no legal owner letter or email to [license.management@petronas.com](mailto:license.management@petronas.com) if there is no legal owner declared.

**33** Please fill-in the BO information accordingly. Supplier may fill-in "Not Applicable" remarks and fill-in dummy selection (e.g. dummy date) in the form.

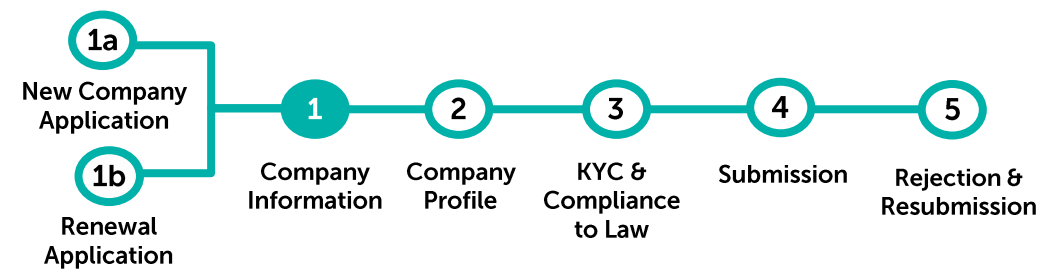
**34** Click **+Add Beneficial Owner** icon **outside the Legal Owner** section to add additional BO which has no tie to any Legal Owner.



- The information will only be used solely internally by PETRONAS and will not be disclosed to any third-party.
- Please consult your Company Secretary on BO Declaration. Do not attempt to interpret it yourself.
- All information must be declared in order for you to submit Company Application.

# Company Information

Supplier to provide required information under Annual Audited Report/Management Account section.



**35** Annual Audited Report

Please review the fetched annual audited report below

**36** Management Account SUCCESS

Please provide the management account information below

Financial Date *	30/06/2022	Profit/Loss of the Year (RM) *	-40,979.40
Reserve (RM) *		Share Premium (RM) *	65,586.00
Total Asset (RM) *	136,914.81	Total Liabilities (RM) *	104,521.00
Net Worth (RM) (This field is auto-calculated)	32,393.80		

Attachment for Management Account \*

02 Jun 2022 Statement.pdf  
0 Bytes

**35** Annual Audited Report/Management Account section refers to the company latest financial information.

**Note:** This section is not applicable (or visible) for newly incorporated company i.e. Incorporation date is less than 20 months from date of application submitted.

**36** Financial date shall be the latest.

For ROC Registration Type, date shall be within 8 months of its latest Financial Year End from company's application submission date.

For other Registration Type, Supplier must submit either one of the following:

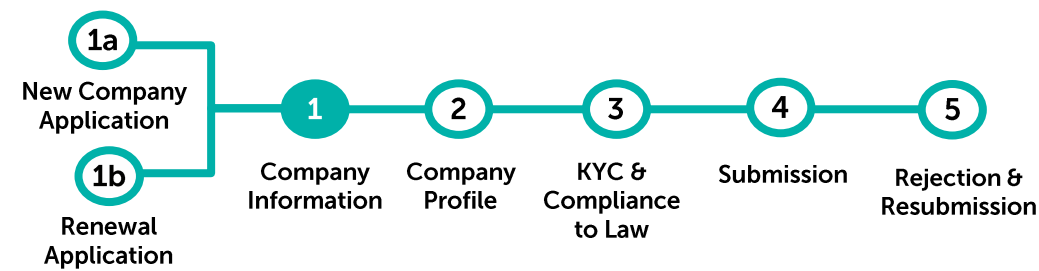
- **Annual Financial Statement** – Date not exceeding 8 months from 31 December of the year.
- **Management Account** – Date not exceeding 3 months from Company Application submission date.



- PETRONAS License & Registration (L&R) General Guidelines indicates that Supplier is required to submit their latest Audited Financial Statement (AFS) on an **annual basis** to PETRONAS. **Failure to do so may result in Supplier status become Non-Compliance.**
- Supplier must ensure the filing of AFS to SSM and update of latest AFS to PETRONAS are done timely.

# Company Information

Supplier to provide required information under Annual Audited Report/Management Account section.



COMPANY APPLICATION

- Company Information
- Company Corporation
- Share capital
- Director & Shareholder
- Beneficial Owner Information
- Annual Audited Report
- Company Profile
- Company Details
- Company Status
- Certifications
- Contact Person
- Employments
- Bumi Summary
- Review
- Approved

## Annual Audited Report

Please review the fetched annual audited report below

**Financial Year**

Financial Date  
31/12/2019

Auditor  
[Redacted]

Auditor Address  
[Redacted]

<p><b>Balance Sheet</b></p> <p>Non-Current Assets (RM) 4.00</p> <p>Fixed Assets (RM) 0.00</p> <p>Other Assets (RM) 0.00</p> <p>Current Asset (RM) [Redacted]</p> <p><b>Total Asset (RM)</b> [Redacted]</p> <p>Share Premium &amp; Reserve (RM) 0.00</p> <p>Minority Interests (RM) 0.00</p>	<p>Non-Current Liabilities (RM) 0.00</p> <p>Current Liabilities (RM) [Redacted]</p> <p>Long Term Liabilities (RM) 0.00</p> <p><b>Total Liabilities (RM)</b> [Redacted]</p> <p>Share Capital (RM) [Redacted]</p> <p>Retained Earnings (RM) [Redacted]</p> <p>Net Worth (RM) 1,476,232.00</p>
---	---

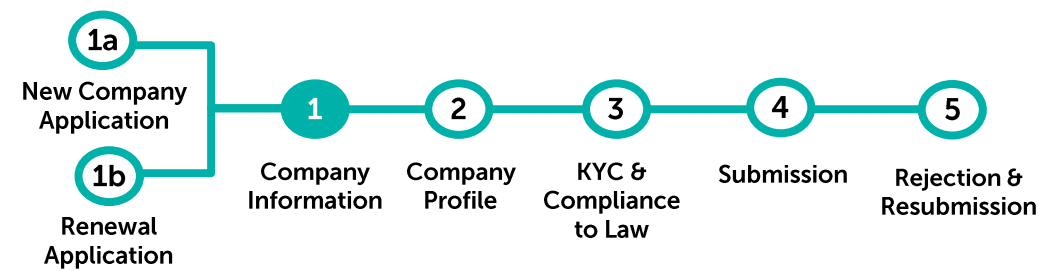
**37** Company which has Exempt Private Company status for its financial information declared at SSM shall fill-in the Company financial information in PLMS manually.

**38** Company which has Group/Consolidated financial information declared at SSM shall fill-in the Company financial information (not Group/Consolidated financial information) in PLMS manually.

- PETRONAS License & Registration (L&R) General Guidelines indicates that Supplier is required to submit their latest Audited Financial Statement (AFS) on an **annual basis** to PETRONAS. **Failure to do so may result in Supplier status become Non-Compliance.**
- Supplier must ensure the filing of AFS to SSM and update of latest AFS to PETRONAS are done timely.

# Company Information

Supplier to provide required information under Annual Audited Report/Management Account section.



**Annual Audited Report**

Please review the fetched annual audited report below

**Financial Year**

Financial Date: 31/12/2019

Exempt Private Company(Yes/No): No

Auditor: [Redacted]

Unqualified Reports (Yes/No): Yes

**Balance Sheet**

Non-Current Assets (RM)	4.00
Fixed Assets (RM)	0.00
Other Assets (RM)	0.00
Current Asset (RM)	[Redacted]
Total Asset (RM)	136,914.81
Share Premium & Reserve (RM)	0.00
Minority Interests (RM)	0.00

**Management Account** SUCCESS

Please provide the management account information below

Financial Date *	30/06/2022	Profit/Loss of the Year (RM) *	-40,979.40
Reserve (RM) *	-40,979.70	Share Premium (RM) *	65,586.00
Total Asset (RM) *	136,914.81	Total Liabilities (RM) *	104,521.00
Net Worth (RM) (This field is auto-calculated)	32,393.80		

Attachment for Management Account \*

02 Jun 2022 Statement.pdf  
0 Bytes

Retained Earnings (RM): [Redacted]

Net Worth (RM): 1,476,232.00

**39** The company's **Net Worth must be positive**. Otherwise, application will be rejected.

Supplier is required to **perform capital injection** in order to turn their Net Worth from negative to positive.

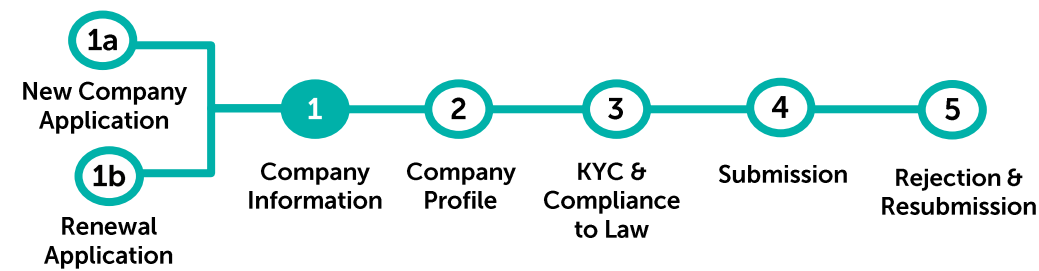
**In case of capital injection has been performed & Net Worth has turned positive, but not reflected in the latest financial report in SSM**, system will not allow submission from Supplier. For assistance, Supplier may submit the following documents to PETRONAS Contact Centre:

- Latest Company Profile report from SSM.
- Latest Management Account at the end of recent month, duly signed by Supplier's Top Management.



# Company Information

Supplier to provide required information under Annual Audited Report/Management Account section.



**Hold on! Before that...**

Please ensure you have declared Company level financial information instead of Group level based on Annual Audited Report.

No Yes

**40** Browse...

Shareholder Funds (This field is auto-calculated)  
1,476,232.00

Cancel Save Save & Next

**40** Please ensure to **attach the latest and complete financial document** in the application.

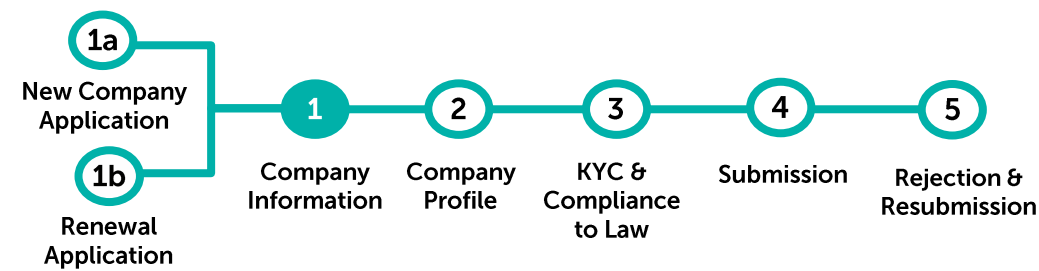
**For ROC Registration Type**, the AFS document shall be:

- ✓ Audited by Auditor.
- ✓ Endorsed by Commissioner of Oath.
- ✓ Duly signed by Directors.
- ✓ Include Auditor's Report

**For others Registration Type**, Supplier must submit either **Annual Financial Statement or Management Account** which is duly signed by Top Management.

# Company Information

Supplier to provide required information under Annual Audited Report/Management Account section.



**43** Hold on! Before that...  
Please ensure you have declared Company level financial information instead of Group level based on Annual Audited Report.

Non-Current Assets (RM) 4.00  
Fixed Assets (RM) 0.00  
Other Assets (RM) 0.00  
Current Asset (RM) [Redacted]  
Total Asset (RM) [Redacted]  
Share Premium & Reserve (RM) 0.00  
Minority Interests (RM) 0.00  
Non-Current Liabilities (RM)  
Net Worth (RM) 1,476,232.00

Revenue (RM) 0.00  
Net Dividend (RM) 0.00  
Profit/Loss Before Tax (RM) [Redacted]  
Profit/Loss After Tax (RM) [Redacted]

Attachment  
Browse... +

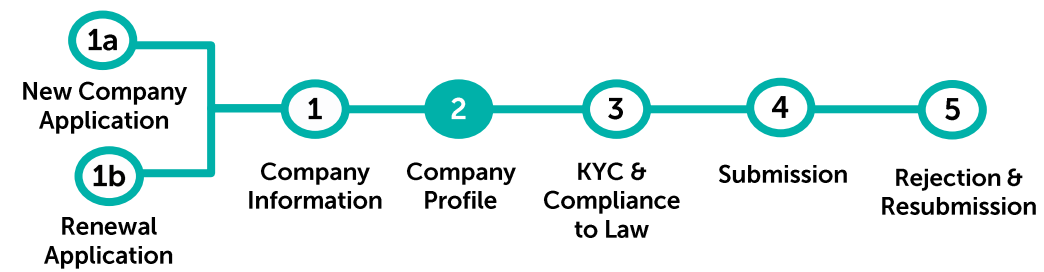
Shareholder Funds (This field is auto-calculated)  
1,476,232.00

Cancel Save Save & Next

- 41** Click on the 'Save' button to save the progress.
- 42** Click on the 'Save & Next' button to save the information and proceed to the next page.
- 43** Upon clicking on 'Save & Next' button, a reminder message box is prompted to ensure Supplier is providing the correct financial information.
  - Click 'Yes' button to proceed with the next page.
  - Click 'No' button to maintain in the same page and make the necessary amendments.

# Company Profile

Supplier to provide required information under Company Details section.



Company Profile **DRAFT**

COMPANY APPLICATION

- Company Information
- Company Corporation
- Share capital
- Director & Shareholder
- Beneficial Owner Information
- Annual Audited Report
- Company Profile**
- Company Details
- Company Status
- Certifications
- Contact Person
- Employments
- Burn Summary
- Know Your Counterparty (KYC) Questionnaire
- Declaration
- Review
- Approved

**Company Details**  
Please provide the company details below

**1** Company Sector

Select a Company Sector

- License
- Registration

**2** Company Branch State

Select Company Branch State

<input type="checkbox"/> JOHOR	<input type="checkbox"/> KEDAH
<input type="checkbox"/> KELANTAN	<input type="checkbox"/> MELAKA
<input type="checkbox"/> NEGERI SEMBILAN	<input type="checkbox"/> OTHERS
<input type="checkbox"/> PAHANG	<input type="checkbox"/> PERAK
<input type="checkbox"/> PERLIS	<input type="checkbox"/> PULAU PINANG
<input type="checkbox"/> SABAH	<input type="checkbox"/> SARAWAK
<input checked="" type="checkbox"/> SELANGOR	<input type="checkbox"/> TEREINGGANU
<input type="checkbox"/> W.P. KUALA LUMPUR	<input type="checkbox"/> W.P. LABUAN
<input type="checkbox"/> W.P. PUTRAJAYA	

**Company Status**

**DRAFT** Last updated a few seconds ago

Cancel **Save** **Save & Submit**

**1** Select the **Company Sector** based on the following definition:

- **License** – able to participate in tenders for Upstream and Downstream sector.
- **Registration** – able to participate in tenders for Downstream sector only.

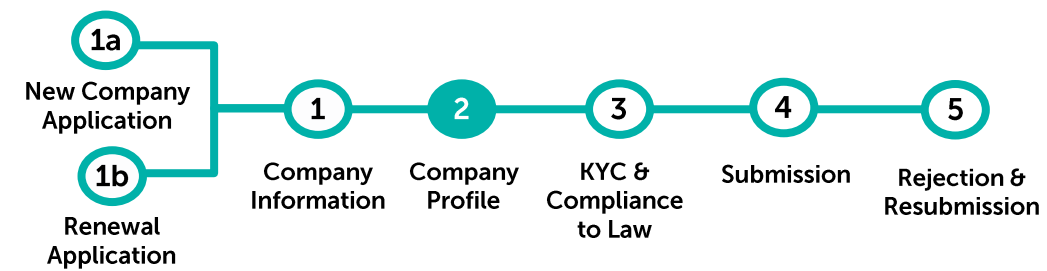
**Note:** For license, Supplier will be notified to make **license fee payment** once company application is approved.

**2** Supplier is reminded to **declare the location of company branch** (if applicable).

- OTHERS refers to location outside of Malaysia.
- Supplier may tick none of the checkbox or more than one checkbox.

# Company Profile

Supplier to provide required information under Company Status section.



**3** Company Status

Please provide the company status information below

Manufacturer

Are you a Manufacturer Company? \*

Yes

No

**Certifications**

Please provide the certification information below

Sijil Taraf Bumi

Do you have Sijil Taraf Bumi certificate? \*

Yes

No

Certification Number \*

Start Date \* 17/02/2022

End Date \* 15/02/2023

Attachment of Bumiputera \*

DRAFT Last updated a minute ago

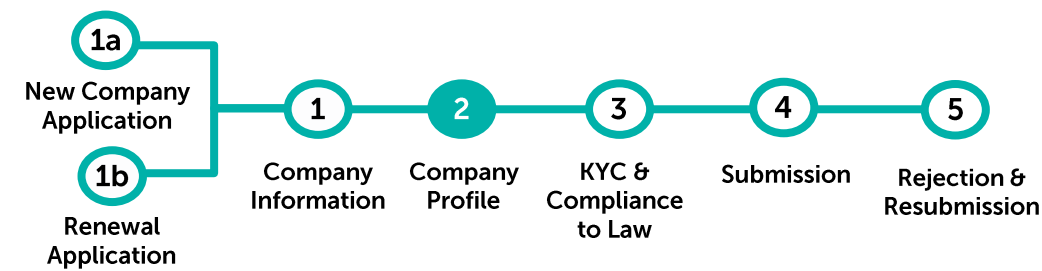
Cancel Save Save & Submit

**3** Indicate if the company is a manufacturing company:

- **Private manufacturer** – Private limited company (e.g. Sdn Bhd) that uses components or raw materials to make a finished food.
- **Public manufacturer** – Public limited company (e.g. Bhd) that uses components or raw materials to make a finished good.
- **Non-manufacturer** – Any company other than manufacturing company.

# Company Profile

Supplier to provide required information under Certifications section.



**4** Indicate if the company has **valid Bumiputera License certificate** (Sijil Taraf Bumiputera) from Ministry of Finance or MEDAC.

If **Yes**, Supplier is required to enter the certificate number, start date, end date and attach a copy of the certificate.

Supplier is encouraged to obtain STB if Supplier would like to apply for SWEC with >51% Bumiputera requirement.

**5** For Sabah companies, indicate if the company has **valid PUKONSA License certificate**.

If **Yes**, Supplier is required to enter the certificate number, start date, end date and attach a copy of the certificate

**6** For Sarawak companies, indicate if the company has **valid UPKJ License certificate**.

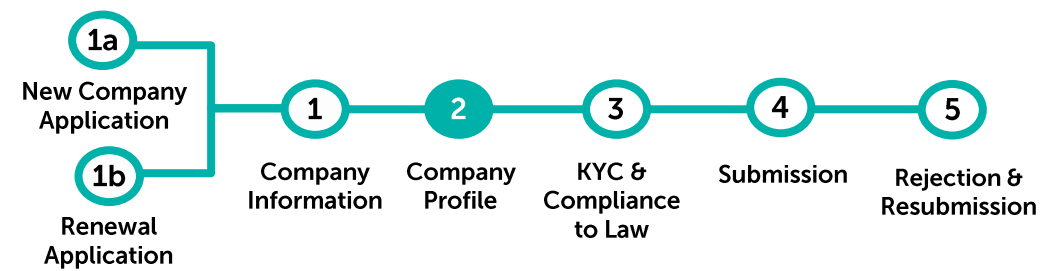
If **Yes**, Supplier is required to enter the certificate number, start date, end date and attach a copy of the certificate



- All documents submitted **must be scanned from original document and in colored version.**
- Please ensure **information declared in PLMS is consistent with document(s) submitted.**

# Company Profile

Supplier to provide required information under Certifications section.



The screenshot shows the 'Sijil Anak Negeri' application form. A red circle with the number '7' highlights the 'Do you have a Sijil Anak Negeri?' question. The form includes fields for 'Certification Number\*', 'Start Date\*', 'End Date\*', and 'Attachment of SPANS\*'. Below this is the 'Contact Person' section with fields for 'Full Name\*', 'Phone Number\*', and 'Email Address\*'. The status bar at the bottom indicates 'DRAFT' and 'Last updated 2 minutes ago'.

7 For Sabah companies, indicate if the company has **valid Sijil Perniagaan Anak Negeri Sabah**.

If **Yes**, Supplier is required to enter the certificate number, start date, end date and attach a copy of the certificate

### Note:

- The certificate may be used to determine locality of Sabahan vendors, subject to approval by Joint Working Committee (JWC) between Sabah State Government and PETRONAS.
- For details on how to apply / renew, please refer to [www.jehans.gov.my](http://www.jehans.gov.my). You may also contact the following persons-in charge and scan the QR code below to save the details:

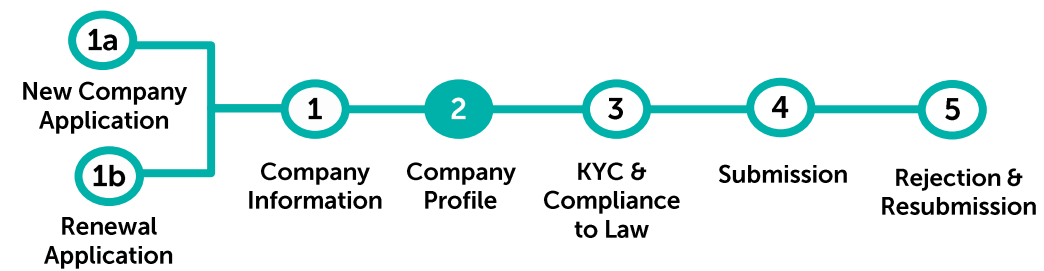
1. Pn Nur Asyikin Mohd Yunus  
([NurAsyikin.MohdYunus@sabah.gov.my](mailto:NurAsyikin.MohdYunus@sabah.gov.my))
2. Pn Sheila Ipang  
([Sheila.Ipang@sabah.gov.my](mailto:Sheila.Ipang@sabah.gov.my))



- All documents submitted **must be scanned from original document and in colored version**.
- Please ensure **information declared in PLMS is consistent with document(s) submitted**.

# Company Profile

Under Contact Person, Supplier is required to provide details of company's Licensing & Registration focal.



**8** Full Name \*

Phone Number \* +60

Email Address \*

**8** Full Name \*

NRIC/Passport No. \*  NRIC  Passport

Email address \*

Employment Status \* Permanent

Status \* Burniputera

Position \* CEO

Handphone No. \* +60

Total Years of Working Experience \* 34

DRAFT Last updated 2 minutes ago

Cancel Save Save & Submit

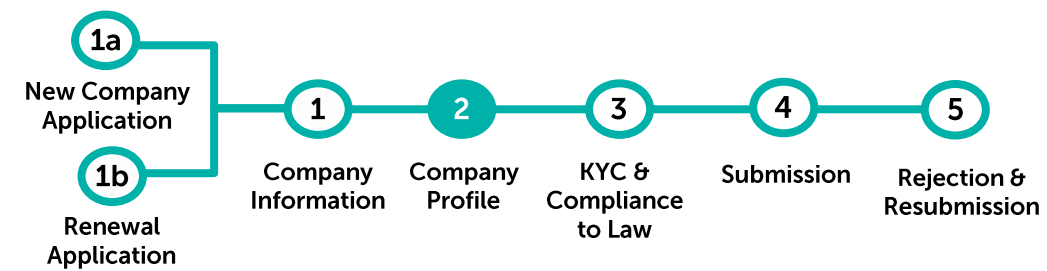
**8** Provide **contact details** of Licensing & Registration focal for the Company.



This information is **IMPORTANT** as the focal will be contacted by PETRONAS and will receive notification on PLMS or any licensing & registration matters. Thus, please ensure the contact details is correct and update in timely manner.

# Company Profile

Under Employments, Supplier is required to provide details of company's top management, management team and employment summary.



**9** Top Management

Please provide the management team from your company below.

