



Our Ref: MISC/CPSM/VCM01/VR/18/0399

13 Aug 2018

PG TIMUR SDN BHD  
Pt13695 First Floor,  
Taman Chukai Utama,  
24000 Kemaman  
Terengganu  
Malaysia

Attention: Mr. Mohamad Hanif Haron

Dear Sir/Madam,

**MISC VENDOR REGISTRATION**

We are pleased to inform that your registration as a MISC Group of Companies Vendor has been approved.

The registration details are as follows:

Registration No.	VRS-20170817-0003
Validity Period	09/08/2018 - 08/08/2021
Scope of Work/Services	SM3 - MARINE TRANSPORTATION & SUPPORT SERVICES 03 - Marine/Ship Repairs & Maintenance 24 - General Shiprepairs 01 - Mechanical  SM3 - MARINE TRANSPORTATION & SUPPORT SERVICES 04 - Marine Operations Services 09 - Installation of Parts & Equipment

	<p>SM3 - MARINE TRANSPORTATION &amp; SUPPORT SERVICES</p> <ul style="list-style-type: none"> <li>04 - Marine Operations Services</li> <li>23 - Lashing, Mooring &amp; Liftings</li> </ul>
	<p>SM3 - MARINE TRANSPORTATION &amp; SUPPORT SERVICES</p> <ul style="list-style-type: none"> <li>06 - Marine Systems for Repairs &amp; Services</li> <li>01 - Single Point Mooring System</li> <li>03 - Mooring System</li> </ul>
	<p>SM3 - MARINE TRANSPORTATION &amp; SUPPORT SERVICES</p> <ul style="list-style-type: none"> <li>06 - Marine Systems for Repairs &amp; Services</li> <li>01 - Single Point Mooring System</li> <li>01 - Buoy</li> </ul>
	<p>SM3 - MARINE TRANSPORTATION &amp; SUPPORT SERVICES</p> <ul style="list-style-type: none"> <li>06 - Marine Systems for Repairs &amp; Services</li> <li>01 - Single Point Mooring System</li> <li>02 - Hose System</li> </ul>
	<p>SM6 - MAINTENANCE SERVICES</p> <ul style="list-style-type: none"> <li>01 - Mechanical Maintenance</li> <li>01 - Hydraulic Bolt Tensioning Services</li> </ul>
	<p>SM6 - MAINTENANCE SERVICES</p> <ul style="list-style-type: none"> <li>01 - Mechanical Maintenance</li> <li>02 - Inspection of all Nuts and Bolts, Pipe Flanges, Riser / Riser Clamps and Pipe Supports</li> </ul>
	<p>SM6 - MAINTENANCE SERVICES</p> <ul style="list-style-type: none"> <li>01 - Mechanical Maintenance</li> <li>03 - SBMs, Hoses &amp; Others</li> </ul>
	<p>SM6 - MAINTENANCE SERVICES</p> <ul style="list-style-type: none"> <li>01 - Mechanical Maintenance</li> <li>04 - Cleaning of Heat Exchanger</li> </ul>
	<p>SO2 - OFFSHORE FACILITIES CONSTRUCTION</p> <ul style="list-style-type: none"> <li>01 - Offshore Construction</li> <li>02 - Maintenance &amp; Repairs of Offshore Facilities</li> </ul>
	<p>SO2 - OFFSHORE FACILITIES CONSTRUCTION</p> <ul style="list-style-type: none"> <li>01 - Offshore Construction</li> <li>04 - Decommissioning of Offshore Facilities</li> </ul>
	<p>SO2 - OFFSHORE FACILITIES CONSTRUCTION</p> <ul style="list-style-type: none"> <li>02 - Onshore Fabrication</li> <li>02 - Minor Onshore Fabrication</li> </ul>

	<p>06 - Minor Onshore Fabrication - Structural</p> <p>SO2 - OFFSHORE FACILITIES CONSTRUCTION</p> <p>02 - Onshore Fabrication</p> <p>10 - Installation of Pipeline</p>
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Please be advised that your registration as a MISC Group Registered Vendor does not in any way constitute a guarantee to secure any 'works' from MISC Group of companies or to be invited in any of MISC's procurement exercises. The selection of company to receive enquiries or orders remains MISC's sole prerogative and we shall not entertain any inquiries with regards to this matter.

### **TERMS AND CONDITIONS OF APPROVAL**

- 1) The approval by MISC as a MISC Group Registered Vendor is given/issued based on the information provided by the company.
  
- 2) The company is reminded to notify us of any changes (within 14 days from date of change) to the following items:
  - Company address
  - Contact Numbers
  - Equity ownership
  - Scope or type of business activities
  - Directorship
  - Management Staff
  - Licenses (PETRONAS, MOF etc.)
  - Letters of appointment by Principals with validity date
  
- 3) To submit Audited Accounts on annual basis (between 3 to 6 months after the respective year end closing).
  
