

8. APPENDIX

APPENDIX 1: Vendor Document Checklist

VENDOR DOCUMENT CHECKLIST					
Please provide the following documentations where applicable					
√= MANDATORY Requirement. Failure to provide these documents may result in ineligibility to register. ALL documents <u>MUST</u> be submitted in English. Where this is not possible, the original copy must be submitted with a translation in English.					
DOCUMENTATIONS	TYPE OF COMPANY				
	PRIVATE / PUBLIC	SP	COOP	PRT	INT
VENDOR REGISTRATION CHECKLIST					
Copy of Certification of Registration (Cooperatives)			√		
Copy of Constitution			√		
Copy of Certificate of Registration of Business Name (Section 16 & 17)		√		√	
Copy of Partnership Agreement				√	
Copy of Certificate of Incorporation	√				√
(i) For Bruneian Companies only: Copy of Particular of directors or Managers (FORM X)	√		√	√	
(ii) For INTERNATIONAL only: Copy of Particular of Directors or Managers (please provide proof via any legal documentation)					
Copy of Memorandum & Articles of Association	√				
Copy of Return on the Allotment of Shares (Section 45)	√				
Copy of Notice of Change in the Situation of the Registered office (When Applicable)	√				
Copy of Company's latest list of Members to Accompany Annual Return	√				
Copy of Shares Certificates	√				
(i) For Bruneian Companies only: COPY of Identity Card	√	√	√	√	√
(ii) For INTERNATIONAL only: Passport or similar forms of ID of Proprietor/ Partners/Shareholders					
LOCAL BUSINESS DEVELOPMENT CHECKLIST					
Bank Statement (Letterhead to verify account number, name and address)	√	√	√	√	
Conformation Letter of Authorised signatories (mandatory for Brunei Companies)	√	√	√	√	
FORM CATEGORY					
<u>Specific for Category Product registration</u>					
<u>Refer to ICV Homepage in Products and Services</u>					
Letter of Appointment/ Agency/ Representation from OEM Distribution with EXPIRY DATE	√	√	√	√	√
TAMAP Certificate or Letter from OEM (Original Equipment Manufacturer) approved as TAMAP vendor or product.	√	√	√	√	√
Material Specification Datasheet (if Applicable)	√	√	√	√	√
Product Catalogue (for Reps, Distributors, Agent)					

VENDOR DOCUMENT CHECKLIST

(i) Specific for Service registration

Please refer to the LBD Framework-Allocation of work category. Click the link below

<https://www.bsp.com.bn/main/icv/doing-business-with-bsjv/local-business-development/products-and-services>

Provide Company Profile and Track Record	√	√	√	√	√
Appointment Letter for the requested category (if applicable)	√	√	√	√	√

- PRV/ Sdn Bhd= Private Company Ltd/ Sdn Bhd
- COOP= Cooperative
- INT: International (Outside Brunei Darussalam)
- SP= Sole Proprietor
- PRT= Partnership

■ NOTE: Companies outside of Brunei must register under “International” Business Type. All other Business Types are for Bruneian companies only.