Full Name \*  
NRIC/Passport No. \*  NRIC  Passport  
Email address \*  
Employment Status \*  
Permanent

Status \*  
Bumiputera  
Position \*  
CEO  
Handphone No. \*  
+60  
Total Years of Working Experience \*  
34

Management Team

Full Name \*  
NRIC/Passport No. \*  NRIC  Passport  
Email address \*  
Employment Status \*  
Permanent

Status \*  
Bumiputera  
Position \*  
Engineering Manager  
Phone No. \*  
+60  
Total Years of Working Experience \*  
2

DRAFT Last updated 2 minutes ago

Cancel Save Save & Submit

**9** Provide details of the **Top Management** personnel.

- **Bumiputera** - Bumiputera of Malaysian Citizen.
- **Local** - Non-Bumiputera of Malaysian Citizen.
- **Foreign** - Non-Malaysian Citizen.

**Note:** Top Management shall be a **salaried** employee with the **highest-ranking position** in the company (e.g. Chairman, Chief Executive Officer, Managing Director and President) who is **responsible for the entire corporation**.

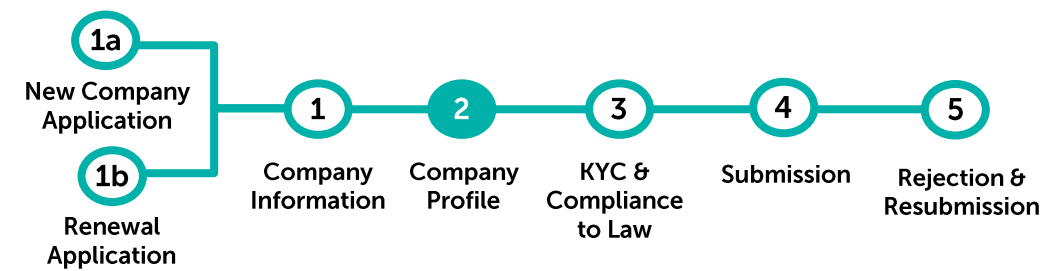


- For **Email address**, please provide the **Top Management email address (not email address of other individual or company's general email)** e.g. [generalenquiries@company.com](mailto:generalenquiries@company.com)
- For **Handphone No**, please provide the **Top Management Handphone Number (not landline number)**.



# Company Profile

Under Employments, Supplier is required to provide details of company's top management, management team and employment summary.



10 Management Team success

Full Name \*

NRIC/Passport No. \*  NRIC  Passport

Email address \*

Employment Status \*

Status \*

Position \*

Phone No. \*

Total Years of Working Experience \*

11 + Add more team

10 Provide details of each **Management Team**.

- **Bumiputera** - Bumiputera of Malaysian Citizen.
- **Local** - Non-Bumiputera of Malaysian Citizen.
- **Foreign** - Non-Malaysian Citizen.

#### Note:

- Management shall be employees (permanent, contract or secondment) sitting in **managerial positions** e.g. Vice President, Senior General Manager, General Manager, Senior Manager, Manager etc.
- **Top Management shall not be part of Management team** (Duplicated declaration is not acceptable/allowed).

11 Supplier may add more management team details by clicking on '+ **Add More Team**' icon.



**If further verification for Bumiputera Status is required**, the following supporting document(s) may be requested:

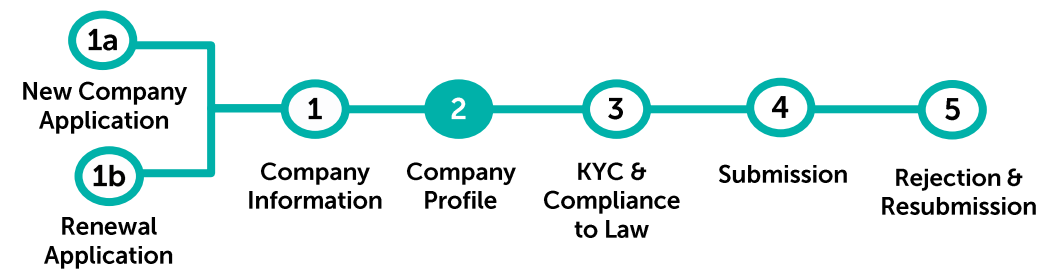
- a) Birth certificate which states the individual's race OR
- b) Bumiputera status confirmation letter from:
  - Pejabat Hal Ehwal Anak Negeri Sabah (PHEANS)
  - Mahkamah Anak Negeri Wilayah Persekutuan Labuan (MANWPL)

#### Note:

- For management team who is also a Director/Shareholder and FOAR/Section 68 has been provided, no additional supporting document is required.
- All documents submitted **must be scanned from original document and in colored version**.
- **NRIC is for Malaysian citizen only**. For Non-Malaysian citizen, please tick Passport.

# Company Profile

Under Employments, Supplier is required to provide details of company's top management, management team and employment summary.



COMPANY APPLICATION

- Company Information
- Company Corporation
- Share capital
- Director & Shareholder
- Beneficial Owner Information
- Annual Audited Report
- Company Profile**
- Company Details
- Company Status
- Certifications
- Contact Person
- Employments
- Bumi Summary
- Know Your Counterparty (KYC) Questionnaire
- Declaration
- Review
- Approved

12 Employment Summary
 

Total No. of Employees \*

No. of Permanent Staff (BUMIPUTERA) <small>Management = 5</small>	<input type="text" value="14"/>
No. of Permanent Staff (LOCAL) <small>Management = 0</small>	<input type="text" value="0"/>
No. of Permanent Staff (FOREIGN) <small>Management = 0</small>	<input type="text" value="0"/>
No. of Others Staff (BUMIPUTERA) <small>Management = 0</small>	<input type="text" value="7"/>
No. of Others Staff (LOCAL) <small>Management = 0</small>	<input type="text" value="0"/>
No. of Others Staff (FOREIGN) <small>Management = 0</small>	<input type="text" value="0"/>

**Bumi Summary**

Status	Equity (%)	Board of Director (%)	Management (%)	Employment (%)
Bumiputera	100.0	100.0	100.0	100.0
Local	0.0	0.0	0.0	0.0
Foreign	0.0	0.0	0.0	0.0
<b>Total</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>

DRAFT Last updated 3 minutes ago
Cancel Save Save & Submit

**12** Declare total number of employees based on:

- Permanent staff
- Contract staff
- Others

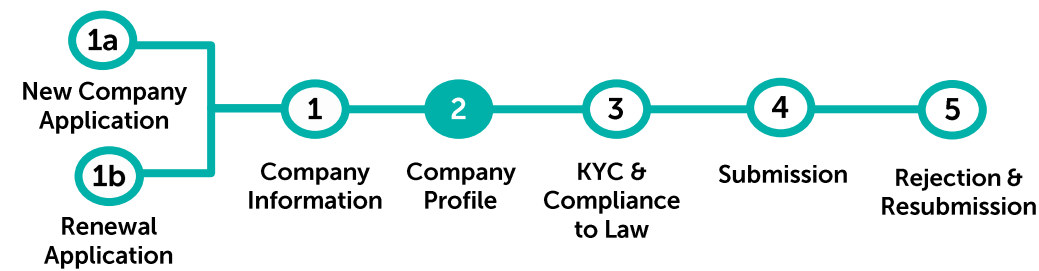
**Note:**

- The declaration shall be according to their **'BUMIPUTERA', 'LOCAL' and 'FOREIGN'** status.
- The total number of employees shall also include the management team.
- Contract staff shall be declared under OTHERS.

- At least two (2) employees shall be declared.
- Please indicate 0 (zero) if none of company employees fall under the categories.

# Company Profile

Under **Bumi Summary**, information is derived based on information keyed-in at the respective sections (Director & Shareholder & Employments).



## 📄 Bumi Summary 13

Status	Equity (%)	Board of Director (%)	Management (%)	Employment (%)
Bumiputera	100.0	100.0	100.0	100.0
Local	0.0	0.0	0.0	0.0
Foreign	0.0	0.0	0.0	0.0
Total	100.0	100.0	100.0	100.0

**13** Bumi Summary table shows the **Company Bumiputera composition** at Equity, Board of Director, Management and Employment level.

The information is **derived based on information keyed-in at the respective sections** (Director & Shareholder & Employments).

**Note:** The total of each column shall be 100%.

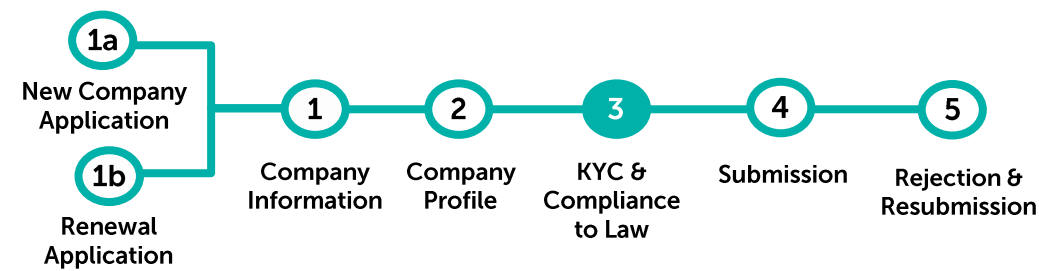


If the information appeared in the table is incorrect, company to verify whether the information keyed-in at the respective section is correct or not.

- If information keyed-in is incorrect, then please do necessary amendment.
- If information keyed-in is correct and technical issue is suspected, please log ticket to PETRONAS ICT.

# KYC & Compliance to Law

Supplier is required to complete the KYC self-declaration and provide declaration on Compliance to Law before submission of company application.



**COMPANY APPLICATION**

- Company Information
- Company Profile
- Declaration
- Review
- Approved

### Know Your Counterparty (KYC) Questionnaire 1

Please answer the questions below

PETRONAS is committed to the highest standards of integrity, openness and accountability in the conduct of the group's business and operations. PETRONAS seeks to conduct its affairs in an ethical, responsible and transparent manner. The PETRONAS Code of Conduct and Business Ethics ("CoBE") sets out PETRONAS' core principles and detailed policy statements on the standards of behaviour and ethical conduct including with respect to ethics and integrity, competition, sanction, export control and data privacy.

As part of our commitment, PETRONAS expects its contractors, subcontractors, consultants, agents, representatives and others performing work or services (including but not limited to joint venture partners, consultants, agents, vendors, suppliers, distributors, sellers, resellers, purchasers and customers) for or on behalf of the Group to comply with all applicable laws and the relevant parts of the CoBE and any other relevant guidelines or manual when performing such work or services. Therefore, before PETRONAS engages with a third party (hereinafter referred to as 'Company' or 'Counterparty'), we are obligated to conduct appropriate third party due diligence to understand the business and background of our prospective business counterparties to ensure that we are dealing with parties that subscribe to the same values and ethical standards of integrity as PETRONAS in the conduct of their business.

#### Sanctions

i. Is the Company or any of its affiliates are incorporated, located within or operating from any Countries Subject to Comprehensive Sanctions?

Yes  
 No

ii. Is the Company or any of its affiliates are engaged in transactions, investments, business or other dealings that directly or indirectly involve or benefit any Countries Subject to Comprehensive Sanctions?

Yes  
 No

#### Data Privacy/Personal Data Protection

Is the Company providing personal data processing services to PETRONAS or carrying out personal data processing activities for and on behalf of PETRONAS?

Yes  
 No

### Declaration 2

#### Compliance to Law

I hereby declare that the Company have been and are in compliance with all applicable laws, rules, regulations, order and/or guidelines by any relevant authorities including but not limited to those guidelines or requirements by Bank Negara Malaysia (the Central Bank of Malaysia) and Royal Malaysian Customs.

Yes  
 No

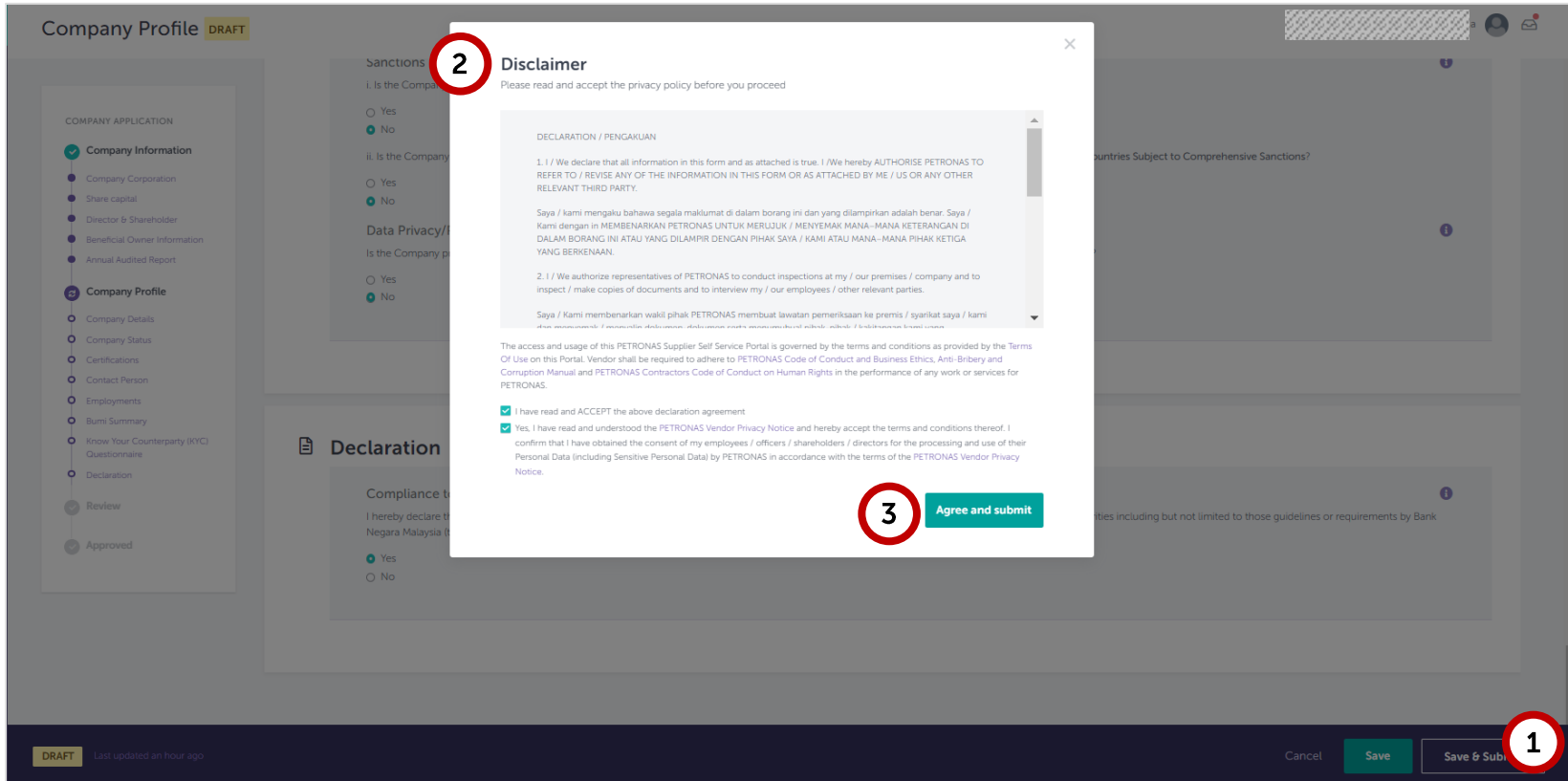
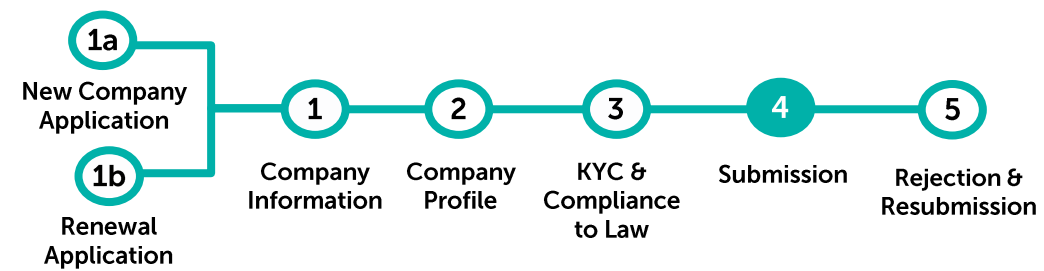
**3** Save Save & Submit

**DRAFT** Last updated

- 1 Supplier is required to answer all listed questions under the **KYC section** which include sanctions and data privacy.  
**Note:** This section will be required for all company application (new, renewal & update).
- 2 Supplier is required to provide **declaration on Compliance to Law**.  
**Note:** The declaration is required for all company application (new, renewal & update).
- 3 Click **'Save & Submit'** button to proceed.  
**Note:** The **'Save'** button allows to save progress as 'Draft' to resume later.

# Submission

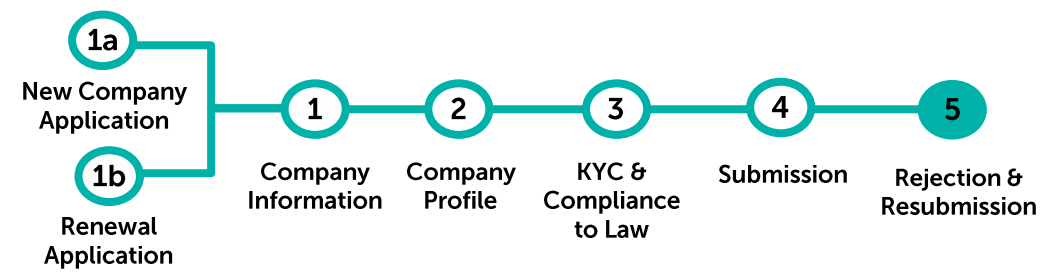
Once all required sections are completed, Supplier is required to accept the Terms & Conditions and submit the application for approval.



- 1 Proceed to submit the company application by clicking on 'Save & Submit' button at the bottom right of the company profile screen.
- 2 A submission confirmation pop-up will appear. Supplier is required to read and understand the **privacy policy** and the **terms & conditions** for PLMS.  
Check the confirmation box for each declaration.
- 3 Finally, submit the Company Application for evaluation by clicking on 'Agree & Submit' button.

# Rejection & Resubmission

In the event of company application rejection, Supplier will receive a notification via email and the status will be reflected in the recent activities card.



Need some assistance? Refer our [User Guide](#) and [FAQ](#). For immediate help, write to our [support team](#) or call us at 1-800-88-0011.

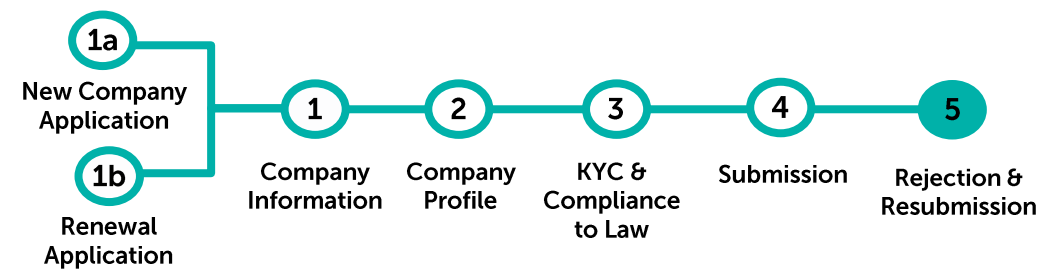
1 Supplier will be notified on the rejection of company application from the **'Recent Activities'** card.

However, Supplier may only view the rejection remarks but will not be able to modify or update the company application.

2 Click on **'Company Profile'** at the sidebar to view rejection and perform amendments for resubmission.

# Rejection & Resubmission

To initiate the resubmission, click on Update Company from Company Profile.



WORKSPACE

Company Profile

Company Details License Information List of Principals List of SWEC List of Users

Company Overview

INACTIVE

Registration Number [REDACTED] Registration Date 19/11/2012 Company Type PRIVATE LIMITED

SWEC & LICENSE OVERVIEW

0 SWEC 0 Mode of Operation 1 Normal License 0 Special License

Company Information

COMPANY CORPORATION

Registration Address [REDACTED]

Registration Country Malaysia Registration State NEGERI SEMBILAN Registration Postcode 70300

Business Address [REDACTED]

Business Country Malaysia Business State W.P. KUALA LUMPUR Business Postcode 57000

Company Profile

COMPANY DETAILS

Company Sector License Company Branch State

COMPANY STATUS

Manufacturer No Government-Linked Company (GLC) No

LOCALITY & GROUP LOCALITY

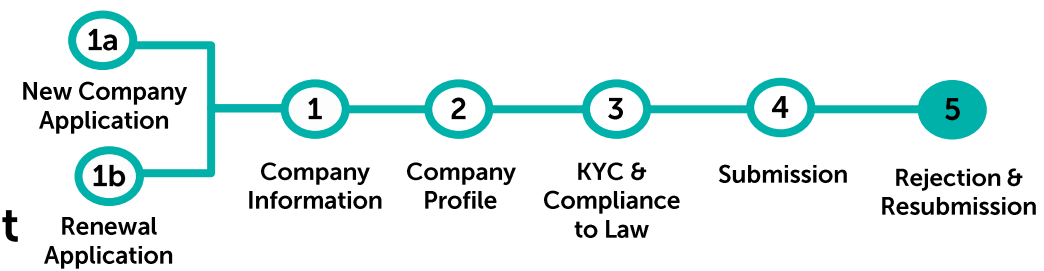
Locality State OTHERS Locality State Code OTH

3 Update details Update company

3 Click on 'Update Details' button then on 'Update Company' button.

# Rejection & Resubmission

Supplier may review which section that requires amendment prior to resubmission.



Update Company Application (ROC)

COMPANY APPLICATION

- Company Information
- Company Corporation
- Share capital
- Director & Shareholder
- Beneficial Owner Information
- Annual Audited Report
- Company Profile
- Company Details
- Company Status
- Certifications
- Contact Person
- Employments
- Burn Summary
- Review
- Approved

**4** Share capital **SUCCESS**

Please review the company contribution information below

Authorized Capital (RM) 10,000,000.00	No. of Ordinary Shares/Capital 5,000,000
No. of Preference Shares 2,500,000	Nominal Value of Ordinary Shares (RM) 1.00
Nominal Value of Preference Shares (RM) 1.00	Paid-Up Capital (RM)/Capital 30,000,000.00

Form of Annual Return (FOAR) \*

FOAR Date \*

01/04/2022

**5** Director & Shareholder **REJECTED**

Please review the fetched director and shareholder's information below

**6** Rejection  
Please provide the shareholder information

Individual

Cancel Save Save & Next

**4** Sections that are acceptable and do not require changes are labeled as **'SUCCESS'**.

**5** Sections that require amendments are labeled as **'REJECTED'**.

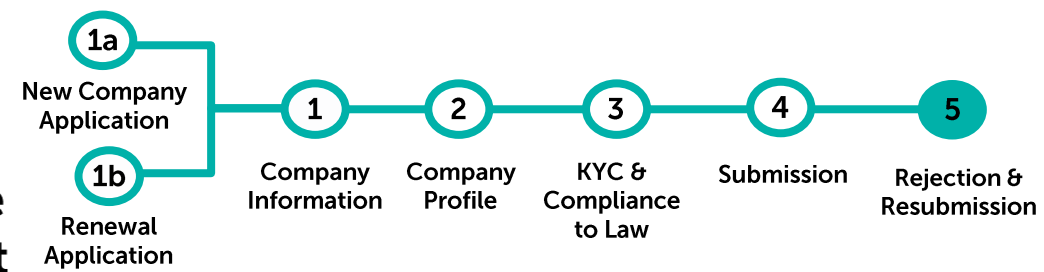
**6** Supplier may review the rejection remarks in the field highlighted in red. Supplier may proceed to update rejected sections (if any) for the rest of Company Information & Company Profile.

**Note:** Supplier is required to update/amend the information based on the rejection remark provided.



# Rejection & Resubmission

Once all the required sections have been completed, you are required to acknowledge the Terms & Conditions and submit the application for approval.



**8 Disclaimer**  
Please read and accept the privacy policy before you proceed

DECLARATION / PENGAKUAN

1. I / We declare that all information in this form and as attached is true. I / We hereby AUTHORISE PETRONAS TO REFER TO / REVISE ANY OF THE INFORMATION IN THIS FORM OR AS ATTACHED BY ME / US OR ANY OTHER RELEVANT THIRD PARTY.