- 4) The company shall promptly provide all information requested by MISC within the specified period.
  
- 5) The company is under an obligation to ensure that the work category that has been registered for and specified in this letter of Registration shall not be approved for a similar SWEC, for another company, of the same shareholder/Board of Director.

- 6) MISC reserves the right to revoke/suspend/blacklist the registration of a company as MISC Group Registered vendor without any prior notice if it is found that:
- 6.1) the information provided by the company is incorrect/untrue/false; and/or
  - 6.2) the company is in breach of any contracts with MISC Group.
  - 6.2) the company is in breach of any contracts with MISC Group.
  - 6.3) any other incidences/actions or inactions which affect the operations or causes detrimental impact on MISC Group of Companies.
- 7) Please note that your company may be subjected to site audit visits.
- 8) To adhere to MISC's policy on Health, Safety and Environment (HSE) at all times. Please refer to the Health, Safety and Environment Requirements for Contractors documents located at MISC's website Icon "Partnering Us".
- 9) To uphold highest possible standard of business ethics in dealing with MISC staff or representatives. MISC has adopted a zero tolerance policy against all forms of bribery and corruption. The MISC Code of Conduct and Business Ethics (the CoBE) sets out MISC's core principles and describes the standards of behavior and ethical conduct that are critical to the success and well being of the MISC Group. The MISC Anti-Bribery and Corruption Policy (ABC) elaborate upon those principles, providing guidance to employees concerning how to deal with improper solicitation, bribery and other corrupt activities and issues that may arise in the course of business. The CoBE and ABC can be obtained from <http://www.misc.com.my/compliance-business-ethics>
- The CoBE and ABC will be applicable to MISC's vendors, contractors, sub-contractors, consultants, agents, representatives and others performing work and services for or on behalf of MISC Group of companies. In this regard, MISC expects that such persons will comply with the CoBE and ABC in the relevant parts when performing such work and services.
- 10) To ensure compliance to all other terms and conditions as stipulated in the respective award(s) that may be given to you.

- 11) To submit the renewal application two (2) months prior to expiry of the current registration.

Thank you again for your interest to do business with MISC and we shall strive to work together towards “**GROWTH THROUGH PARTNERSHIP**”.

Please acknowledge receipt by signing, stamping (company stamp) and returning a photocopy of this letter to the following address:

Manager  
Vendor Development Management  
Corporate Procurement & Supply Management  
MISC BERHAD  
Level 14, Menara Dayabumi  
Jalan Sultan Hishamuddin  
50050 Kuala Lumpur  
Malaysia  
or alternatively, you may scan and email the acknowledgement to  
**syarila@miscbhd.com**

Yours sincerely,

Vendor and Contract Management Unit  
Corporate Procurement & Supply Management Dept  
MISC BERHAD

This is a computer generated document. No signature is required.

**DECLARATION:**

I acknowledge receipt of this letter and confirm that I have read and accepted the terms and conditions above.

Signature:

Date:

Name:

Designation:

Company stamp:



Dear Sir/Madam,

**RE: PERSONAL DATA NOTICE**

1. This notice is issued pursuant to the Personal Data Protection Act 2010 ("Act") and for the purpose of this notice; "Personal Data" shall have the meaning as ascribed to it under the Act. This notice applies to the persons governed under the Act and serves to inform you how your personal data is controlled, processed and/or used by Corporate Procurement & Supply Management Department in MISC Berhad.
2. The Personal Data controlled, processed and/or used by MISC includes your name, age, date of birth, identity card number, contact details, occupation, preferences, interests and/or other information, as applicable, relevant to the purposes as listed in paragraph 3 below.
3. We are currently collecting and/or have collected your Personal Data from information which you have provided us, and where necessary, from third parties and also from the public domain. Your Personal Data may be controlled, processed and/or used by MISC for the following purposes:
  - *for processing your application for registration as vendors with MISC for procurement of goods and services;*
  - *for performing review and/or analysis of your financial standing as vendor with MISC;*
  - *for performing review and/or analysis of your ability to manage and/or handle the scope of work for which you have applied as vendor with MISC;*
  - *for any legal proceedings relating to the above purpose;*
  - *for any other purpose that is incidental or ancillary to the above purpose.*
4. We may disclose and/or transfer your personal data to MISC group of companies, associated companies, any other person under a duty of confidentiality to MISC, our consultants and/or legal advisers (whether in or out of Malaysia).
5. Please note that if sufficient Personal Data is not supplied, or is not satisfactory to MISC, then your application or request to MISC for registration as a vendor will not be accepted.

