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| --- | --- | --- | --- | --- | --- | --- |
| **BSP VENDOR REGISTRATION CHECKLIST** | | | | | | |
| **Please provide the following documentations where applicable** | | | | | | |
| **√= MANDATORY Requirement. Failure to provide these documents may result in ineligibility to register. ALL documents MUST be submitted in English. Where this is not possible, the original copy must be submitted with a translation in English.** | | | | | | |
| **DOCUMENTATIONS** | **TYPE OF COMPANY** | | | | | |
| **PRV SDN BHD** | | **SP** | **COOP** | **PRT** | **INT** |
| **LEVEL 1** | | | | | | |
| **Copy of Certification of Registration (Cooperatives)** |  | |  | **√** |  |  |
| **Copy of Constitution** |  | |  | **√** |  |  |
| **Copy of Form A** |  | |  | **√** |  |  |
| **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 Notice of Change in the Situation of the Registered office (When Applicable)** | **√** | |  |  |  |  |
| **Copy of Shares Certificates** | **√** | |  |  |  |  |
| **(i) For Bruneian Companies only: Colour COPY of IC**  **(ii) For INTERNATIONAL only: Passport or similar forms of ID of Proprietor/ Partners/Shareholders** | **√** | | **√** | **√** | **√** | **√** |
| **LEVEL 2** | | | | | | |
| ***Specific for Product registration***  ***Check in Omnicom*** | | | | | | |
| **Original Copy of Letter of Agency/ Representation and letter of Support from OEM Distribution with EXPIRY DATE (for Reps, Distributors, Agents)** | **√** | | **√** | **√** | **√** | **√** |
| **Letter from OEM (Original Equipment Manufacturer) approved as TAMAP vendor or product.**  **TAMAP is the Shell list of Technically Accepted Manufacturers & Products, OEM needs to be TAMAP Certified** | **√** | | **√** | **√** | **√** | **√** |
| **Material Specification Datasheet (if Applicable)** | **√** | | **√** | **√** | **√** | **√** |
| **Product Catalogue (for Reps, Distributors, Agent)** | **√** | | **√** | **√** | **√** | **√** |
| ***(i) Specific for Service registration***  **Please refer to the LBD Framework-Allocation of work category Click here**  [**https://www.bsp-lbd.com.bn/SitePages/pnc.aspx**](https://www.bsp-lbd.com.bn/SitePages/pnc.aspx) | | | | | | |
| * **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.** | | | | | | |