Saya / kami mengaku bahawa segala maklumat di dalam borang ini dan yang dilampirkan adalah benar. Saya / Kami dengan in MEMBENARKAN PETRONAS UNTUK MERLUK / MENYEMAK MANA-MANA KETERANGAN DI DALAM BORANG INI ATAU YANG DILAMPIR DENGAN PIHAK SAYA / KAMI ATAU MANA-MANA PIHAK KETIGA YANG BERKENAAN.

2. I / We authorize representatives of PETRONAS to conduct inspections at my / our premises / company and to inspect / make copies of documents and to interview my / our employees / other relevant parties.

Saya / Kami membenarkan wakil pihak PETRONAS membuat lawatan pemeriksaan ke premis / syarikat saya / kami dan membuat salinan / menyalin dokumen-dokumen dan mewawancara kakitangan / pihak-pihak yang berkaitan.

The access and usage of this PETRONAS Supplier Self Service Portal is governed by the terms and conditions as provided by the Terms Of Use on this Portal. Vendor shall be required to adhere to PETRONAS Code of Conduct and Business Ethics, Anti-Bribery and Corruption Manual and PETRONAS Contractors Code of Conduct on Human Rights in the performance of any work or services for PETRONAS.

I have read and ACCEPT the above declaration agreement

Yes, I have read and understood the PETRONAS Vendor Privacy Notice and hereby accept the terms and conditions thereof. I confirm that I have obtained the consent of my employees / officers / shareholders / directors for the processing and use of their Personal Data (including Sensitive Personal Data) by PETRONAS in accordance with the terms of the PETRONAS Vendor Privacy Notice.

**9 Agree and submit**

**7 Save & Submit**

**7** Proceed to resubmit the company application by clicking on **'Save & Submit'** button at the bottom right of the company profile screen.

**8** A submission confirmation pop-up will appear. Supplier is required to read and understand the **privacy policy** and the **terms & conditions** for PLMS.

Check the confirmation box for each declaration.

**9** Finally, resubmit the Company Application for evaluation by clicking on **'Agree & Submit'** button.

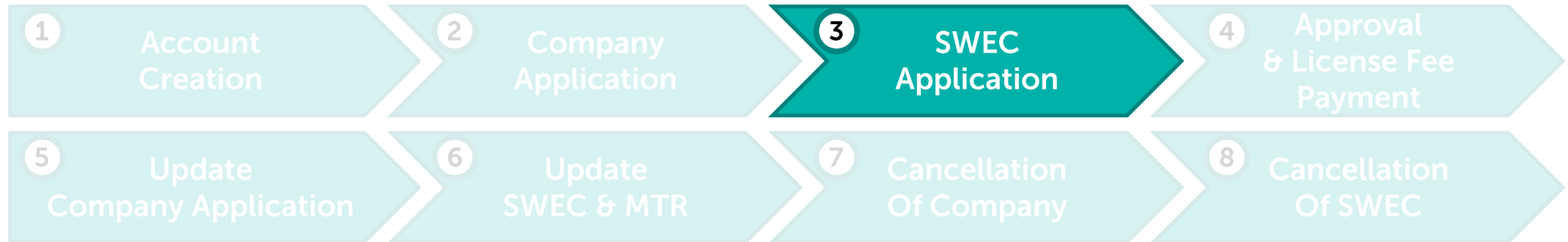


**GROUP  
PROCUREMENT** **DGP**

**SWEC APPLICATION**

# APPLICATION DEEP DIVE

## General Functions

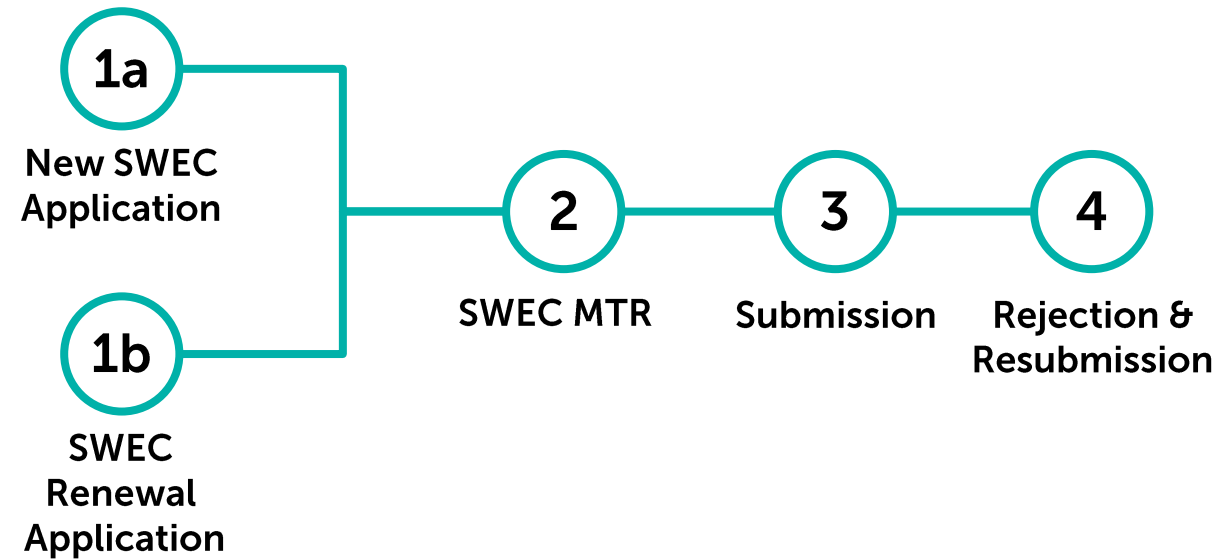


# SWEC Application

Supplier needs to be licensed/registered in at least one (1) approved SWEC for the License/Registration to be valid/effective.

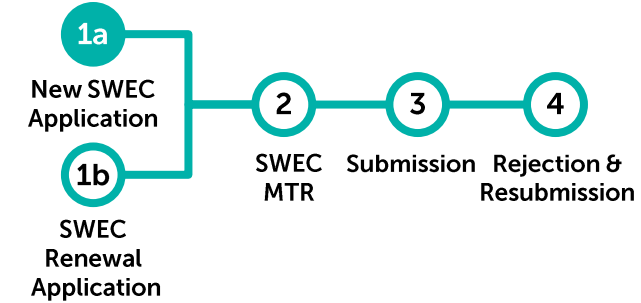
## LEARNING OBJECTIVES

Supplier will be able to perform new or renewal of SWEC application.



# New SWEC Application

Supplier can search from the SWEC library and quickly view the SWEC MTR prior to application.



The screenshot shows the 'Standardised Work & Equipment Categories (SWEC)' page. On the left sidebar, the 'SWEC' icon is circled with a red '1'. The 'All Categories' list on the left is circled with a red '2', and the 'Hydrofluoric Acid' entry is circled with a red '4'. The 'Requirements to Apply' modal is open, showing 'Mode of Operations' set to 'Self-operated' (circled with a red '5') and an 'Apply SWEC as Self-operated' button (circled with a red '6'). A search bar with a magnifying glass icon is circled with a red '3'. The table of results is visible on the right.

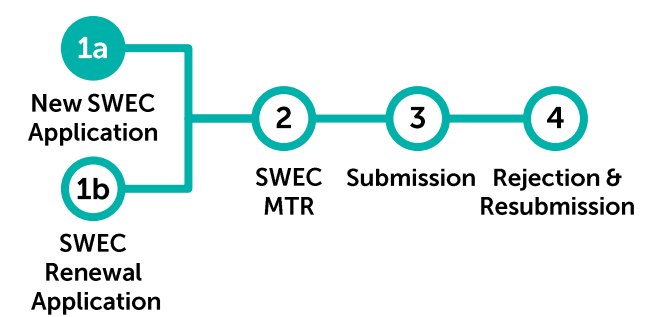
Code	Type	Mode of Operations
10111014P	General	Dealer, Manufacturer
10111015P	General	Dealer, Manufacturer
10111016P	General	Dealer, Manufacturer
10111100P	General	Dealer, Manufacturer
10111200P	General	Dealer, Manufacturer
10111300P	General	Agent, Manufacturer
10111400P	General	Agent, Chemical Blender, Manufacturer
10111510P	General	Dealer, Manufacturer
10111511P	General	Dealer, Manufacturer
10111600P	General	Dealer, Manufacturer

- 1 At the sidebar, click the 'SWEC' icon to open the 'SWEC library'.
- 2 Supplier can search for SWECs by navigating the SWEC hierarchy in the left column.
- 3 Supplier can use the 'Search' function to search for the SWEC i.e. by SWEC number or any keywords. To search, fill-in search criteria and press Enter.  
  
**Note:** icon is a picture, not a functional button.
- 4 Click on 'SWEC Name' to view the SWEC information and requirement (which will be displayed on the right sidebar).
- 5 Select the 'Mode of Operation' to view the SWEC requirement based on the available Mode of Operations for the SWEC.
- 6 Click the 'Apply SWEC as...' button to apply for the SWEC.

- SWEC application cannot be submitted when there is an ongoing/in progress Company Application.
- Multiple SWEC applications can be submitted at the same time.
- Please ensure that Supplier can comply with the Minimum Technical Requirement (MTR) prior to submission of SWEC application.

# SWEC Renewal Application

Existing Supplier will be able to renew its SWEC(s) upon renewal of its License/Registration.



**1** At the sidebar, click on 'SWEC'.

**2** Click on 'My SWEC' tab to view the list of existing view.

**3** Supplier can use the 'Search' function to search for the SWEC i.e. by SWEC number or any keywords. To search, fill-in search criteria and press Enter.

**4** Click on 'SWEC Name' to view the SWEC information.

Name & Description	Code	Type	Mode of Operations	Sector	Application Status	Special Condition	Swec Status	SWEC Expiry Date
<b>Domestic Waste Management</b> The provision of manpower, equipment, services, characterization, transportation and disposal of Domestic Waste Management (organic waste) such as but not limited to kitchen waste, sanitary and sewerage	11171000S	General	Self-Operated	License & Registration	Approved	No	In Active	31/03/2022
<b>Industrial Waste Management</b> The provision of manpower, equipment, services, characterization, transportation, disposal and recycle of Industrial Waste Management such as but not limited to wood, bricks and packaging	11171100S	General	Self-Operated	License & Registration	Approved	No	In Active	31/03/2022
<b>Service Station Accessories</b> To supply and deliver/design, install and commission Service Station Accessories such as but not limited to Display Chillers & Freezers, Visual Elements & Signage, LPG Bulk Equipments e.g. LPG bulk tank, oil separator, vaporiser, etc., Other NGV Refuelling Facilities e.g. electrical panels, storage cascade, etc. and Other Service Station Equipment/Accessories e.g. air conditioning, tire inflator, etc.	16241200P	General	Dealer	License & Registration	Approved	No	In Active	31/03/2022
<b>Electrodes</b> -	16261400P	General	Dealer	License	Approved	No	In Active	31/03/2022
<b>Electric Hand Tools &amp; Equipment</b> To supply and deliver of Electric Hand Tools & Equipment such as but not limited to Impact Wrench, Electrical Equipment (e.g. HV tester, relay tester, current injector & etc), Electric Hand Tools, Hand Grinder, Smoke Meter and Welding Transformer	16271200P	General	Dealer	License & Registration	Approved	No	In Active	31/03/2022
<b>Hydraulic Jacking, Tensioning &amp; Torqueing Equipment</b> To supply and deliver Hydraulic Jacking, Tensioning & Torqueing Equipment such as but not limited to bolt tensioning and torqueing, flange spreader, nut splitter, hydraulic jack and garage jack	16271300P	General	Dealer	License & Registration	Approved	No	In Active	31/03/2022

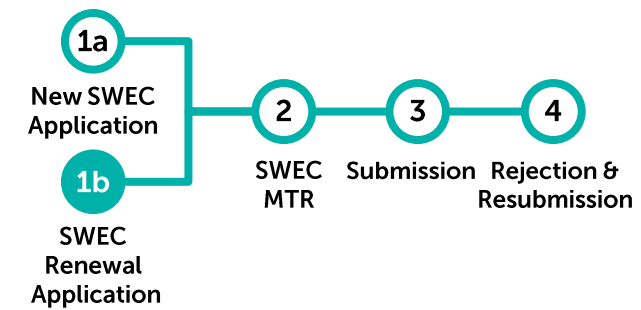
- At the sidebar, click on 'SWEC'.
- Click on 'My SWEC' tab to view the list of existing view.
- Supplier can use the 'Search' function to search for the SWEC i.e. by SWEC number or any keywords. To search, fill-in search criteria and press Enter.  
**Note:** icon is a picture, not a functional button.
- Click on 'SWEC Name' to view the SWEC information.



- SWEC application cannot be submitted when there is an ongoing/in progress Company Application.
- Multiple SWEC applications can be submitted at the same time.
- Please ensure that Supplier can comply with the Minimum Technical Requirement (MTR) prior to submission of SWEC application.

# SWEC Renewal Application

Existing Supplier will be able to renew its SWEC(s) upon renewal of its License/Registration.



SWEC Capabilities **INACTIVE**

Land Survey (Self-operated)

**5** **Certification**  
Official documents as proof of formal qualifications or achievements

Board of Land Surveyor

Success

Certificate Number  
[Redacted]

Certificate Start Date      End Date  
17 Feb 2016                      31 Dec 2022

Certificate Attachment  
[Redacted]

Need some assistance? Refer our [User Guide](#) and [FAQ](#). For immediate help, write to our [support team](#) or call us at 1-800-88-0011.

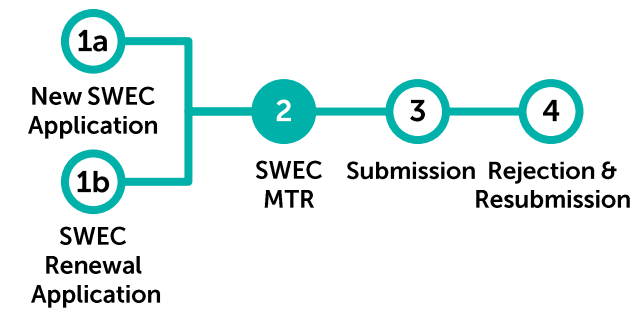
Cancel **6** **Modify** **7** **Change Mode of Operation**

- 5** SWEC information will be displayed accordingly e.g. SWEC status, information of approved SWEC (if any).
  - 6** Click the **'Modify'** button to initiate SWEC application.
  - 7** Click the **'Change Mode of Operation'** button to change the mode of operation for SWEC applied if required.
- Note:** Change on SWEC Mode of Operation cannot be performed when the company status is not ACTIVE.

- SWEC application cannot be submitted when there is an ongoing/in progress Company Application.
- Multiple SWEC applications can be submitted at the same time.
- Please ensure that Supplier can comply with the Minimum Technical Requirement (MTR) prior to submission of SWEC application.

# SWEC MTR

For a successful SWEC application, Supplier is required to comply with the MTR of the applied SWEC. Below are possible MTR required for the SWEC.



- 1 Principal** – the company for whom the applicant company (company applying for license/registration) is representing as an agent. This could be the product manufacturer or service provider.
- 2 Key Personnel** – employees who are essential to carry out work relevant to the SWEC.
- 3 Experience** – the required company experience with regards to the SWEC.
- 4 Facilities & Equipment** – the required building, process or production equipment to carry out work relevant to the SWEC.
- 5 Certification** – the certification required to carry out work relevant to the SWEC.
- 6 Vessel/Rig** – the required vessel or rig to carry out work relevant to the SWEC.

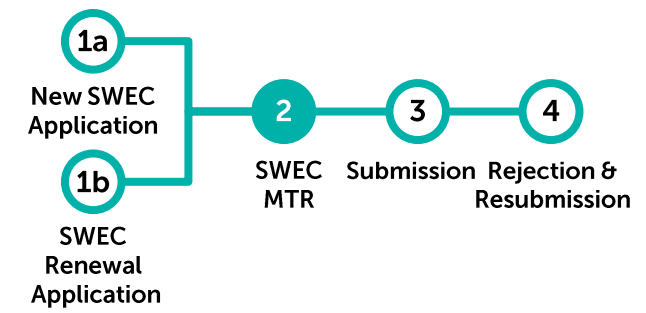


- SWEC with different Mode of Operation may have different MTR.
- Not all SWECs are imposed with MTR. The MTR will only appear if its applicable.



# SWEC MTR

View Principal requirements summary.



### Principal

Third party in-charge to be represented for this SWEC application

Project/Technical Manager

Select principal \*

**1**

REQUIREMENTS

Principal in-charge

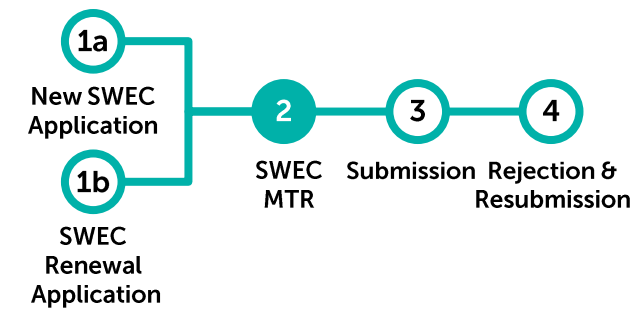
**Principal**

Principal must have a valid appointment date

**1** Begin selecting principal by clicking the **'Select'** button.

# SWEC MTR

Select existing principal from principal list or add a new principal.



2 Principal List  
Select principal from the list of principals below

3 + Add Principal

Principal Name	Status	Person In-Charge	Appointment Date
<input checked="" type="checkbox"/> [Redacted]	Active	[Redacted]	01 Jan 2023 - 31 Dec 2023

7

1 - 1 of 1 entries 1 row selected

10 items per page 1 of 1 pages

8 Confirm Selection

Principal  
Add Principal

4

Principal Name \*

Company No \* Country \*

Contact Person \*

Address \*

Appointment Start Date \*  
Select date

End Date \*  
Select date

Person in-charge \*

Email \*

Contact No. 1 \* Contact No. 2 \*


Appointed by \*  
 Headquarters  
 Regional

Appointment Letter Attachment \*  
Browse... +

5

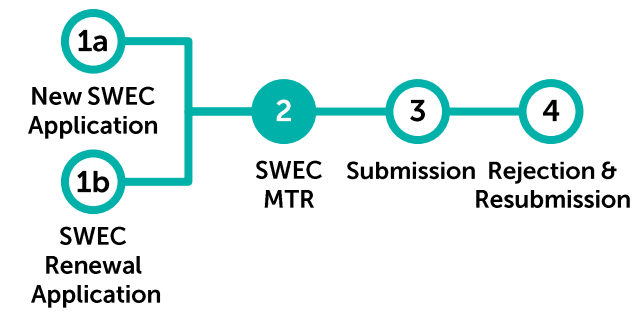
6 Add Principal

- 2 A pop-up which shows principal list will appear.  
**Note:** Added principal (if any) is listed under the principal list.
- 3 To add principal, click on '+Add Principal' button.
- 4 Please fill-in principal details.
- 5 Please attach Appointment Letter.  
**Note:** Please refer PETRONAS General Guideline for the requirement.
- 6 Once completed, click the 'Add Principal' button.  
**Note:** The newly added principal will appear in the principal list.
- 7 Select principal by ticking the check box next to the principal's name.
- 8 Click 'Confirm Selection' to proceed.

 All documents submitted **must be scanned from original document and in colored version.**  
Please ensure **information declared in PLMS is consistent with document(s) submitted.**

# SWEC MTR

Confirm compliance for Principal section.



**Principal**  
Third party in-charge to be represented for this SWEC application

Principal In-charge

Principal \*  
01 Jan 2025 - 31 Dec 2023

Select principal... +

REQUIREMENTS  
Principal in-charge

9, 10, 11

**Principal**  
Third party in-charge to be represented for this SWEC application

Principal In-charge

Principal \*  
01 Jan 2025 - 31 Dec 2023

Select principal...

Edit Details  
Remove Principal

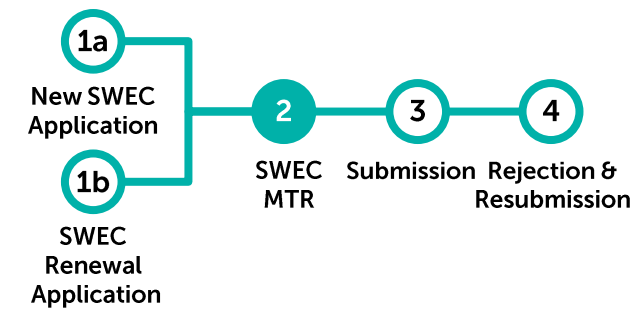
REQUIREMENTS  
Principal in-charge

12, 13

- 9 The selected principal(s) from the principal list will appear on the SWEC.
- 10 Click '+' button to add more than one principal (if applicable).  
**Note:** Multiple principles can be added for the same SWEC.
- 11 Click ... icon to make changes to the selected principal.
- 12
  - Click '**Edit Details**' button to edit the principal details.
  - Click '**Remove Principal**' button to remove the principal.
- 13 System will notify that the submission is complying with the requirements.  
  
However, this is still **subject to PETRONAS' approval.**

# SWEC MTR

View Key Personnel requirements summary.



### Key Personnel

Important members of your team who qualifies for the SWEC requirement

Supervisor

Employee \*

Select employee... +

0 / 2 Employees

REQUIREMENTS - Supervisor

- Certificate - Confined space cer

More

Technician

Employee \*

Select employee... +

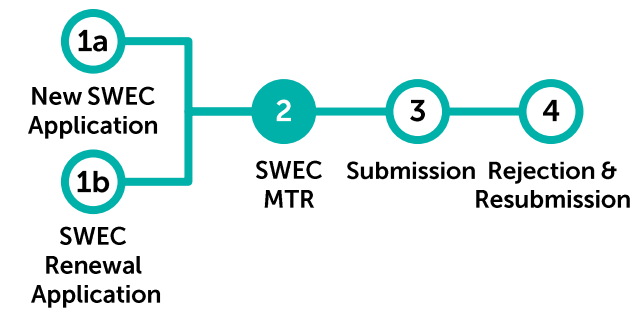
REQUIREMENTS - Technician

- Certificate - Confined space certification (AESP – Authorized Entrant & Standby Person)
- 5 years experience in catalyst Change-Out

- 1 The number of required key personnel is displayed in the 'Requirements' box on each MTR section.
- 2 The requirements on the qualification and experience for each personnel is displayed next to each key personnel.  
**Note:** Click 'More' to view complete requirement.
- 3 Begin selecting key personnel by clicking on the 'Select Employee' button.

# SWEC MTR

Select existing key personnel from Employee List or add new employee into the employee list.



**4** Employee List  
Select employee from the list of employee below

Search Keyword  Sort by newest

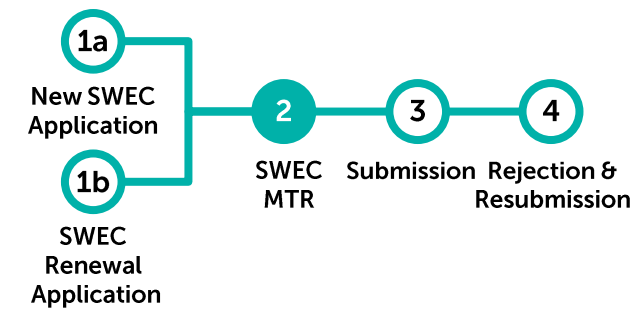
Employee Name	Position	Employment Type	Total Experience	Edit
<input type="checkbox"/>		Permanent	8 years	<input type="button" value="edit"/>
<input checked="" type="checkbox"/>			11 months 30 days	
<input type="checkbox"/>	Engineering Manager	Permanent	5 years	<input type="button" value="edit"/>
<input type="checkbox"/>		Permanent	6 years	<input type="button" value="edit"/>
<input type="checkbox"/>		Permanent	2 years	<input type="button" value="edit"/>

1 - 4 of 4 entries 1 row selected 10 items per page 1 of 1 pages < Prev Next >

- 4** A pop-up which shows employee list will appear.  
**Note:** Added employee (if any) is listed under the employee list.
- 5** To add employee, click on '+Add Employee' button.
- 6** To edit employee details, click on  icon for the relevant employee.  
**Note:** Upon changing the employee details, please remove the selected employee and reselect the employee again. This is in order for the changes made to be reflected on SWEC application.

# SWEC MTR

Add new employee details (e.g. general information, qualification, certification, and experience) into the employee list.



**7** Key Personnel  
**Add Employee**

GENERAL INFORMATION

Upload Image

Employee Name \*

NRIC/Passport No. \*  NRIC  Passport Citizenship \* -- Please select --

Status \* -- Please select --

Email address \* Phone No. \*

Position \* -- Please select --

Employment Type \* Total Years of Working Experience \*

QUALIFICATION **8** + Add Qualification

EXPERIENCE **9** + Add Experience

**Add Employee**

QUALIFICATION

Employee Qualification \* -- Please select --

Major Discipline \*

Attachment \* Browse... +

+ Add Qualification

EXPERIENCE

Project Name \* -- Please select --

Position/Designation \*

Client name \*

Company name \*

This company the employee was employed by during this project

Project Start Date \* Select start date

Project End Date \* Select end date

Total Duration

Project Description \* Character Limit: 250 characters

+ Add Experience

**Add Employee** **10**

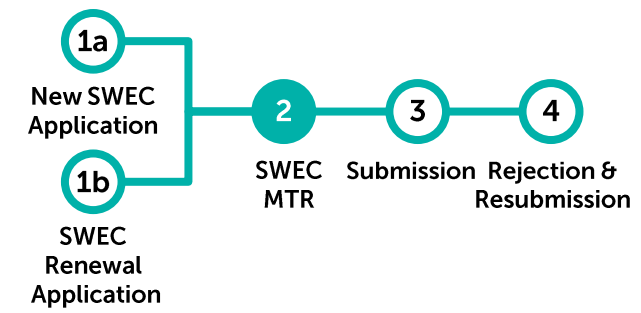
- 7** Please fill-in employee mandatory details.
- 8** To add qualification, click on '**+Add Qualification**' button.
- Note:** Please provide qualification certificate (CV or Resume is not acceptable).
- 9** To add experience, click on '**+Add Experience**' button.
- Note:**
- Please **do not combine several projects/experience in one entry**.
  - Please **provide details of experience** per SWEC applied i.e. experience stated is not vague e.g. several clients, Supply of CE12.
  - Please **provide valid experience** e.g. experience with future date is not an experience.
- 10** Once completed, click the '**Add Employee**' button.
- Note:** The newly added employee will appear in the employee list.



- All documents submitted **must be scanned from original document and in colored version**.
- Please ensure **information declared in PLMS is consistent with document(s) submitted**.

# SWEC MTR

Select existing key personnel from Employee List or add new employee into the employee list.



**Employee List**  
Select employee from the list of employee below

Search Keyword  Sort by newest

Employee Name	Position	Employment Type	Total Experience	Edit
<input type="checkbox"/> [Redacted]	[Redacted]	Permanent	8 years	<input type="button" value="edit"/>
<input checked="" type="checkbox"/> [Redacted]	[Redacted]	[Redacted]	11 months 30 days	[Redacted]
<input type="checkbox"/> [Redacted]	Engineering Manager	Permanent	5 years	<input type="button" value="edit"/>
<input type="checkbox"/> [Redacted]	[Redacted]	Permanent	6 years	<input type="button" value="edit"/>
<input type="checkbox"/> [Redacted]	[Redacted]	Permanent	2 years	<input type="button" value="edit"/>

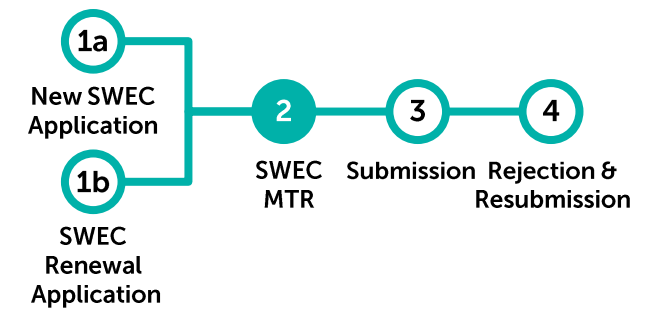
1 - 4 of 4 entries 1 row selected

10 items per page 1 of 1 pages

- 11** Select employee by ticking the check box next to the employee's name.
- 12** Select the employee's experience which is relevant to the SWEC applied.  
**Note:** Please **select experience which is relevant to the SWEC applied only.**
- 13** Click '**Confirm Selection**' to proceed.  
**Note:** Kindly ensure that the selected employee and details for qualification and experience is sufficient to comply with the SWEC MTR.

# SWEC MTR

Confirm compliance for Key Personnel section.



### Key Personnel

Important members of your team who qualifies for the SWEC requirement

Supervisor

**11** Employee \*

Project Name | Client Name  
Position/Designation description | Company Name  
01/01/2022 - 30/12/2022  
Project Description

1 / 1 Employees

**11**

REQUIREMENTS

- Supervisor
- Certificate-Confined space certi

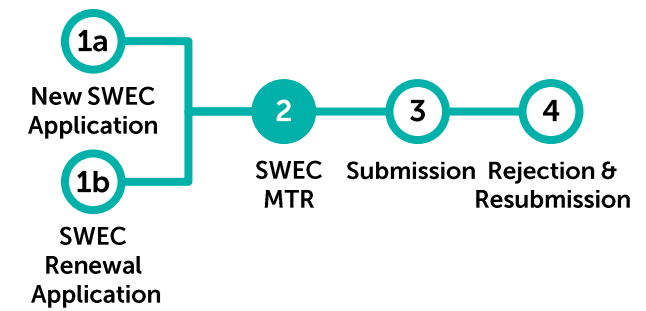
More

- 9 The selected employee(s) and experience (from the employee list) will appear on the SWEC.
- 10 System will notify that the submission is complying with the requirements.  
  
However, this is still **subject to PETRONAS' approval.**



# SWEC MTR

## View Principal/Company Experience requirements summary



### Company Experience

This is your company's track record with relevant projects and contracts related to this SWEC

**1** O&G Control Valves related works

Project

Add project...

REQUIREMENTS

0 / 0

Number of project

O&G Control Valves related wo

Principal project

More

### Company Experience

This is your company's track record with relevant projects and contracts related to this SWEC

Daily Maintenance on Mechanical work in Oil/Gas/Petchem plant

Project

Add project... **3**

REQUIREMENTS

0 / 0

Number of project

Daily Maintenance on Mechanic

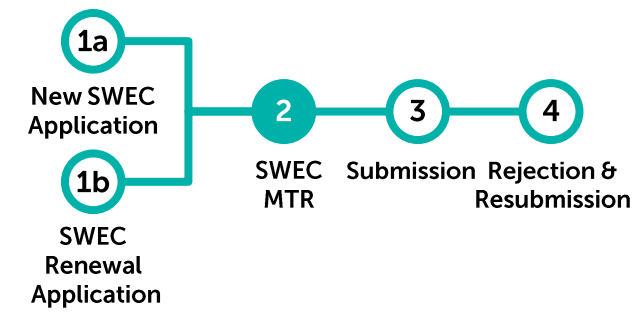
Own project

More

- 1** The description of required experience is displayed in the 'Requirements' box on each MTR section.
- 2** The detailed requirements on the experience displayed on each MTR section.  
**Note:** Click 'More' to view complete requirement.
- 3** Begin selecting principal/company experience by clicking the 'Add project' button.

# SWEC MTR

Select existing experience from Project List or add experience into the Project List.



**4 Project List**  
Select project from the list of projects below

**5** **All** **6 My Projects** **7 Principal Projects**   **8 + Add Project**

Name & Description	Client Name	Total Experience
<input checked="" type="checkbox"/> <b>Project Name</b> Project Description	Client Name	1 year

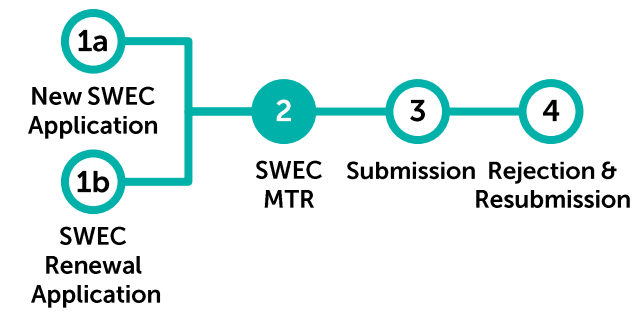
1 - 1 of 1 entries 1 row selected 10 items per page 1 of 1 pages < Prev Next >

**Confirm Selection**

- 4** A pop-up which shows Project List will appear.
- 5** **All** tab shows all principal/experience which was added (if any).
- 6** **My Projects** tab shows added company experience.
- 7** **Principal Projects** tab shows added principal experience.
- 8** To add project, click on '**+Add Project**' button.

# SWEC MTR

Select existing experience from Project List or add experience into the Project List.



**Project List**  
Select project from the list of projects below

ALL My Projects Principal Project

**Name & Description**

Project Name	Project Description
<input checked="" type="checkbox"/>	

1 - 1 of 1 entries 1 row selected

**Company Experience**  
**Add Project Experience** 9

Project Belong To \*  
 Own  
 Principal

Project Name \*

Client Name \*

Project Description \*  
  
Character Limit: 250 characters

Project Start Date \*  
Select date

End Date \*  
Select date

+ Add Project

Total Experience  
1 year

Prev Next

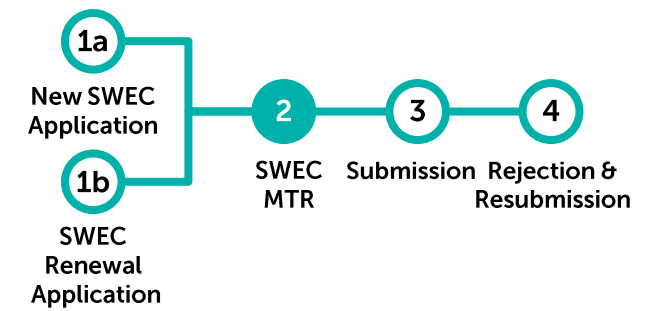
Add Project 10

11 Confirm Selection

- 9 Please fill-in project experience details.
- Note:**
- Please **do not combine several projects/experience in one entry.**
  - Please **provide details of experience** per SWEC applied i.e. experience stated is not vague e.g. several clients, Supply of CE12.
  - Please **provide valid experience** e.g. experience with future date is not an experience.
- 10 Once completed, click the 'Add Project' button.
- Note:** The newly added project will appear in the project list.
- 11 Tick the check box next to the project name and click 'Confirm Selection' to proceed.

# SWEC MTR

Confirm compliance for Principal/Company Experience section.



### Company Experience

This is your company's track record with relevant projects and contracts related to this SWEC

O&G Control Valves related works

**12**

Project

Project Name	
Client Name	
01 Jan 2022 - 31 Dec 2022	12 months ...
Project Description	

Add project... +

**13**

REQUIREMENTS

1 / 0

Number of project

O&G Control Valves related works

Principal project

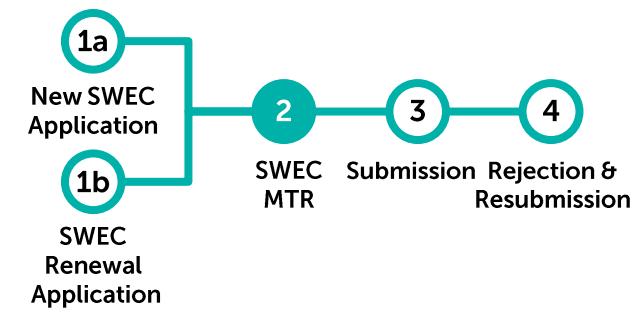
Principal to have minimum 10 years experience in O&G Control Valves related works

Less

- 12** The selected experience(s) from the project list will appear on the SWEC.
- 13** System will notify that the submission is complying with the requirements.  
  
However, this is still **subject to PETRONAS' approval.**


# SWEC MTR

## View Facilities & Equipment requirements summary.



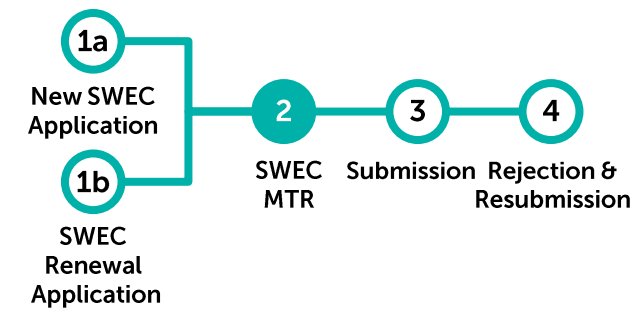
The screenshot shows the 'Facilities & Equipment' section of the SWEC MTR application. It includes a 'REQUIREMENTS' sidebar with 'Facilities and equipments' checked. The main content area has two sections: 'Facilities - Proper Office Setup' and 'Equipment - Company To Provide The List Of Engineering...'. Each section has radio buttons for ownership types (Own, Lease, Own & Lease) and an 'Attachment' section with a 'Browse...' button. A 'Document List' pop-up window is overlaid, showing a table with columns for File Name, Document Type, and File Size. The table contains one entry: a checked checkbox, a file name, 'Certification', and '16 Bytes'. The pop-up also includes a search bar, a 'Sort by newest' dropdown, an '+ Add Document' button, and a 'Confirm Selection' button at the bottom.

- 1 The detailed requirements displayed on each MTR section.
- 2 Begin by declaring the '**Ownership of the facilities**' and attach any supporting documents (if required).
- 3 Begin by declaring the '**Ownership of the equipment**' and attach any supporting documents (if required).
- 4 To attach supporting document, click on '**Browse**' button.
- 5 A pop-up which shows Document List will appear.  
**Note:** Added document (if any) is listed under the document list.
- 6 To add document, click on '**+Add Document**' button.

 • All documents submitted **must be scanned from original document and in colored version.**  
• Please ensure **information declared in PLMS is consistent with document(s) submitted.**

# SWEC MTR

View Facilities & Equipment requirements summary.



**7** Attach the supporting document and provide mandatory details of attached document.

**8** Once completed, click the 'Add Document' button.

**9** Tick the check box next to the document name.

**10** Click 'Confirm Selection' button to proceed.

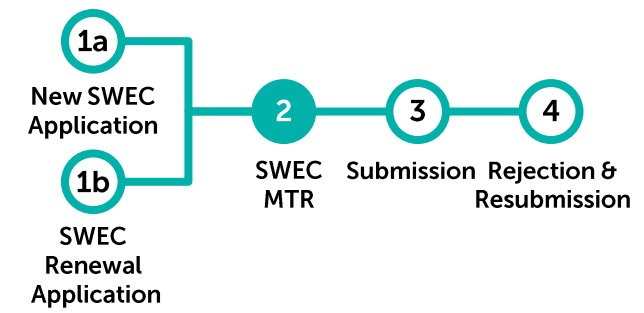
File Name	Document Type	File Size
<input checked="" type="checkbox"/> [Redacted]	Certification	16 Bytes



- All documents submitted **must be scanned from original document and in colored version.**
- Please ensure **information declared in PLMS is consistent with document(s) submitted.**

# SWEC MTR

Confirm compliance for Facilities & Equipment section.

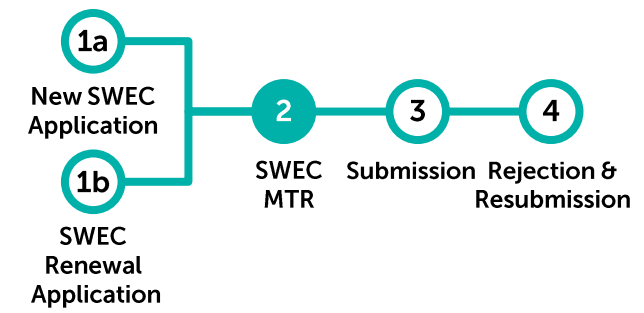


The screenshot shows the 'Facilities & Equipment' section of the SWEC MTR application. It includes two main sections: 'Facilities - Proper Office Setup' and 'Equipment - Company To Provide The List Of Engineering Workstation/Hardware/ Software'. Both sections have radio button options for ownership (Own, Lease, Own & Lease). The 'Lease' option is selected in both. There is an 'Attachment' section with a file icon and '16 Bytes' text. A red circle with the number '11' is overlaid on the attachment area. On the right side, there are two panels: 'REQUIREMENTS' (Facilities and equipments) with a checkmark and a red circle with '12', and 'Equipments' (Company To Provide The List Of Engineering Workstation/Hardware/ Software) with a blue circle with '12'.

- 11 The selected document from the document list will appear on the SWEC.
- 12 System will notify that the submission is complying with the requirements.  
  
However, this is still **subject to PETRONAS' approval.**

# SWEC MTR

View Certification requirements summary.



**Certification**  
Official documents as proof of formal qualifications or achievements

Department of Occupational Safety and Health (DOSH)

Certificate Attachment \*  
2  +

License from Local Authority

Certificate Attachment \*  
 +

Manufacturing License from Malaysian Investment Development Authority (MIDA)

Certificate Attachment \*  
 +

**REQUIREMENTS** ✓

Company to have valid certificates registration

1

Department of Occupational Safety and Health (DOSH)  
Certificate Class: Surat Kebenaran Operasi -

License from Local Authority  
Certificate Class: Business License -

Manufacturing License from Malaysian Investment Development Authority (MIDA)  
Certificate Class: Manufacturing License -

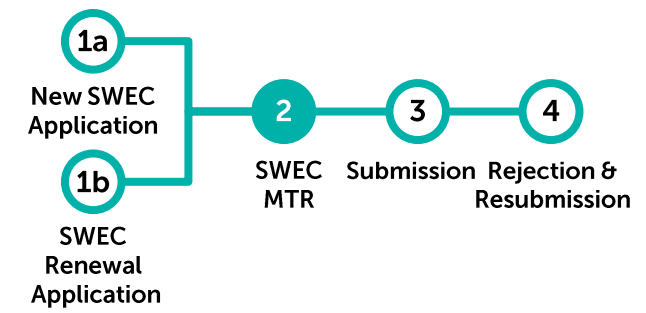
- 1 The detailed requirements on the displayed on each MTR section.
- 2 Please proceed to attach copy of required Certificate by clicking on 'Browse' button.

- All documents submitted **must be scanned from original document and in colored version.**
- Please ensure **information declared in PLMS is consistent with document(s) submitted.**



# SWEC MTR

Select existing document from Document List or add a new document into the Document List.



**3** Document List

Select document from the list of documents below

Search Keyword  Sort by newest  **4**

File Name	Document Type	File Size
<input checked="" type="checkbox"/> [Redacted]	Certification	16 Bytes

1 - 1 of 1 entries 1 row selected

10 items per page 1 of 1 pages < Prev Next >

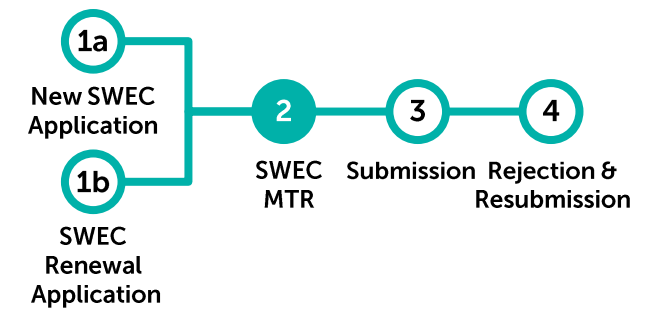
**3** A pop-up which shows Document List will appear.

**Note:** Added document (if any) is listed under the document list.

**4** To add document, click on '+Add Document' button.

# SWEC MTR

Select existing document from Document List or add a new document into the Document List.

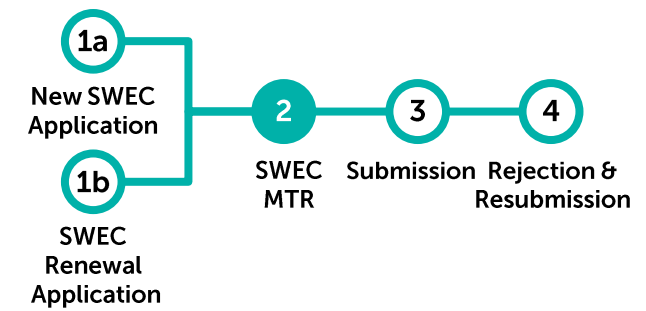


The screenshot shows two overlapping windows. The 'Add Document' window on the left has a 'Document Type' dropdown set to 'Certification' (callout 5) and a 'Browse...' button. The 'Document List' window on the right shows a table with one entry: a document named 'Certification' (callout 7) with a size of 16 Bytes. A checkmark is visible next to the document name. At the bottom of the 'Document List' window is a 'Confirm Selection' button (callout 8). At the bottom of the 'Add Document' window is an 'Add Document' button (callout 6).

- 5 Attach the supporting document and provide mandatory details of attached document.
- 6 Once completed, click the 'Add Document' button.  
**Note:** The newly added document will appear in the **Documents** list.
- 7 Tick the check box next to the document name.
- 8 Click 'Confirm Selection' button to proceed.

# SWEC MTR

Confirm compliance for Certification section.



## Certification

Official documents as proof of formal qualifications or achievements

Department of Occupational Safety and Health (DOSH)

Certificate Number	[Redacted]	
Certificate Start Date	End Date	
01 Jan 2022	31 Jan 2023	
Certificate Attachment *	[Redacted] 10 bytes	

License from Local Authority

Certificate Number	[Redacted]	
Certificate Start Date	End Date	
01 Jan 2022	31 Jan 2023	
Certificate Attachment *	[Redacted] 10 bytes	

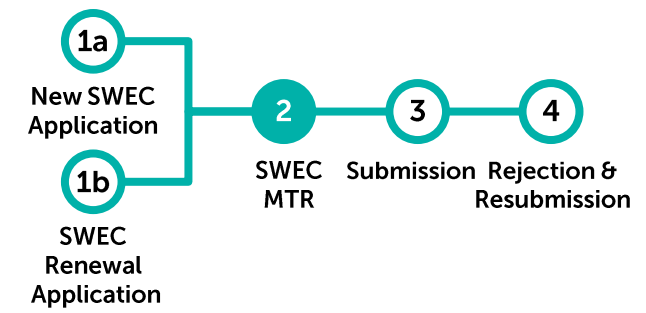
### 10 REQUIREMENTS

- Company to have valid certificates registration
- Department of Occupational Safety and Health (DOSH)  
Certificate Class: Surat Kebenaran Operasi -
- License from Local Authority  
Certificate Class: Business License -
- Manufacturing License from Malaysian Investment Development Authority (MIDA)  
Certificate Class: Manufacturing License -

- 9 The selected document from the document list will appear on the SWEC.
- 10 System will notify that the submission is complying with the requirements.  
  
However, this is still **subject to PETRONAS' approval.**

# SWEC MTR

View Vessel/Rig requirements summary.



The screenshot shows the 'Vessel/Rig' section of a web application. It includes a sub-header 'Vessel/Rig' with a brief description: 'The vessel/rig registered at which work will be performed'. Below this is a section titled 'Required Vessel Rigs' which contains a search input field with the placeholder text 'Add vessel/rig...'. A red circle with the number '1' is overlaid on the input field. To the right, there is a 'REQUIREMENTS' section with a checkmark icon and a link labeled 'Required Vessel Rigs'.

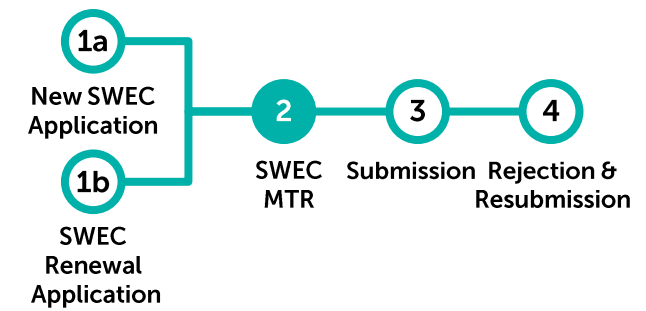
1 Begin selecting vessel/rig by clicking the 'Add vessel/rig...' button.



Please refer to PETRONAS General Guideline for further details on the requirement e.g. documents requirement.

# SWEC MTR

Select existing vessel or rig from Vessel/Rig List or add a new vessel or rig into the list.



**2**

## Vessel/Rig List

Select vessel/rig from the list below

Search Keyword   Sort by newest  **3**

Vessel/Rig Name	Type	Start Date	End Date
<input checked="" type="checkbox"/> [REDACTED]	Rig	01/01/2023	31/12/2023

1 - 1 of 1 entries 1 row selected 10 items per page 1 of 1 pages < Prev Next >

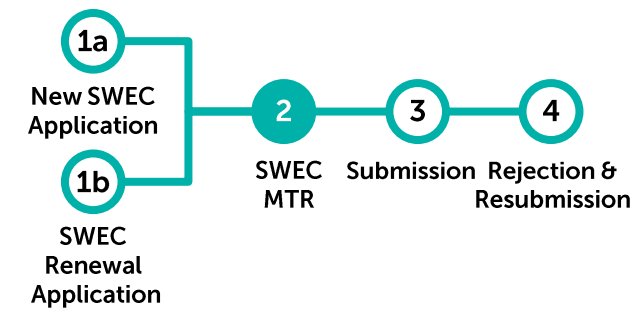
**2** A pop-up which shows Vessel/Rig List will appear.

**Note:** Added vessel/rig (if any) is listed under the Vessel/Rig list.

**3** To add vessel/rig, click on '+Add Vessel/Rig' button.

# SWEC MTR

Select existing vessel or rig from Vessel/Rig List or add a new vessel or rig into the list.



The screenshot shows two overlapping windows. The 'Add Vessel/Rig' window on the left has a 'Vessel/Rig Name' field (circled 4), a 'Type' section with radio buttons for 'Rig' (selected), 'Vessel size above 500 metric tonne', and 'Vessel size below or equal 500 metric tonne', and several 'Browse...' buttons for attachments. At the bottom is an 'Add Project' button (circled 5). The 'Vessel/Rig List' window on the right has a search bar, a 'Sort by newest' dropdown, and an '+ Add Vessel/Rig' button. Below is a table with one row selected (circled 6):

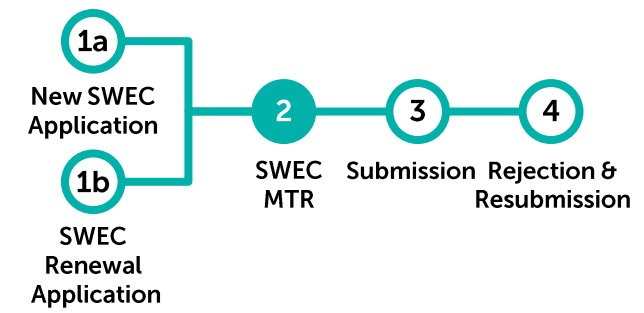
Vessel/Rig Name	Type	Start Date	End Date
<input checked="" type="checkbox"/> [Redacted]	Rig	01/01/2023	31/12/2023

At the bottom of the table is a 'Confirm Selection' button (circled 7).

- 4 Attach the supporting document and provide mandatory details of vessel/rig.
- 5 Once completed, click the 'Add Project' button.  
**Note:** The newly added document will appear in the vessel/rig list.
- 6 Tick the check box next to the document name.
- 7 Click 'Confirm Selection' button to proceed.

# SWEC MTR

Confirm compliance for Vessel/Rig section.



**Vessel/Rig**  
The vessel/rig registered at which work will be performed

Required Vessel Rigs

Vessel/Rig \*

01 Jan 2023 - 31 Dec 2023

REQUIREMENTS **9** ✓  
Required Vessel Rigs

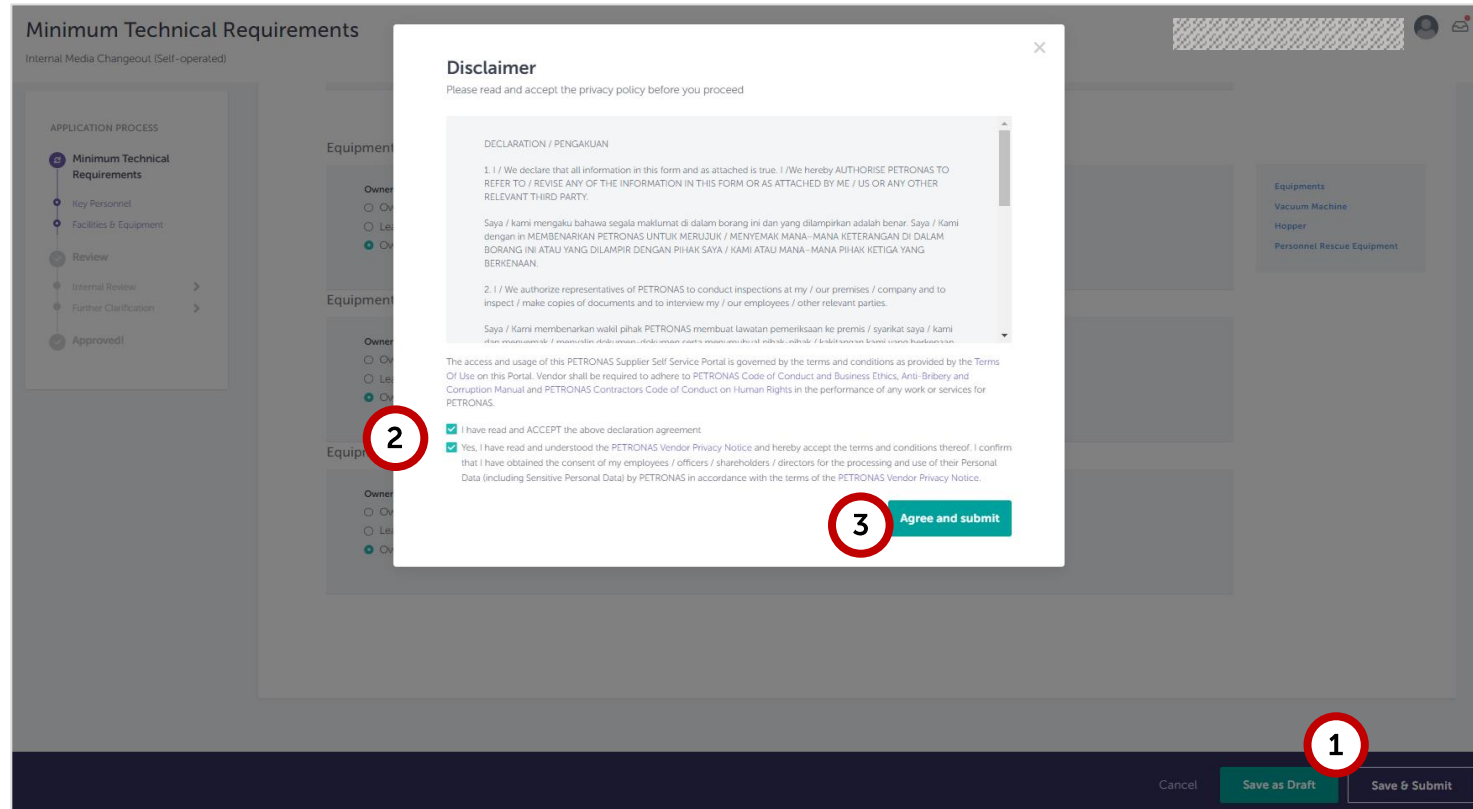
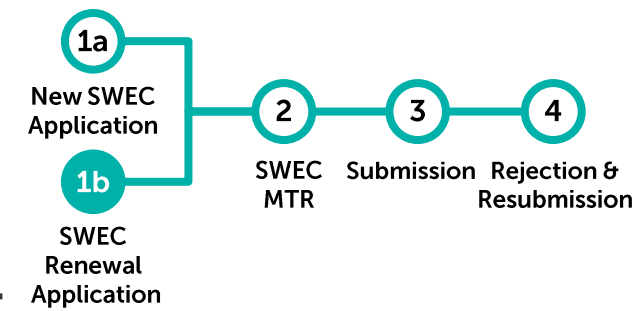
**8** The selected document from the document list will appear on the SWEC.

**9** System will notify that the submission is complying with the requirements.

However, this is still **subject to PETRONAS' approval.**

# Submission

Once all the required sections have been completed, Supplier is required to acknowledge the Terms & Conditions and submit the application for approval.



1 Click '**Save & Submit**' button to proceed.

**Note:** The '**Save as Draft**' button allows to save progress as 'Draft' to resume later.

2 A submission confirmation pop-up will appear. Supplier is required to read and understand the **privacy policy** and the **terms & conditions** for PLMS.

Check the confirmation box for each declaration.

3 Finally, submit the Company Application for evaluation by clicking on '**Agree & Submit**' button.

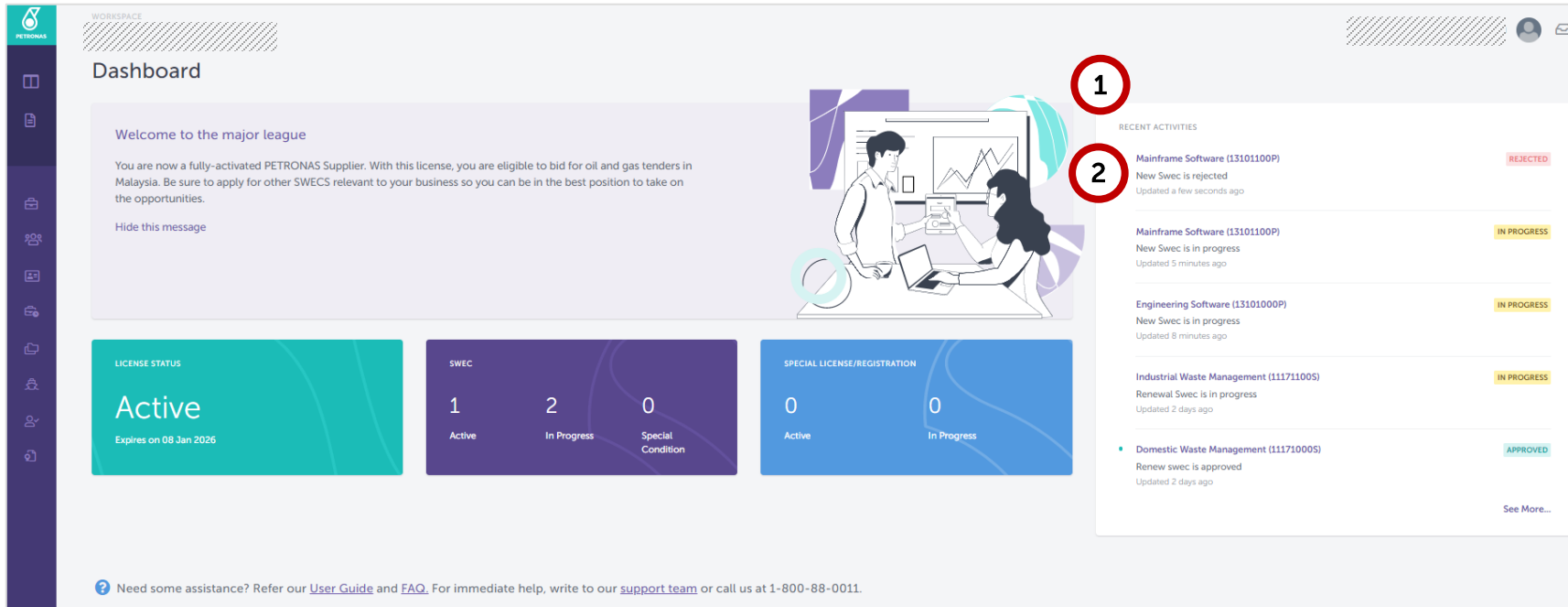
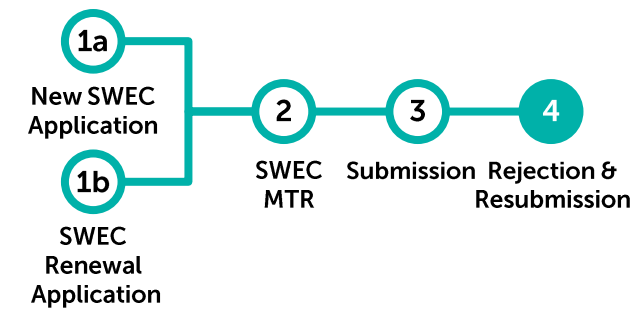


- SWEC application cannot be submitted when there is an ongoing/in progress Company Application.
- Multiple SWEC applications can be submitted at the same time.
- Please ensure that Supplier can comply with the Minimum Technical Requirement (MTR) prior to submission of SWEC application.



# Rejection & Resubmission

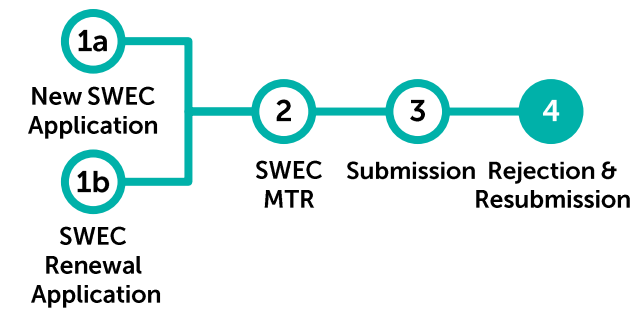
In the event of SWEC application rejection, Supplier will receive a notification via email and the status will be reflected in the recent activities card.



- 1 Supplier will be notified on the rejection of SWEC application from the 'Recent Activities' card.  
  
However, Supplier may only view the rejection remarks but will not be able to modify or update the company application.
- 2 Click on the rejected SWEC notification at the 'Recent Activities' card to view rejection remarks and perform amendments for resubmission.

# Rejection & Resubmission

Supplier may review which section that requires amendment prior to resubmission.

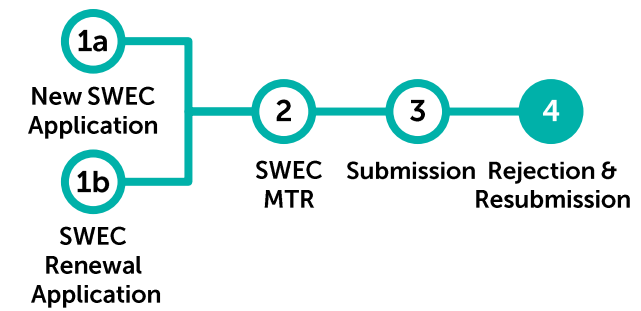


The screenshot displays the 'SWEC Capabilities' application interface. At the top, a red banner indicates 'REJECTED'. Below this, a 'Key Personnel' section shows a rejection message: 'Personnel designation shall be a ICT/EE Personnel'. The 'Facilities & Equipment' section is highlighted with a red circle '5' and shows a 'Success' message. The interface includes a 'Selected Employee' list and a 'Facilities - Document on factory/fabrication yard/workshop' section. At the bottom, there are buttons for 'Cancel', 'Modify', and 'Change Mode of Operation'.

- 3 Supplier may review the summary of rejection remarks on top of the SWEC application.
- 4 Sections that requires amendments are labeled as **'REJECTED'**.  
  
Supplier may proceed to update rejected sections (if any).  
  
**Note:** Supplier is required to update/amend the information based on the rejection remark provided.
- 5 Sections that are acceptable and do not require changes are labeled as **'SUCCESS'**.

# Rejection & Resubmission

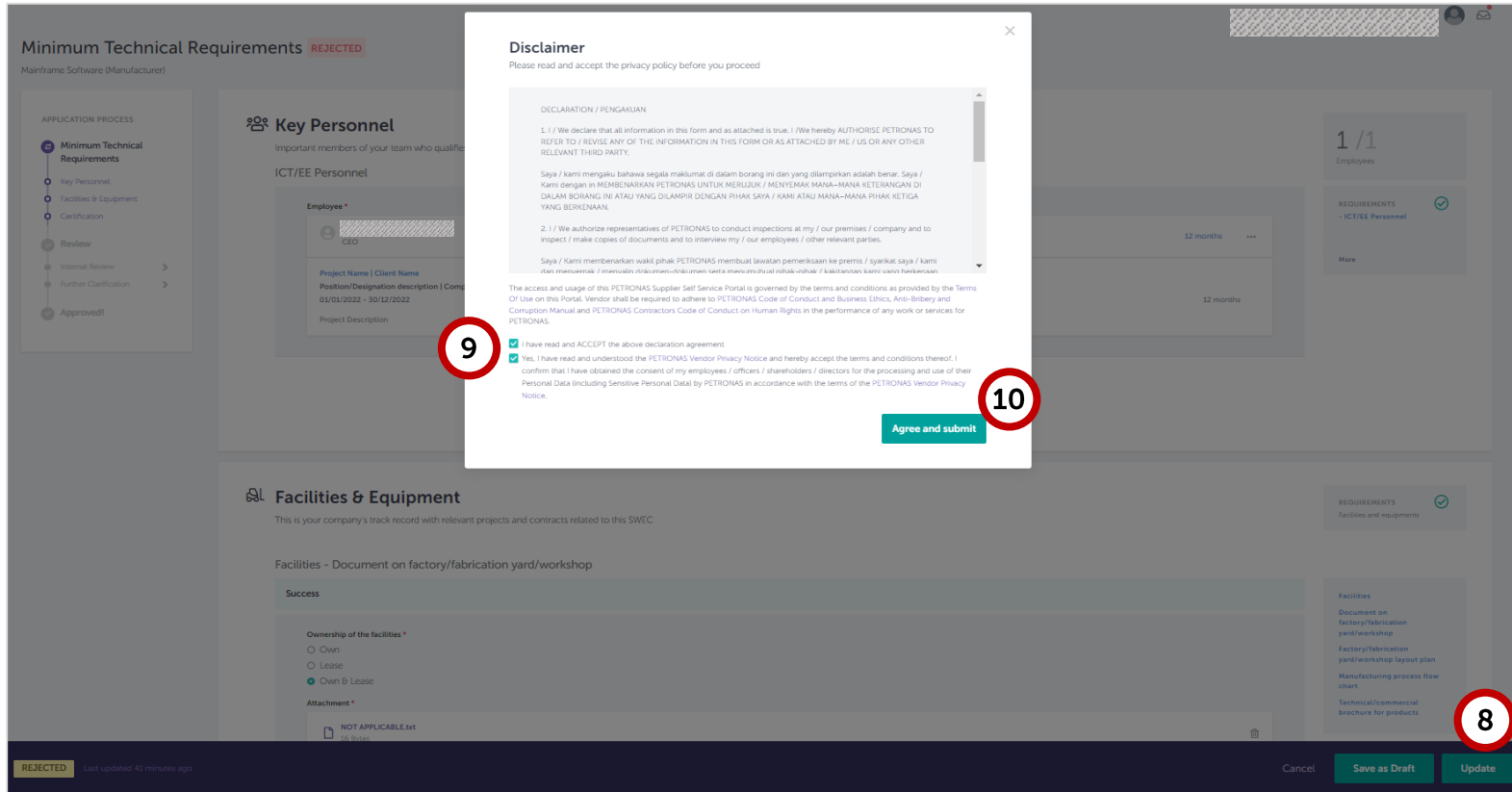
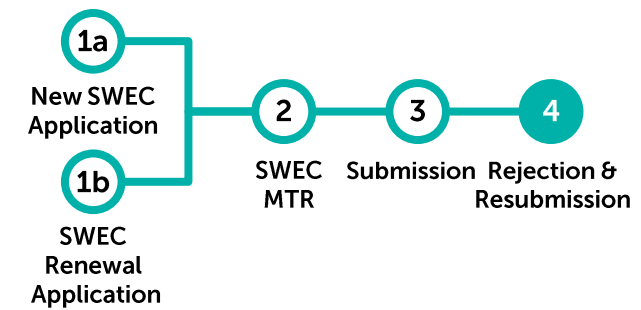
Supplier may review which section that requires amendment prior to resubmission.



- 6 Click the **'Modify'** button to update the SWEC application.
  - 7 Click the **'Change Mode of Operation'** button to change the mode of operation for SWEC applied if required.
- Note:** Change on SWEC Mode of Operation cannot be performed when the company status is not ACTIVE.

# Rejection & Resubmission

Once all the required sections have been completed, you are required to acknowledge the Terms & Conditions and resubmit the application for approval.



- 8 Proceed to resubmit the SWEC application by clicking on **'Update'** button at the bottom right of the SWEC application screen.  
**Note:** The **'Save as Draft'** button allows to save progress as 'Draft' to resume later.
- 9 A submission confirmation pop-up will appear. Supplier is required to read and understand the **privacy policy** and the **terms & conditions** for PLMS.  
Check the confirmation box for each declaration.
- 10 Finally, resubmit the SWEC Application for evaluation by clicking on **'Agree & Submit'** button.

- SWEC application cannot be submitted when there is an ongoing/in progress Company Application.
- Multiple SWEC applications can be submitted at the same time.
- Please ensure that Supplier can comply with the Minimum Technical Requirement (MTR) prior to submission of SWEC application.

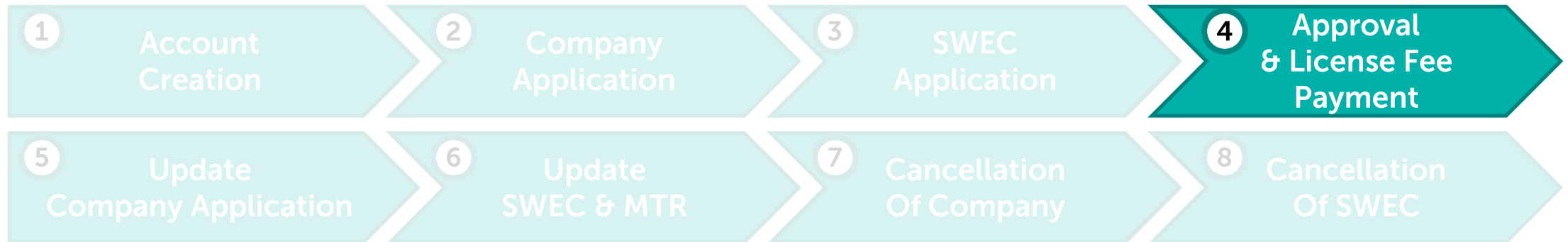


**GROUP  
PROCUREMENT** **DGP**

**APPROVAL & LICENSE FEE PAYMENT**

# APPLICATION DEEP DIVE

## General Functions

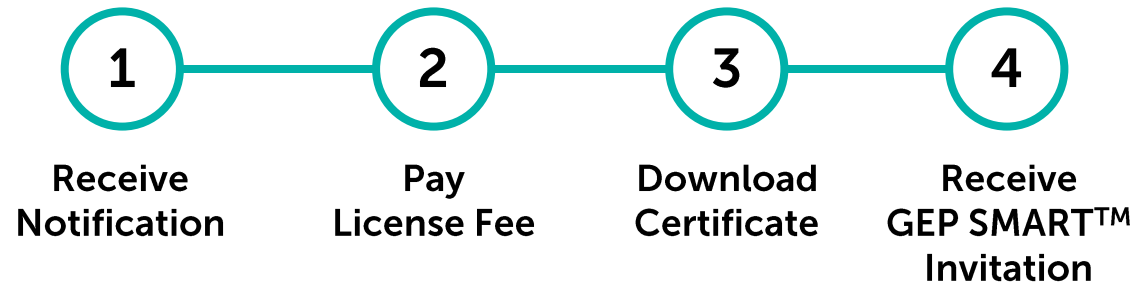


# Approval & License Fee Payment

Supplier will be notified when their Company or SWEC Applications are approved. A license fee payment is only applicable for New License, License Renewal and Update to License Sector only.

## LEARNING OBJECTIVES

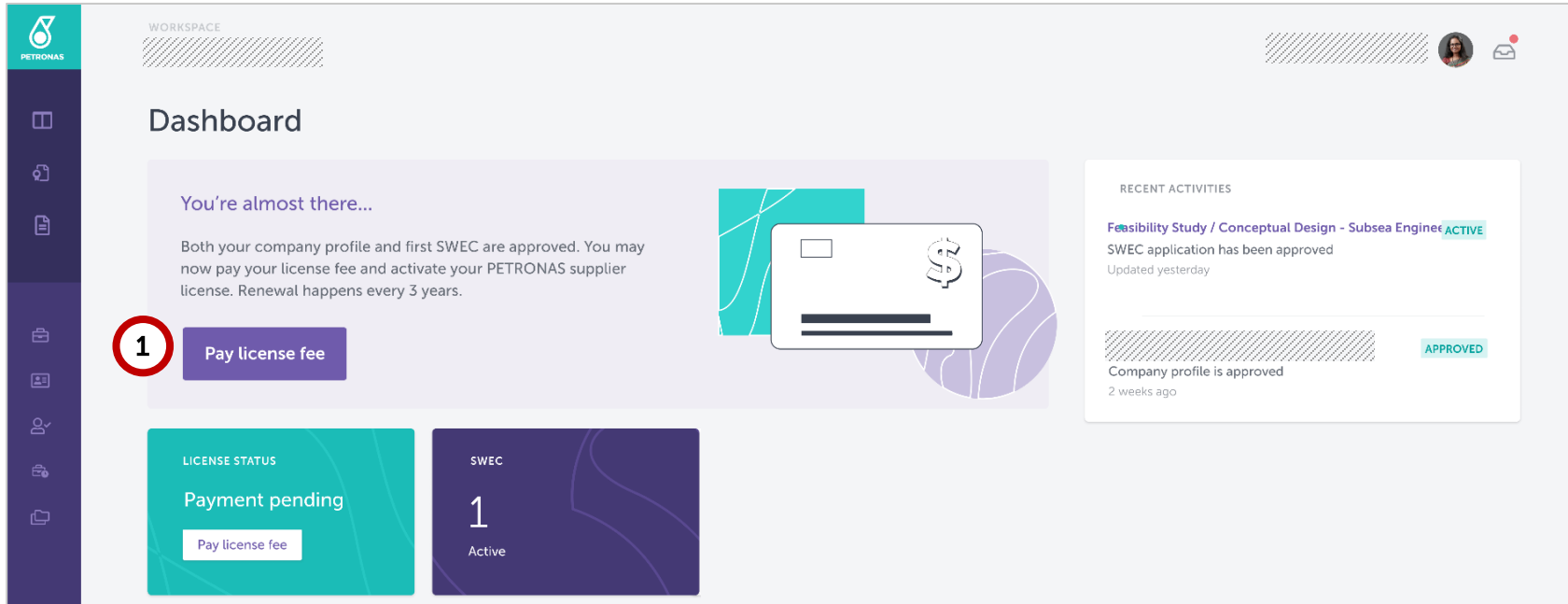
Supplier will be able to perform license fee payment and download License/Registration certificate.



# Receive Notification



For a License application, Supplier is required to pay a license fee to complete the process.



1 Once the company application has been approved, Supplier will be notified to pay the **license fee**.

This notification is sent via email and is also highlighted on the PLMS portal dashboard.

To begin the license fee payment, click the '**Pay license fee**' button.

**Note: License fee is not applicable for Registration sector.**

- A **valid license** enables Supplier to supply goods or services to **both** Upstream and Downstream sectors.
- A **valid registration** enables Supplier to supply to the Downstream sector **only**.



# Pay License Fee



Perform license fee payment as per invoice generated.

The screenshot shows the Petronas workspace interface. At the top, it says 'License PENDING PAYMENT'. A red circle with the number '1' highlights the 'License Invoice' section. The invoice details are as follows:

Item Description	Amount (MYR)	SST % (MYR)	Total Amount including SST (MYR)
License Fee License to supply product or service to exploration and oil or gas companies	750.00	0.00	750.00

Other invoice details include: Amount Due: RM 750.00; Validity Period: 24 October 2019 - 24 October 2022; License Duration: 3 Years; Invoice No. (redacted); Invoice Date: 23 October 2019; Total Amount: RM 750.00.

A modal window titled 'Payment Methods' is open, showing 'Please choose a method to make payment'. It includes 'PAYMENT DETAILS' (Amount Due: RM 750.00) and 'PAYMENT TYPES' with an 'Online Banking' option. A red circle with the number '2' highlights the 'Make Payment' button at the bottom right of the modal.

1 Review the 'License Invoice' details and check that the new license validity period and amount is correct.

2 Click the 'Make Payment' button to proceed.

3 Choose the payment method:  
• **Online Banking** – for payment through Malaysian Bank only.

**Note: License fee payment shall be made via online payment (FPX) only. Other payment methods e.g. cash, money order, personal cheque or credit card are not acceptable.**

# Pay License Fee



Perform license fee payment via Online Banking (FPX).

**Payment Methods**

Please choose a method to make payment

**PAYMENT DETAILS**

<b>Amount Due</b> RM 750.00	<b>Invoice No.</b> PLMS004241	<b>Email</b> [Redacted]
--------------------------------	----------------------------------	----------------------------

**PAYMENT TYPES**

Online Banking

**FPX**

**4** Payment Bank Type\*  
Select Bank Type

**5**  I have read and agree to FPX's Terms and conditions

**6** Payment Bank Services\*  
Select Bank

**6** Make Payment

- 4** Choose your relevant '**Bank Type**' and '**Payment Bank Services**'.
- 5** Acknowledge the '**Terms & Condition**' to proceed.
- 6** Proceed with '**Make Payment**' to complete the process.

# Download Certificate



Registration certificate is issued virtually via PLMS once Company Application is approved, while License certificate is issued virtually via PLMS once the Company Application is approved and license fee payment has been made.

Workspace  
License ACTIVE

1 Official Payment Receipt

2 Download Receipt

### License Certificate

View and download license certificate below

## LICENSE TO SUPPLY PRODUCT/SERVICE TO EXPLORATION AND OIL/GAS COMPANIES MALAYSIA

In exercising the powers conferred by Section 7, Petroleum Development Act 1974, and in accordance to Regulation 5 of the petroleum Regulation 1974, delegate the Prime Minister of Malaysia, I hereby issue the license under Regulation 5 of the Petroleum Regulation for the purpose of the above to:

Details of License are as follows:-

Company's No:	
Type of Company:	License
Duration of License:	24/10/2019 - 24/10/22
License Fee:	RM750
Categories of Product/Service:	As attached in 'CATEGORIES OF LICENSE/REGISTRATION'

Special conditions impose onto this license:-  
Subject to the special conditions as attached

General requirements of this License are as stated in the next page

Page 1 of 2 pages

4 Download Certificate

Transaction ID	Transaction Status	Receipt No.	Receipt Date
9937204	Successful		23 October 2019

Amount (MYR)	SST % (MYR)	Total Amount including SST (MYR)
750.00	0.00	750.00

Total Amount  
RM 750.00

License Activated!  
Your license fee has been made and the license has been fully activated. A copy of the license certificate has been sent to your email.  
View License Certificate

3 View Certificate

1 The Official Payment Receipt will be displayed.

**Note:** The License Certificate can be retrieved via **Company Profile** > click on **License Information** tab > click on the and then click on the **'View Certificate'** button to view the certificate.

2 To download the receipt, click **'Download Receipt'**.

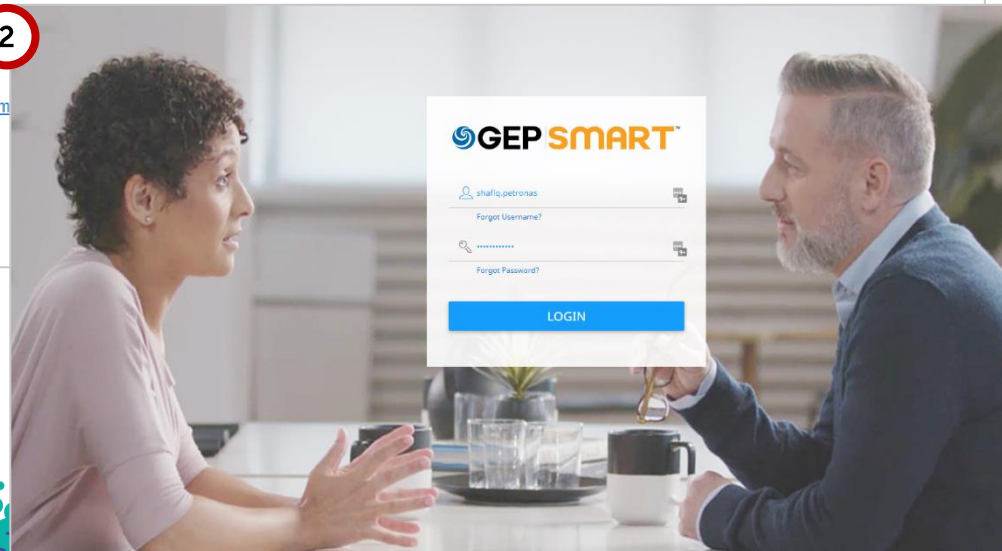
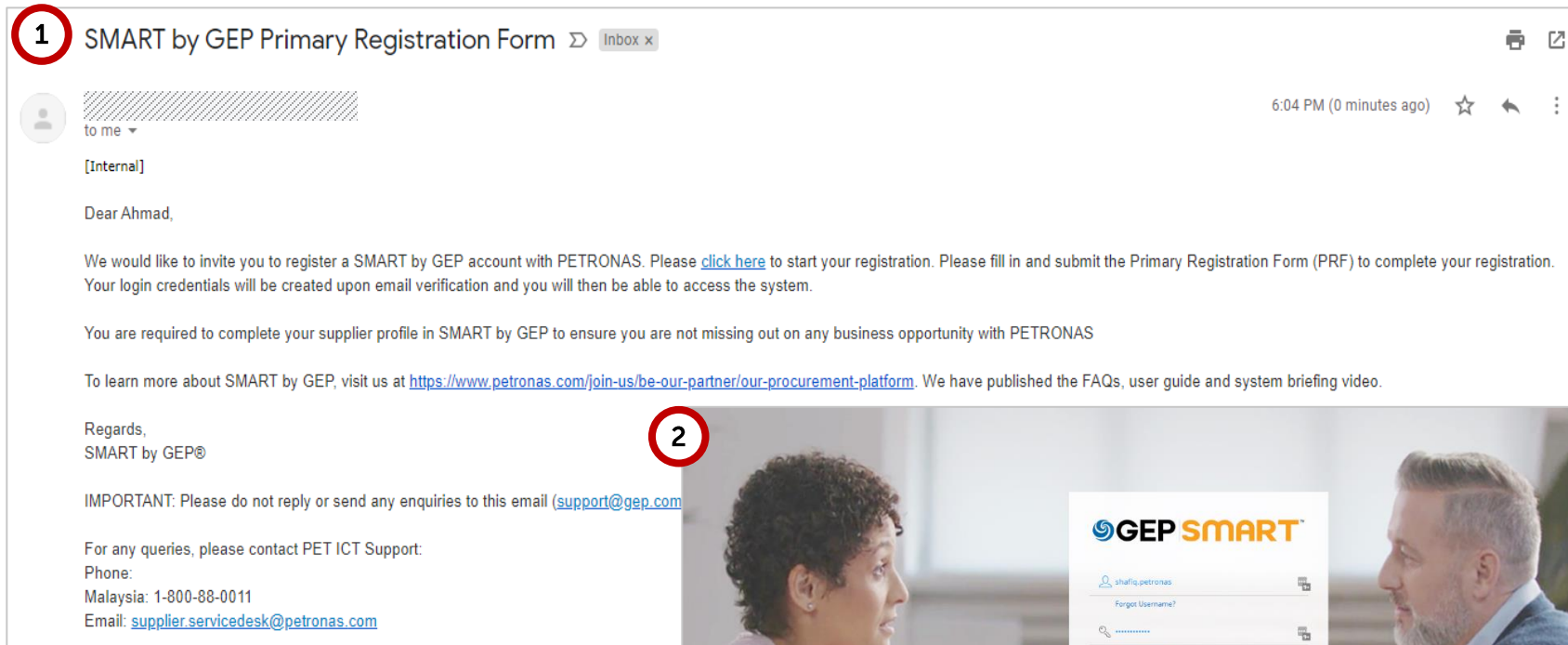
3 Click the **'View Certificate'** button to view License/Registration certificate.

4 To download the License/Registration certificate, click on **'Download Certificate'** button.

# Receive GEP SMART™ Invitation



Upon obtaining license or registration, Supplier is required to create GEP SMART™ account to start procurement transactions.



**1** New Supplier (without GEP SMART™ account) **will receive a GEP SMART™ invitation via email** upon the approval of first SWEC application.

Supplier is required **to complete and obtain approval for Supplier profile in GEP SMART™** to ensure Supplier is not missing out on any business opportunity with PETRONAS.

To learn more about GEP SMART™, go to the link below to obtain FAQs, user guide and system briefing video:

PETRONAS Official Website > Partner Us > Licensing & Procurement in Malaysia > [Procurement Platform](#).

**2** Supplier may login to GEP SMART™ via this [link](#) upon creating SMART account.

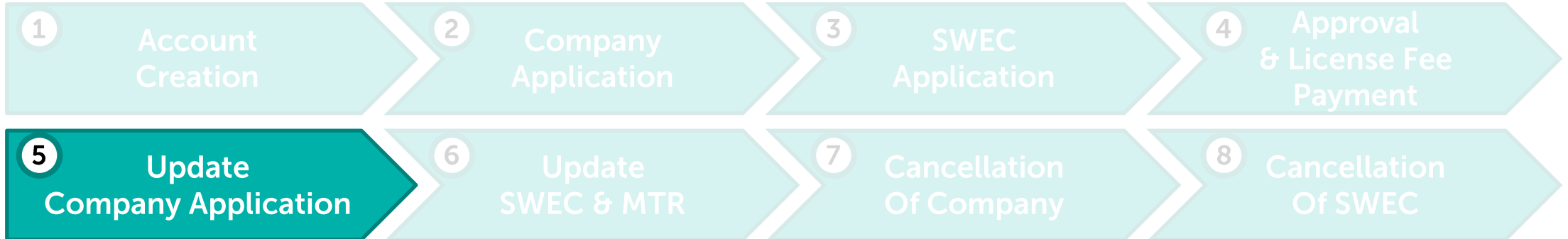


**GROUP  
PROCUREMENT** **DGP**

**UPDATE COMPANY APPLICATION**

# APPLICATION DEEP DIVE

## General Functions

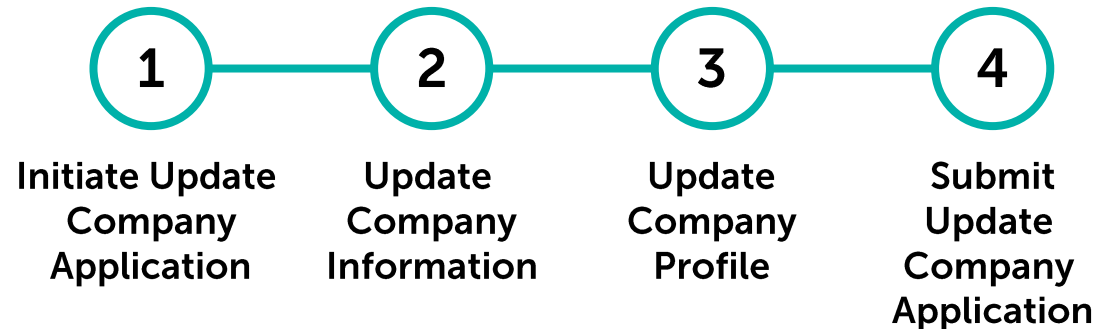


# Update Company Application

Post-approval, Supplier shall ensure that Company Information & Company Profile in PLMS is always accurate and up-to-date.

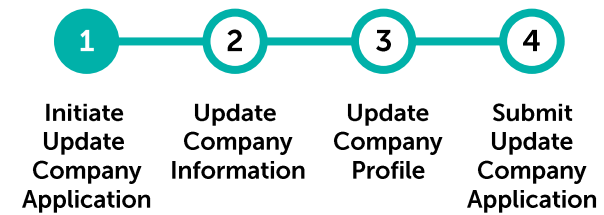
## LEARNING OBJECTIVES

Supplier will be able to perform update for any changes to the Company Information & Company Profile and to comply with Special Condition.



# Initiate Update Company Application

Once registration or license has been approved, Supplier to perform update when there are changes to the company information & profile.



1

2

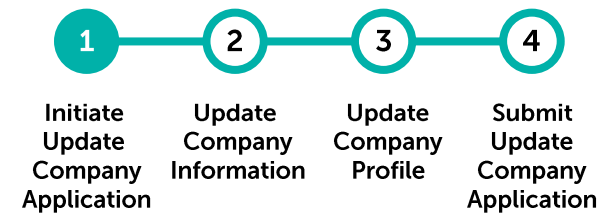
- 1 Click on 'Company Profile' from the sidebar to view company profile.
- 2 On the company profile page, click the 'Update Details' button to initiate Update Company Application.



- Supplier's SSM information is not automatically updated in PLMS. Supplier need to submit Update Company Application to update the company information & profile to PETRONAS.
- In the event that the Supplier's company information is out of date, Supplier is required to update the company information with SSM before proceeding with the application.



# Initiate Update Company Application



The imposed Special Condition (if any) will be displayed under Company Profile.

**Company Profile**

Locality

ANNUAL AUDITED REPORT

**3** Approval with Special Condition  
Kindly update the latest financial statement with SSM. Once updated in SSM, kindly submit the company application update.  
Due Date: 23/12/2020

FINANCIAL YEAR

Financial Date: 31/12/2018  
Exempt Private Company

Auditor: [Redacted]  
Unqualified Reports (Y/N): Y

Auditor Address: [Redacted]  
Consolidated Accounts (Y/N): N

BALANCE SHEET

Non-Current Assets (RM) 3,323,488.00	Non-Current Liabilities (RM) 1,241,245.00
Fixed Assets (RM) 0.00	Current Liabilities (RM) 51,214,855.00
Other Assets (RM) 0.00	Long Term Liabilities (RM) 0.00
Current Asset (RM) 58,861,256.00	Total Liabilities (RM) 52,456,100.00
Total Asset (RM) 62,184,744.00	Share Capital (RM) 2,000,000.00

Position: [Redacted] LOCAL

Others: [Redacted]

Employment Status: Permanent  
Total Years of Working Experience: 18 years

Employee 2

Full Name: [Redacted] Status: BUMIPUTERA  
NRIC/Passport No.: [Redacted]

Position: Manager  
Email address: [Redacted] Phone No.: [Redacted]

Employment Status: Permanent  
Total Years of Working Experience: 12 years

EMPLOYMENT SUMMARY

	Bumiputera	Local	Foreign
No. of Permanent Staff	38	29	0
No. of Others Staff	11	0	0

BUMI SUMMARY

Status	Equity (%)	Board of Director (%)	Management (%)	Employment (%)
Bumiputera	0.0	0.0	33.3	56.7
Local	100.0	100.0	66.7	43.3

**3** Under **Company Profile**, Supplier will also be able to view imposed **Special Condition** (if any).

**Note:**

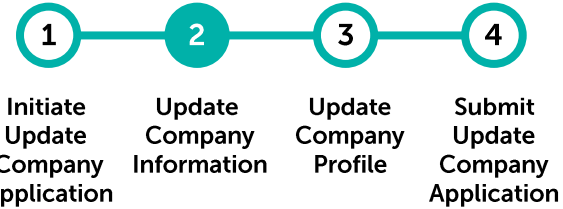
- Special Condition is condition imposed to Supplier in which Supplier is **required to comply within the stipulated time given.**
- **If Supplier fails to comply with Special Condition imposed, the Supplier status will be automatically changed to "Non-Compliance".** As a result, Supplier will be automatically excluded from PETRONAS List of Licensed/Registered Companies even though the License/Registration is still valid.



- Initiated company application (e.g. draft application) cannot be deleted.
- SWEC application cannot be submitted when there is an ongoing/in progress Company Application.

# Update Company Information

Supplier to proceed with updating the changes related to Company Information (if any).



Update Company Application (ROC)

1 This information was retrieved from SSM on 20/12/2022  
Fetched information are not editable. Please contact SSM if your company is not updated.  
The latest SSM report can only be fetched 14 days after the last retrieval. You will be able to fetch new SSM data on 03/01/2023. Fetch SSM

Company Corporation SUCCESS  
Please provide the company corporation information below

Company Name  
Registration Number  
Old Registration Number

Annual Audited Report CONDITION APPLIED  
Please review the fetched annual audited report below

2 Approval with Special Condition  
Please update latest AFS in PLMS (and to be reflected in SSM) by 31/5/2023. Failure to comply by the deadline or if the company's Net Worth is negative, license/registration will be automatically revoked.  
Due Date: 31/03/2023

Financial Year	
Financial Date	Exempt Private Company (Yes/No)
/	No
Auditor	Unqualified Reports (Yes/No)
/	Yes
Auditor Address	Consolidated Accounts (Yes/No)
/	No

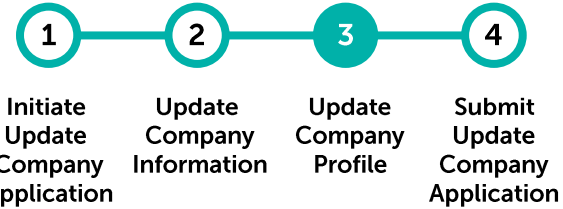
Balance Sheet	
Non-Current Assets (RM)	Non-Current Liabilities (RM)
379,008.00	0.00
Fixed Assets (RM)	Current Liabilities (RM)
0.00	1,131,812.00
Other Assets (RM)	Long Term Liabilities (RM)
0.00	114,840.00
Current Asset (RM)	Total Liabilities (RM)
1,483,828.00	1,246,652.00
Total Asset (RM)	Share Capital (RM)
1,862,836.00	1,000,000.00
Share Premium & Reserve (RM)	Retained Earnings (RM)
0.00	-183,816.00

Please confirm if this is your latest information?

- 1 Once initiated, Supplier is able to make changes to company information (if any).  
**Note: In the event that the Supplier's company information is out of date, Supplier is required to update the company information with SSM.**
- 2 **Special Condition** (if any) will appear at respective section and the Special Condition remarks is highlighted.

# Update Company Profile

Under the Company Details section, Supplier may upgrade sector from Registration to License.



Company Profile **DRAFT**

COMPANY APPLICATION

- Company Information
- Company Corporation
- Share capital
- Director & Shareholder
- Beneficial Owner Information
- Annual Audited Report
- Company Profile**
- Company Details
- Company Status
- Certifications
- Contact Person
- Employments
- Burne Summary
- Know Your Counterparty (KYC) Questionnaire
- Declaration
- Review
- Approved

**1** Company Details

Please provide the company details below

Company Sector

Select a Company Sector

- License
- Registration

Company Branch State

Select Company Branch State

<input type="checkbox"/> JOHOR	<input type="checkbox"/> KEDAH
<input type="checkbox"/> KELANTAN	<input type="checkbox"/> MELAKA
<input type="checkbox"/> NEGERI SEMBILAN	<input type="checkbox"/> OTHERS
<input type="checkbox"/> PAHANG	<input type="checkbox"/> PERAK
<input type="checkbox"/> PERLIS	<input type="checkbox"/> PULAU PINANG
<input type="checkbox"/> SABAH	<input type="checkbox"/> SARAWAK
<input checked="" type="checkbox"/> SELANGOR	<input type="checkbox"/> TERENGGANU
<input type="checkbox"/> W.P. KUALA LUMPUR	<input type="checkbox"/> W.P. LABUAN
<input type="checkbox"/> W.P. PUTRAJAYA	

**DRAFT** Last updated a few seconds ago

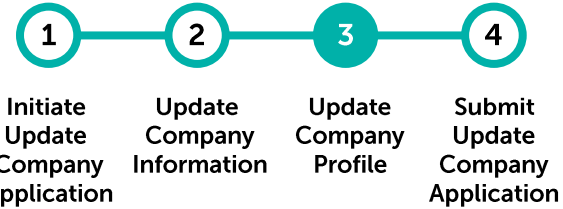
Cancel Save Save & Submit

- 1** Select the **Company Sector** based on the following definition:
- **License** – able to participate in tenders for Upstream and Downstream sector.
  - **Registration** – able to participate in tenders for Downstream sector only.

**Note:** For license, Supplier will be notified to make **license fee payment** once company application is approved.

# Update Company Profile

Under Company Status, Supplier can update manufacturing status.



COMPANY APPLICATION

- Company Information
- Company Corporation
- Share capital
- Director & Shareholder
- Beneficial Owner Information
- Annual Audited Report
- Company Profile
- Company Details
- Company Status
- Certifications
- Contact Person
- Employments
- Bumi Summary
- Know Your Counterparty (KYC) Questionnaire
- Declaration
- Review
- Approved

## Company Status

Please provide the company status information below

Manufacturer

Are you a Manufacturer Company? \*

Yes

No

## Certifications

Please provide the certification information below

Sijil Taraf Bumi

Do you have Sijil Taraf Bumi certificate? \*

Yes

No

Certification Number \*

Start Date \* 17/02/2022

End Date \* 15/02/2023

Attachment of Bumiputera \*

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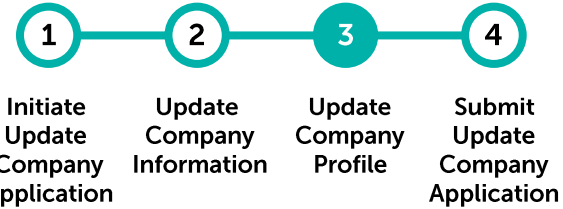
Cancel Save Save & Submit

2 Indicate if the company is a manufacturing company:

- **Private manufacturer** – Private limited company (e.g. Sdn Bhd) that uses components or raw materials to make a finished food.
- **Public manufacturer** – Public limited company (e.g. Bhd) that uses components or raw materials to make a finished good.
- **Non-manufacturer** – Any company other than manufacturing company.

# Update Company Profile

Under Certifications, Supplier can update certifications.



COMPANY APPLICATION

- Company Information
- Company Corporation
- Share capital
- Director & Shareholder
- Beneficial Owner Information
- Annual Audited Report
- Company Profile
- Company Details
- Company Status
- Certifications
- Contact Person
- Employments
- Bumi Summary
- Know Your Counterparty (KYC) Questionnaire
- Declaration
- Review
- Approved

### Certifications

Please provide the certification information below

**3** Sijil Taraf Bumi

Do you have Sijil Taraf Bumi certificate? \*

Yes  
 No

Certification Number \*

Start Date \* 17/02/2022 End Date \* 15/02/2023

Attachment of Bumiputera \*

**4** PUKONSA License

Do you have PUKONSA License certificate? \*

Yes  
 No

**5** UPKJ License

Do you have a UPKJ Certificate? \*

Yes  
 No

DRAFT Last updated a minute ago Cancel Save Save & Submit



- All documents submitted **must be scanned from original document and in colored version.**
- Please ensure **information declared in PLMS is consistent with document(s) submitted.**

**3** Indicate if the company has **valid Bumiputera License certificate** (Sijil Taraf Bumiputera) from Ministry of Finance or MEDAC.

If **Yes**, Supplier is required to enter the certificate number, start date, end date and attach a copy of the certificate.

Supplier is encouraged to obtain STB if Supplier would like to apply for SWEC with >51% Bumiputera requirement.

**4** For Sabah companies, indicate if the company has **valid PUKONSA License certificate.**

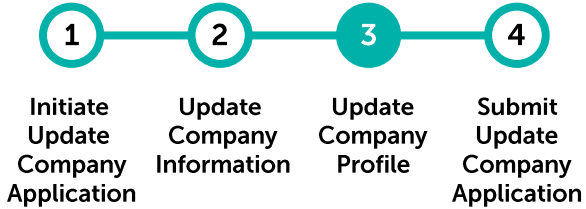
If **Yes**, Supplier is required to enter the certificate number, start date, end date and attach a copy of the certificate

**5** For Sarawak companies, indicate if the company has **valid UPKJ License certificate.**

If **Yes**, Supplier is required to enter the certificate number, start date, end date and attach a copy of the certificate

# Update Company Profile

Under Certifications, Supplier can update certifications.



6 Sijil Anak Negeri

Do you have a Sijil Anak Negeri? \*

Yes

No

Certification Number\*

Start Date \* Select date

End Date \* Select date

Attachment of SPANS \*

Browse...

Contact Person

Please provide the person information below

Registration

Full Name \* WAN ZARIN AMANDA BINTI ZULKIFLI

Phone Number \* +60 +60333585515

Email Address \* sale@znz.com.my.test

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Cancel Save Save & Submit

6 For Sabah companies, indicate if the company has **valid Sijil Perniagaan Anak Negeri Sabah**.

If **Yes**, Supplier is required to enter the certificate number, start date, end date and attach a copy of the certificate

### Note:

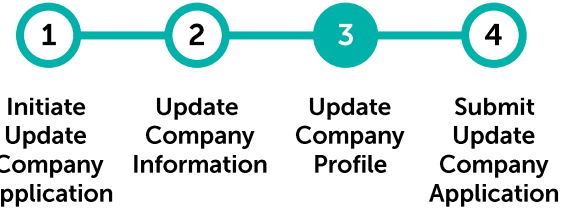
- The certificate may be used to determine locality of Sabahan vendors, subject to approval by Joint Working Committee (JWC) between Sabah State Government and PETRONAS.
- For details on how to apply / renew, please refer to [www.jehans.gov.my](http://www.jehans.gov.my). You may also contact the following persons-in charge and scan the QR code below to save the details:
  1. Pn Nur Asyikin Mohd Yunus  
([NurAsyikin.MohdYunus@sabah.gov.my](mailto:NurAsyikin.MohdYunus@sabah.gov.my))
  2. Pn Sheila Ipang  
([Sheila.Ipang@sabah.gov.my](mailto:Sheila.Ipang@sabah.gov.my))



- All documents submitted **must be scanned from original document and in colored version**.
- Please ensure **information declared in PLMS is consistent with document(s) submitted**.

# Update Company Profile

Under Contact Person, Supplier to update the latest License & Registration focal for the Company.



COMPANY APPLICATION

- Company Information
- Company Corporation
- Share capital
- Director & Shareholder
- Beneficial Owner Information
- Annual Audited Report
- Company Profile
- Company Details
- Company Status
- Certifications
- Contact Person
- Employments
- Burni Summary
- Know Your Counterparty (KYC) Questionnaire
- Declaration
- Review
- Approved

## Contact Person

Please provide the person information below

Registration

7 Full Name \* Phone Number \* Email Address \*

## Employments

Please provide the management team from your company below.

Top Management

Full Name \* Status \*  
NRIC/Passport No. \*  NRIC  Passport Position \*  
Email address \* Handphone No. \*  
Employment Status \* Total Years of Working Experience \*

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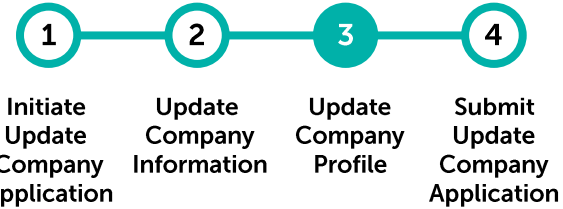
7 Provide **contact details** of Licensing & Registration focal for the Company.



This information is **IMPORTANT** as the focal will be contacted by PETRONAS and will receive notification on PLMS or any licensing & registration matters. Thus, please ensure the contact details is correct and update in timely manner.

# Update Company Profile

Under Employments, Supplier to update details of company's top management, management team and employment summary.



COMPANY APPLICATION

- Company Information
- Company Corporation
- Share capital
- Director & Shareholder
- Beneficial Owner Information
- Annual Audited Report
- Company Profile**
- Company Details
- Company Status
- Certifications
- Contact Person
- Employments
- Bum Summary
- Know Your Counterparty (KYC)
- Questionnaire
- Declaration
- Review
- Approved

## Employments

Please provide the management team from your company below.

### 8 Top Management

Full Name \* [Redacted]

NRIC/Passport No. \*  NRIC  Passport [Redacted]

Email address \* [Redacted]

Employment Status \*

Status \*

Position \*

Handphone No. \*

Total Years of Working Experience \*

### Management Team

Full Name \* [Redacted]

NRIC/Passport No. \*  NRIC  Passport [Redacted]

Email address \* [Redacted]

Employment Status \*

Status \*

Position \*

Phone No. \*

Total Years of Working Experience \*

DRAFT Last updated 2 minutes ago

Cancel Save Save & Submit

- 8 Provide details of the **Top Management** personnel.
- **Bumiputera** - Bumiputera of Malaysian Citizen.
  - **Local** - Non-Bumiputera of Malaysian Citizen.
  - **Foreign** - Non-Malaysian Citizen.
- Note:** Top Management shall be a **salaried** employee with the **highest-ranking position** in the company (e.g. Chairman, Chief Executive Officer, Managing Director and President) who is **responsible for the entire corporation**.

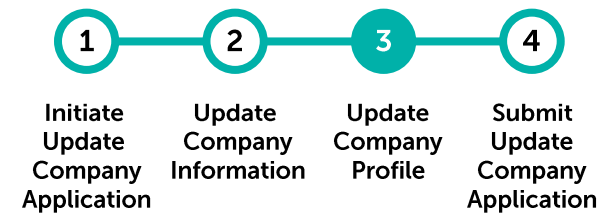


- For **Email address**, please provide the **Top Management email address (not email address of other individual or company's general email** e.g. [generalenquiries@company.com](mailto:generalenquiries@company.com)
- For **Handphone No**, please provide the **Top Management Handphone Number (not landline number)**.



# Update Company Profile

Under Employments, Supplier to update details of company's top management, management team and employment summary.



9 Management Team success

Full Name \*

NRIC/Passport No. \*  NRIC  Passport

Email address \*

Employment Status \*

Permanent

Status \*

Bumiputera

Position \*

Engineering Manager

Phone No. \*

+60

Total Years of Working Experience \*

2

10 + Add more team

9 Provide details of each **Management Team**.

- **Bumiputera** - Bumiputera of Malaysian Citizen.
- **Local** - Non-Bumiputera of Malaysian Citizen.
- **Foreign** - Non-Malaysian Citizen.

**Note:**

- Management shall be employees (permanent, contract or secondment) sitting in **managerial positions** e.g. Vice President, Senior General Manager, General Manager, Senior Manager, Manager etc.
- **Top Management shall not be part of Management team** (Duplicate declaration is not acceptable/allowed).

10 Supplier may add more management team details by clicking on '+ **Add More Team**' icon.



**If further verification for Bumiputera Status is required**, the following supporting document(s) may be requested:

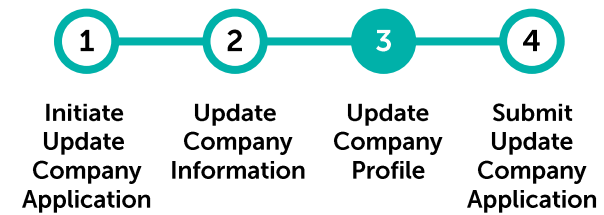
- a) Birth certificate which states the individual's race OR
- b) Bumiputera status confirmation letter from:
  - Pejabat Hal Ehwal Anak Negeri Sabah (PHEANS)
  - Mahkamah Anak Negeri Wilayah Persekutuan Labuan (MANWPL)

**Note:**

- For management team who is also a Director/Shareholder and FOAR/Section 68 has been provided, no additional supporting document is required.
- All documents submitted **must be scanned from original document and in colored version**.
- **NRIC is for Malaysian citizen only**. For Non-Malaysian citizen, please tick Passport.

# Update Company Profile

Under Employments, Supplier to update details of company's top management, management team and employment summary.



**11** Employment Summary

Total No. of Employees \*

No. of Permanent Staff (BUMIPUTERA) Management = 5

No. of Permanent Staff (LOCAL) Management = 0

No. of Permanent Staff (FOREIGN) Management = 0

No. of Others Staff (BUMIPUTERA) Management = 0

No. of Others Staff (LOCAL) Management = 0

No. of Others Staff (FOREIGN) Management = 0

**Bumi Summary**

Status	Equity (%)	Board of Director (%)	Management (%)	Employment (%)
Bumiputera	100.0	100.0	100.0	100.0
Local	0.0	0.0	0.0	0.0
Foreign	0.0	0.0	0.0	0.0
Total	100.0	100.0	100.0	100.0

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Cancel Save Save & Submit

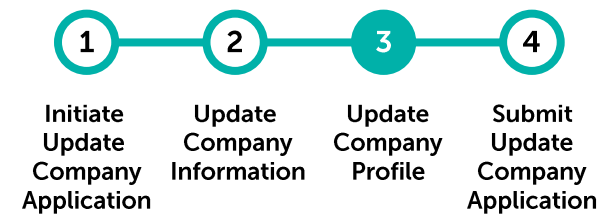
- 11** Declare total number of employees based on:
- Permanent staff
  - Contract staff
  - Others

- Note:**
- The declaration shall be according to their '**BUMIPUTERA**', '**LOCAL**' and '**FOREIGN**' status.
  - The total number of employees shall also include the management team.
  - Contract staff shall be declared under OTHERS.




- At least two (2) employees shall be declared.
- Please indicate 0 (zero) if none of company employees fall under the categories.

# Update Company Profile



Under Employments, Supplier to update details of company's top management, management team and employment summary.

 Bumi Summary 12

Status	Equity (%)	Board of Director (%)	Management (%)	Employment (%)
Bumiputera	100.0	100.0	100.0	100.0
Local	0.0	0.0	0.0	0.0
Foreign	0.0	0.0	0.0	0.0
Total	100.0	100.0	100.0	100.0

**12** Bumi Summary table shows the **Company Bumiputera composition** at Equity, Board of Director, Management and Employment level.

The information is **derived based on information keyed-in at the respective sections** (Director & Shareholder & Employments).

**Note:** The total of each column shall be 100%.

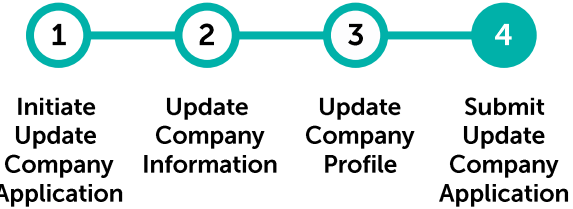


If the information appeared in the table is incorrect, company to verify whether the information keyed-in at the respective section is correct or not.

- If information keyed-in is incorrect, then please do necessary amendment.
- If information keyed-in is correct and technical issue is suspected, please log ticket to PETRONAS ICT.

# Submit Update Company Application

Supplier is required to complete the KYC self-declaration and provide declaration on Compliance to Law before submission of company application.



**1 Know Your Counterparty (KYC) Questionnaire**

Please answer the questions below

PETRONAS is committed to the highest standards of integrity, openness and accountability in the conduct of the group's business and operations. PETRONAS seeks to conduct its affairs in an ethical, responsible and transparent manner. The PETRONAS Code of Conduct and Business Ethics ("CoBE") sets out PETRONAS' core principles and detailed policy statements on the standards of behaviour and ethical conduct including with respect to ethics and integrity, competition, sanction, export control and data privacy.

As part of our commitment, PETRONAS expects its contractors, subcontractors, consultants, agents, representatives and others performing work or services (including but not limited to joint venture partners, consultants, agents, vendors, suppliers, distributors, sellers, resellers, purchasers and customers) for or on behalf of the Group to comply with all applicable laws and the relevant parts of the CoBE and any other relevant guidelines or manual when performing such work or services. Therefore, before PETRONAS engages with a third party (hereinafter referred to as 'Company' or 'Counterparty'), we are obligated to conduct appropriate third party due diligence to understand the business and background of our prospective business counterparties to ensure that we are dealing with parties that subscribe to the same values and ethical standards of integrity as PETRONAS in the conduct of their business.

**Sanctions**

i. Is the Company or any of its affiliates are incorporated, located within or operating from any Countries Subject to Comprehensive Sanctions?

Yes  
 No

ii. Is the Company or any of its affiliates are engaged in transactions, investments, business or other dealings that directly or indirectly involve or benefit any Countries Subject to Comprehensive Sanctions?

Yes  
 No

**Data Privacy/Personal Data Protection**

Is the Company providing personal data processing services to PETRONAS or carrying out personal data processing activities for and on behalf of PETRONAS?

Yes  
 No

**2 Declaration**

**Compliance to Law**

I hereby declare that the Company have been and are in compliance with all applicable laws, rules, regulations, order and/or guidelines by any relevant authorities including but not limited to those guidelines or requirements by Bank Negara Malaysia (the Central Bank of Malaysia) and Royal Malaysian Customs.

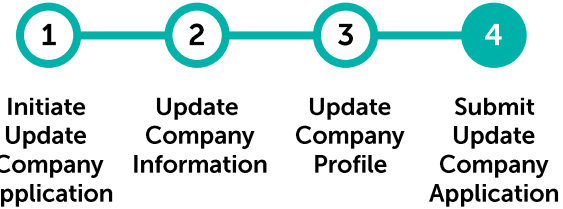
Yes  
 No

**3 Save & Submit**

- 1** Supplier is required to answer all list questions under the **KYC section** which include sanctions and data privacy.  
**Note:** This section will be required for all company application (new, renewal & update).
- 2** Supplier is required to provide **declaration on Compliance to Law**.  
**Note:** The declaration is required for all company application (new, renewal & update).
- 3** Click **'Save & Submit'** button to proceed.  
**Note:** The **'Save'** button allows to save progress as 'Draft' to resume later.

# Submit Update Company Application

Supplier is required to complete the KYC self-declaration and provide declaration on Compliance to Law before submission of company application.



5 Disclaimer

Please read and accept the privacy policy before you proceed

DECLARATION / PENGAKUAN

1. I / We declare that all information in this form and as attached is true. I / We hereby AUTHORISE PETRONAS TO REFER TO / REVISE ANY OF THE INFORMATION IN THIS FORM OR AS ATTACHED BY ME / US OR ANY OTHER RELEVANT THIRD PARTY.

Saya / kami mengaku bahawa segala maklumat di dalam borang ini dan yang dilampirkan adalah benar. Saya / Kami dengan in MEMBENARKAN PETRONAS UNTUK MERUJUK / MENYEMAK MANA-MANA KETERANGAN DI DALAM BORANG INI ATAU YANG DILAMPIR DENGAN PIHAK SAYA / KAMI ATAU MANA-MANA PIHAK KETIGA YANG BERKENAAN.

2. I / We authorize representatives of PETRONAS to conduct inspections at my / our premises / company and to inspect / make copies of documents and to interview my / our employees / other relevant parties.

Saya / Kami membenarkan wakil pihak PETRONAS membuat lawatan pemeriksaan ke premis / syarikat saya / kami dan membuat salinan / menyalin dokumen-dokumen yang berkaitan dengan urusan kami.

The access and usage of this PETRONAS Supplier Self Service Portal is governed by the terms and conditions as provided by the Terms of Use on this Portal. Vendor shall be required to adhere to PETRONAS Code of Conduct and Business Ethics, Anti-Bribery and Corruption Manual and PETRONAS Contractors Code of Conduct on Human Rights in the performance of any work or services for PETRONAS.

I have read and ACCEPT the above declaration agreement

Yes, I have read and understood the PETRONAS Vendor Privacy Notice and hereby accept the terms and conditions thereof. I confirm that I have obtained the consent of my employees / officers / shareholders / directors for the processing and use of their Personal Data (including Sensitive Personal Data) by PETRONAS in accordance with the terms of the PETRONAS Vendor Privacy Notice.

6 Agree and submit

4 Save & Submit

- 4 Proceed to submit the company application by clicking on 'Save & Submit' button at the bottom right of the company profile screen.
- 5 A submission confirmation pop-up will appear. Supplier is required to read and understand the **privacy policy** and the **terms & conditions** for PLMS.  
Check the confirmation box for each declaration.
- 6 Finally, submit the Company Application for evaluation by clicking on 'Agree & Submit' button.



**GROUP  
PROCUREMENT** **DGP**

**UPDATE SWEC & MTR**

# APPLICATION DEEP DIVE

## General Functions

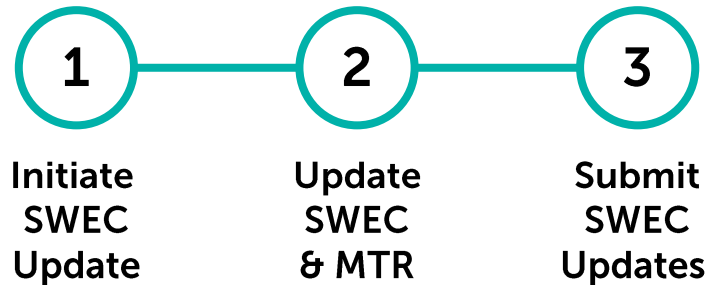


# Update SWEC & MTR

Post-approval, Supplier shall ensure that their SWEC information in PLMS is always accurate and up-to-date.

## LEARNING OBJECTIVES

Supplier will be able to perform update for any changes to the SWEC information, changes to document declared and to comply with special condition.





# Initiate SWEC Update



1 Initiate SWEC Update  
2 Update SWEC & MTR  
3 Submit SWEC Updates

After SWEC is approved, Supplier to perform update for any changes to the SWEC information, changes to document declared and to comply with special condition.

Standardised Work & Equipment Categories (SWEC)

All Bookmarked **My SWEC**

Results

1 SWEC found in All Categories

Name & Description	Code	Type	Mode of Operations	Sector	Application Status	Special Condition	Swec Status	SWEC Expiry Date
<b>Bolting Materials (exclude OEM)</b> To manufacture, supply and deliver of Bolting Materials	28151200P	Strategic	Manufacturer	License & Registration	Approved	Yes	Non Compliance	22/01/2024

1 - 1 of 1 entries

10 Items per page 1 of 1 pages < Prev Next >

Need some assistance? Refer our [User Guide](#) and [FAQ](#). For immediate help, write to our [support team](#) or call us at 1-800-88-0011.

- 1 Click on 'SWEC' from the sidebar to view list of SWEC.
- 2 From the SWEC list page, click 'My SWEC' to view the applied SWECs.

# Initiate SWEC Update



1 Initiate SWEC Update  
2 Update SWEC & MTR  
3 Submit SWEC Updates

After SWEC is approved, Supplier to perform update for any changes to the SWEC information, changes to document declared and to comply with special condition.

Standardised Work & Equipment Categories (SWEC)

Results

1 SWEC found in All Categories

Name & Description	Code	Type	Mode of Operations	Sector	Application Status	Special Condition	Swec Status	SWEC Expiry Date
<b>Bolting Materials (exclude OEM)</b> To manufacture, supply and deliver of Bolting Materials	28151200P	Strategic	Manufacturer	License & Registration	Approved	Yes	Non Compliance	22/01/2024

1 - 1 of 1 entries

Need some assistance? Refer our [User Guide](#) and [FAQ](#). For immediate help, write to our [support team](#) or call us at 1-800-88-0011.

3 Under **My SWEC** list > Special Condition column, Supplier will also be able to identify whether the SWEC has **Special Condition** (if any).

**Note:**

- Special Condition is a condition imposed to Supplier in which Supplier is **required to comply within the stipulated time given**.
- **If Supplier fails to comply with the Special Condition imposed, the SWEC status will be automatically changed to "Non-Compliance"**. As a result, Supplier will be automatically excluded from PETRONAS List of Licensed/Registered Companies even though the License/Registration is still valid.

4 To view the submitted information for the SWEC, click on the SWEC name.

# Initiate SWEC Update



1  
Initiate  
SWEC  
Update

2  
Update  
SWEC  
& MTR

3  
Submit  
SWEC  
Updates

After SWEC is approved, Supplier to perform update for any changes to the SWEC information, changes to document declared and to comply with special condition.

- 5 Supplier will be redirected to the summary page of the SWEC.  
Click on the 'Modify' button to proceed with the SWEC update.
- 6 **Special Condition** (if any) will appear at respective section and the Special Condition remarks is highlighted.
- 7 Click the 'Modify' button to initiate SWEC application.
- 8 Click the 'Change Mode of Operation' button to change the mode of operation for SWEC applied if required.  
**Note:** Change on SWEC Mode of Operation cannot be performed when the company status is not ACTIVE.
- 9 Once initiated, Supplier is able to make changes to SWEC information (if any).

- SWEC application cannot be submitted when there is an ongoing/in progress Company Application.
- Multiple SWEC applications can be submitted at the same time.
- Please ensure that Supplier can comply with the Minimum Technical Requirement (MTR) prior to submission of SWEC application.

# Update SWEC & MTR (Principal)

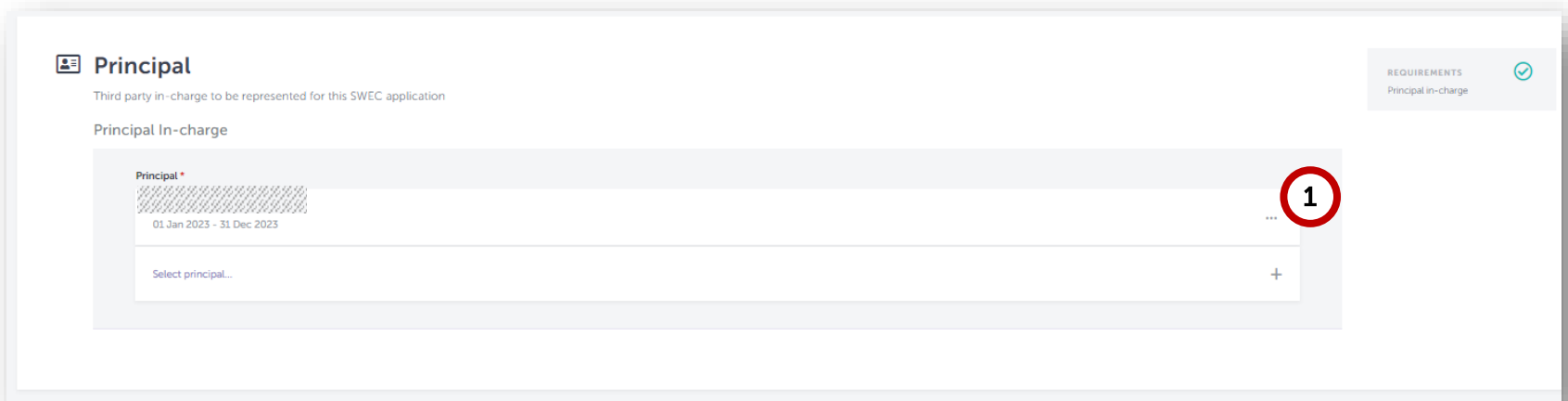


1  
Initiate  
SWEC  
Update

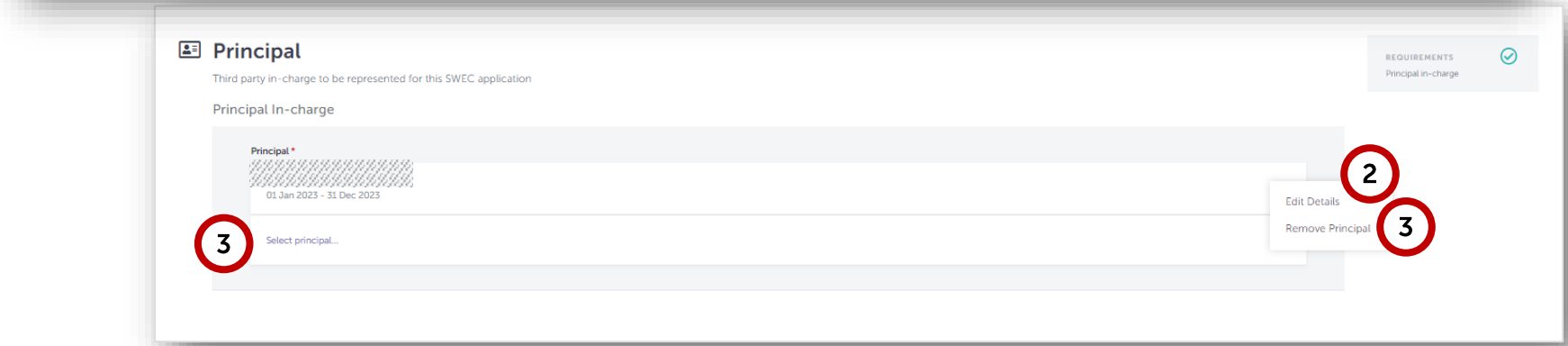
2  
Update  
SWEC  
& MTR

3  
Submit  
SWEC  
Updates

Supplier may proceed to make changes to SWEC MTR details including, updating principal information and adding new principal.



1 Click **⋮** icon to make changes to the selected principal.



2 Click **'Edit Details'** button to edit the principal details.

3 Click **'Remove Principal'** button to remove the principal.

**Note:** Upon changing the principal details, please remove the selected principal and reselect the principal again. This is in order for the changes made to be reflected on SWEC application.

4 Click **'Select Principal...'** to begin reselecting the principal.

# Update SWEC & MTR (Key Personnel)



Supplier may proceed to make changes to SWEC MTR details including updating key personnel information and changing key personnel.

Key Personnel

Important members of your team who qualifies for the SWEC requirement

HSE Personnel

Employee \*

HSE Manager

More

Key Personnel

Important members of your team who qualifies for the SWEC requirement

HSE Personnel

Employee \*

HSE Manager

8 Years 12 months

Edit Details

Remove

01/02/2012 - 29/01/2021

8 Years 12 months

Key Personnel

Important members of your team who qualifies for the SWEC requirement

HSE Personnel

Employee \*

Select employee...

This field is required.

- 1 Click **⋮** icon to make changes to the selected key personnel.
- 2 Click **'Edit Details'** button to edit the key personnel details.
- 3 Click **'Remove'** button to remove the key personnel.  
**Note:** Upon changing the key personnel details, please remove the selected key personnel and reselect the key personnel again. This is in order for the changes made to be reflected on SWEC application.
- 4 Click **'Select employee...'** to begin reselecting the key personnel.

- Please **do not combine several projects/experience in one entry.**
- Please **provide details of experience** per SWEC applied i.e. experience stated is not vague e.g. several clients, Supply of CE12.
- Please **provide valid experience** e.g. experience with future date is not an experience.

# Update SWEC & MTR (Company Experience)



Supplier may proceed to make changes to SWEC MTR details including, updating experience and changing declared experience.

Company Experience

This is your company's track record with relevant projects and contracts related to this SWEC

Executing Conceptual Engineering Design/Feasibility Studies/FEED/Detailed Design

Project

Success

Remarks: [Redacted]

01 Jan 2021 - 28 Feb 2022

Detailed Engineering

1 year 1 month

REQUIREMENTS 2 / 1

Number of project

Executing Conceptual Engineer

1 year project

Edit Details

Remove Project

Success

01 Mar 2021 - 01 Mar 2022

Procurement Services

1 year

Add project...

- 1 Click icon to make changes to the selected experience.
- 2 Click **'Edit Details'** button to edit the experience details.
- 3 Click **'Remove'** button to remove the experience.  
**Note:** Upon changing the experience details, please remove the selected experience and reselect the experience again. This is in order for the changes made to be reflected on SWEC application.
- 4 Click **'Add project...'** to begin reselecting the experience.



- Please **do not combine several projects/experience in one entry.**
- Please **provide details of experience** per SWEC applied i.e. experience stated is not vague e.g. several clients, Supply of CE12.
- Please **provide valid experience** e.g. experience with future date is not an experience.

# Update SWEC & MTR (Facilities & Equipment)



Supplier may proceed to make changes to SWEC MTR details including, updating ownership or listing of facilities/equipment.

Facilities - Manned And Permanent Office Setup

Success

Ownership of the facilities \*

Own

Lease

Own & Lease

1

Facilities - Technical/commercial brochure for products

Success

Ownership of the facilities \*

Own

Lease

Own & Lease

Attachment \*

commbrochure.pdf  
1.36 MB

2

Facilities - Technical/commercial brochure for products

Success

Ownership of the facilities \*

Own

Lease

Own & Lease

Attachment \*

Browse...

3

- 1 To change the declaration on the 'Ownership of the facilities' or 'Ownership of the Equipment', tick any of the applicable type of ownership.
- 2 Click icon to make changes to the attached supporting document.
- 3 To attach supporting document, click on 'Browse' button.

• All documents submitted **must be scanned from original document and in colored version.**

• Please ensure **information declared in PLMS is consistent with document(s) submitted.**

# Update SWEC & MTR (Certification)



Supplier may proceed to make changes to SWEC MTR details including, updating latest valid certification.

**Certification**  
Official documents as proof of formal qualifications or achievements

License from Local Authority

Success

Certificate Number	[Redacted]	
Certificate Start Date	End Date	
20 May 2022	10 Jun 2023	

Certificate Attachment \* [Redacted] **1**

- 1 Click icon to make changes to the attached supporting document.
- 2 To attach supporting document, click on '**Browse**' button.

**Certification**  
Official documents as proof of formal qualifications or achievements

License from Local Authority

Certificate Attachment \* [Redacted] **2**

- All documents submitted **must be scanned from original document and in colored version.**
- Please ensure **information declared in PLMS is consistent with document(s) submitted.**



# Update SWEC & MTR (Vessel/Rig)



1  
Initiate  
SWEC  
Update

2  
Update  
SWEC  
& MTR

3  
Submit  
SWEC  
Updates

Supplier may proceed to make changes to SWEC MTR details including, updating vessel/rig information and changing declared vessel/rig.

**Vessel/Rig**  
The vessel/rig registered at which work will be performed

Required Vessel Rigs

Vessel/Rig \*  
01 Jan 2023 - 31 Dec 2023

**Vessel/Rig**  
The vessel/rig registered at which work will be performed

Required Vessel Rigs


Vessel/Rig \*  
Edit Details  
Remove

**Vessel/Rig**  
The vessel/rig registered at which work will be performed

Required Vessel Rigs

Vessel/Rig \*  
Add vessel/rig...

- 1 Click **⋮** icon to make changes to the selected vessel/rig.
- 2 Click **'Edit Details'** button to edit the vessel/rig details.
- 3 Click **'Remove'** button to remove the vessel/rig.  
**Note:** Upon changing the vessel/rig details, please remove the selected vessel/rig and reselect the vessel/rig again. This is in order for the changes made to be reflected on SWEC application.
- 4 Click **'Add vessel/rig...'** to begin reselecting the vessel/rig.

 Please refer to PETRONAS General Guideline for further details on the requirement e.g. documents requirement.

# Submit SWEC Updates

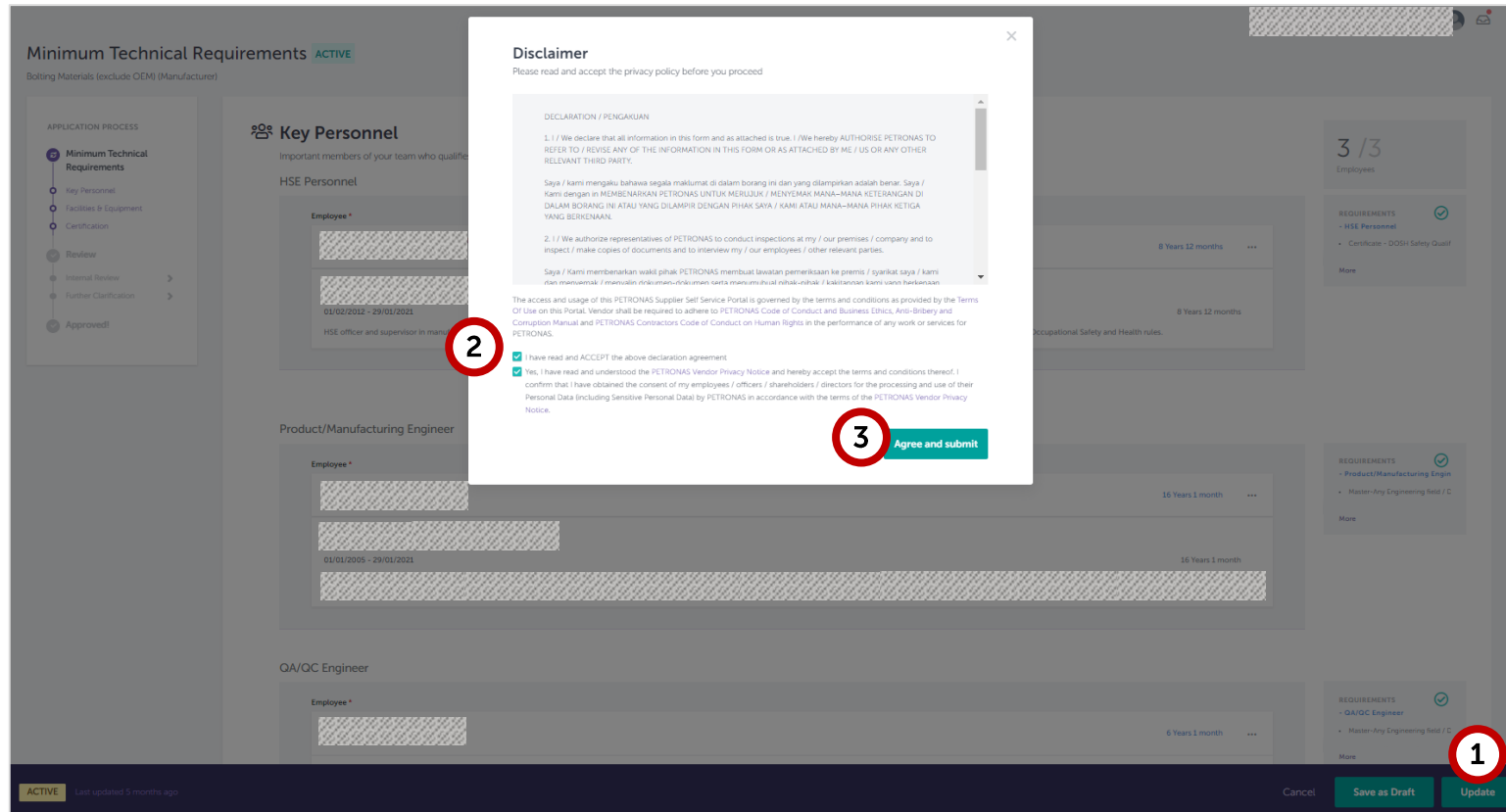


1  
Initiate  
SWEC  
Update

2  
Update  
SWEC MTR

3  
Submit  
SWEC  
Updates

Once all the required sections have been updated, you are required to acknowledge the Terms & Conditions and submit the application for approval.



- 1 Click '**Update**' button to proceed.  
**Note:** The '**Save as Draft**' button allows to save progress as 'Draft' to resume later.
- 2 A submission confirmation pop-up will appear. Supplier is required to read and understand the **privacy policy** and the **terms & conditions** for PLMS.  
Check the confirmation box for each declaration.
- 3 Finally, submit the Company Application for evaluation by clicking on '**Agree & Submit**' button.

- SWEC application cannot be submitted when there is an ongoing/in progress Company Application.
- Multiple SWEC applications can be submitted at the same time.
- Please ensure that Supplier can comply with the Minimum Technical Requirement (MTR) prior to submission of SWEC application.

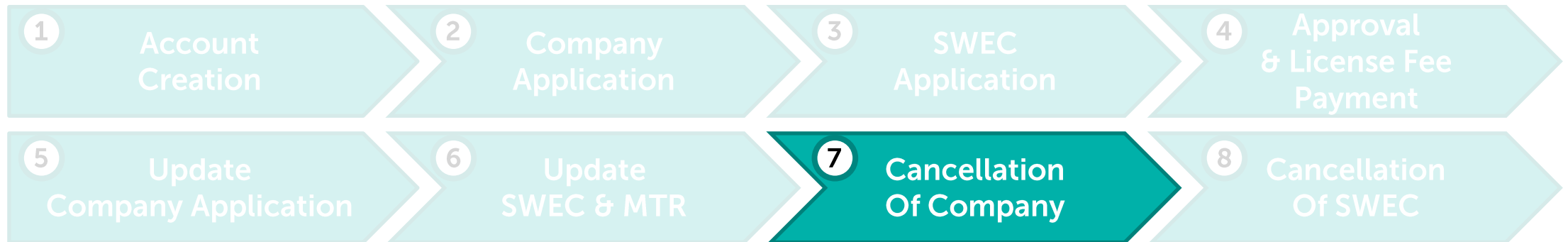


**GROUP  
PROCUREMENT** **DGP**

**CANCELLATION OF COMPANY**

# APPLICATION DEEP DIVE

## General Functions

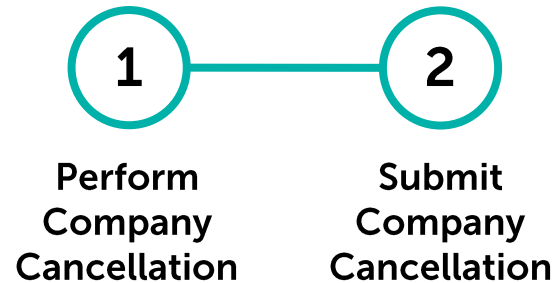


# Cancellation of Company

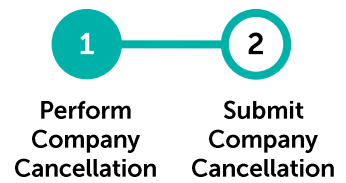
Supplier can apply for cancellation of license or registration when Supplier no longer wishes to supply product/services to PETRONAS Group of Companies and/or the Petroleum Arrangement Contractors (PAC).

## LEARNING OBJECTIVES

Supplier can submit cancellation application for company license or registration.



# Perform Company Cancellation



Supplier can perform cancellation to the license or registration with PETRONAS.

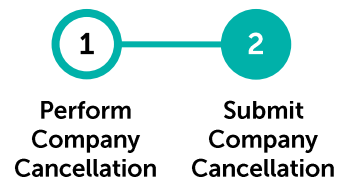
The screenshot shows the 'Company Profile' page in the PETRONAS Licensing Management system. The sidebar on the left contains a menu with items: Home, SWEC, Company Profile (highlighted with a red circle '1'), Employee, Principal, Project, Documents, Vessel/Rig, User, and Payment Inquiry. The main content area is titled 'Company Profile' and includes tabs for 'Company Details', 'License Information', 'List of Principals', 'List of SWEC', and 'List of Users'. The 'Company Details' tab is active. The page displays various information sections: 'Company Overview' with registration and incorporation details; 'SWEC & LICENSE OVERVIEW' with a bar chart showing 0 SWEC, 0 Mode of Operation, 1 Normal License, and 0 Special License; 'Company Information' with registration and business details; and 'Company Profile' with company details and status. A red circle '2' highlights a button labeled 'Cancel License or Registration' in the top right corner of the page.

- 1 Click on 'Company Profile' from the sidebar to view company profile.
- 2 On the company profile page, click the 'Cancel License or Registration' button to initiate Company Cancellation application.



- Company with **License/Registration expiry more than one (1) year will be automatically cancelled by the system due to non-renewal.**
- In the event the Company wishes to renew its License/Registration after the cancellation, Supplier is required to submit "Renewal Company Application" in PLMS.

# Submit Company Cancellation



Once your cancellation is initiated, you are required to enter the justification and to attach supporting documents.

The screenshot shows a 'Company Profile' page with a 'Company Cancellation' modal. The modal contains a text area for justification (1), a file upload button (2), and a 'Submit' button (3). A confirmation popup (4) is also visible.

- 1 Supplier to **provide the summary of cancellation**. The summary shall comprise of the following:
    - Reason of cancellation.
    - Must be in accordance with the attached official letter.
  - 2 Supplier to **attach an official letter**. The letter shall comprise of the following:
    - Reason for License/Registration cancellation.
    - Declaration that there are no ongoing tenders/contracts.
    - Duly signed by the **majority** shareholder and Top Management.
  - 3 Click '**Submit**' button, to submit the cancellation application
  - 4 A confirmation popup will be displayed, click on **OK** to confirm.
- Note:** Once submitted, changes to company profile and SWEC is no longer allowed.



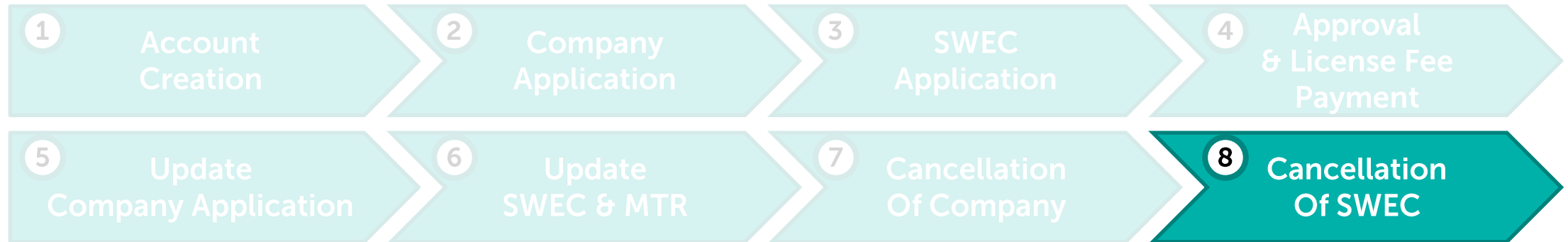
**GROUP  
PROCUREMENT** **DGP**

**CANCELLATION OF SWEC**



# APPLICATION DEEP DIVE

## General Functions



# Cancellation of SWEC

Supplier can apply for cancellation of SWEC when Supplier no longer wishes to supply product/services under the SWEC which has been approved earlier.

## LEARNING OBJECTIVES

Supplier can submit SWEC cancellation.

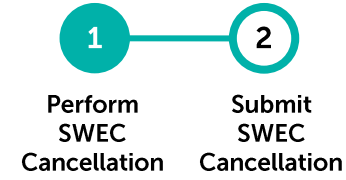
1

Perform SWEC  
Cancellation

2

Submit SWEC  
Cancellation

# Perform SWEC Cancellation



You can perform cancellation to the licensed or registered SWEC with PETRONAS.

Licensing Management

WORKSPACE

## Company Profile

Company Details License Information List of Principals **List of SWEC** List of Users

### Results

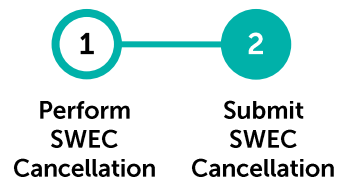
18 SWEC found in All SWEC

Search Keyword  Sort by newest ▾

Name & Description	Code	Type	Mode of Operations	Special Condition	Swec Status
<b>Other Oils &amp; lubricants</b> To supply and deliver Other Oil & Lubricants excluding Wash Oil	10112210P	General	Dealer	No	Active <b>Cancel SWEC</b>
<b>Wash Oil</b> To supply and deliver Wash Oil	10112211P	General	Dealer	No	Active ...
<b>Building &amp; Structure Construction</b> The provision of manpower, materials, equipment, services and	11111000S	Strategic	Self-Operated	No	Active ...

- 1 Click on 'Company Profile' from the sidebar to view company profile.
- 2 On the company profile page, click on the 'List of SWEC' tab.
- 3 Click on the **...** icon for the SWEC which want to be cancelled. Then, click on 'Cancel SWEC' button to initiate SWEC Cancellation application.

# Submit SWEC Cancellation



Once your cancellation is initiated, you are required to enter the justification and to attach supporting documents.

1 SWEC Cancellation

For cancellation of SWEC, kindly provide your justification.

Our company no longer provide the product

Official Cancellation Letter Attachment: \*

Official letter for cancellation of SWEC

Submit

Hold on! Before that...

Changes are NOT allowed once submitted.

Are you sure you want to submit?

Cancel OK

1 Supplier to **provide the summary of cancellation**. The summary shall comprise of the following:

- Reason of cancellation.
- Must be in accordance with the attached official letter.

2 Supplier to **attach an official letter**. The letter shall comprise of the following:

- Reason for SWEC cancellation.
- Declaration that there are no ongoing tenders/contracts.
- Duly signed by the **majority** shareholder and Top Management.

3 Click '**Submit**' button, to submit the cancellation application

4 A confirmation popup will be displayed, click on **OK** to confirm.

**Note:** Once submitted, changes to the to-be-cancelled SWEC is no longer allowed.



**GROUP  
PROCUREMENT** **DGP**

**SUPPORT CONTACT**

# Support Contact

Should you require any support, please reach out to us via the following channels:



**E-MAIL :** [lrs\\_enquiries@petronas.com](mailto:lrs_enquiries@petronas.com)



**CALL :** 1-800-88-0011

**PETRONAS CONTACT CENTRE**