Kami sedang mengumpul dan/atau telah mengumpul Data Peribadi daripada maklumat yang anda berikan kepada kami, dan jika perlu, daripada pihak ketiga dan juga dari domain awam. Data Peribadi anda boleh dikawal, diproses dan/atau digunakan oleh MISC bagi maksud yang berikut:

**"MISC" means MISC Berhad, MISC Maritime Services Sdn. Bhd., and Akademi Laut Malaysia and any of its branches, affiliates or subsidiaries, as applicable, and whose name appears on the Vendor Registration website as maybe updated from time to time.**

6. Any Personal Data supplied by you will be retained by MISC as long as necessary for the fulfilment of the purposes stated above pursuant to our internal controls, regulatory requirements or legal or accounting requirements.
7. All reasonable efforts and practical steps are made to ensure that any Personal Data held by MISC is kept up-to-date and is protected against any loss, misuse, modification, unauthorized or accidental access or disclosure, alteration or destruction.
8. If at any time after submitting your Personal Data you wish to withdraw your consent for processing of your Personal Data or to request access to your Personal Data or to correct your Personal Data, you may send your request in writing to the following person at this address:

**MISC Berhad**  
**Corporate Procurement & Supply Management**  
**Level 14, Menara Dayabumi**  
**Jalan Sultan Hishamuddin**  
**50050 Kuala Lumpur.**

**Attention: Manager, Vendor Development management**  
**Email: shahrina@miscbhd.com**

9. You are entitled to access to your Personal Data held by MISC and to request correction of the Personal Data that is inaccurate, incomplete, misleading or not up-to-date.
10. By providing us with your Personal Data, you hereby consent to our usage of your Personal Data as mentioned above.
11. Please also note that from time to time, we may request for new data from you and by providing us with your Personal Data, we shall regard that you have consented to our usage of such data.

#### **NOTIS DATA PERIBADI**

Kami sedang mengumpul dan/atau telah mengumpul Data Peribadi daripada maklumat yang anda berikan kepada kami, dan jika perlu, daripada pihak ketiga dan juga dari domain awam. Data Peribadi anda boleh dikawal, diproses dan/atau digunakan oleh MISC bagi maksud yang berikut:

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1. Notis ini dikeluarkan menurut Akta Perlindungan Data Peribadi 2010 (" Akta") dan untuk tujuan notis ini; "Data Peribadi" hendaklah mempunyai maksud seperti ditunjukkan kepadanya di bawah Akta. Notis ini digunakan kepada orang-orang di bawah Akta dan berfungsi untuk memberitahu anda bagaimana data peribadi anda dikawal, diproses dan/atau digunakan oleh Perolehan Korporat & Jabatan Pengurusan Bekalan di MISC Berhad.

2. Data Peribadi yang dikawal, diproses dan/atau digunakan oleh MISC termasuk nama, umur , tarikh lahir, nombor kad pengenalan, nombor telefon, pekerjaan, minat, kepentingan dan/atau lain-lain maklumat yang berkenaan, berkaitan dengan tujuan-tujuan seperti yang disenaraikan dalam perenggan 3 di bawah.

3. Kami sedang mengumpul dan/atau telah mengumpul Data Peribadi daripada maklumat yang anda berikan kepada kami, dan jika perlu, daripada pihak ketiga dan juga dari domain awam. Data Peribadi anda boleh dikawal, diproses dan/atau digunakan oleh MISC bagi maksud yang berikut :

- a. untuk memproses permohonan anda untuk pendaftaran sebagai pembekal dengan MISC untuk perolehan barangan dan perkhidmatan;
- b. untuk melaksanakan kajian dan/atau analisis kedudukan kewangan anda sebagai pembekal dengan MISC ;
- c. untuk melaksanakan kajian dan/atau analisis keupayaan anda untuk mengurus dan/atau mengendalikan skop kerja yang mana anda telah memohon sebagai pembekal dengan MISC ;
- d. bagi apa-apa prosiding undang-undang yang berkaitan dengan tujuan di atas;
- e. bagi apa-apa maksud lain yang berhubung atau berkaitan untuk tujuan di atas.

Kami sedang mengumpul dan/atau telah mengumpul Data Peribadi daripada maklumat yang anda berikan kepada kami, dan jika perlu, daripada pihak ketiga dan juga dari domain awam. Data Peribadi anda boleh dikawal, diproses dan/atau digunakan oleh MISC bagi maksud yang berikut:

**"MISC" means MISC Berhad, MISC Maritime Services Sdn. Bhd., and Akademi Laut Malaysia and any of its branches, affiliates or subsidiaries, as applicable, and whose name appears on the Vendor Registration website as maybe updated from time to time.**

4. Kami mungkin mendedahkan dan/atau memindahkan data peribadi anda kepada kumpulan syarikat MISC, syarikat berkaitan, mana-mana orang lain di bawah kewajipan sulit kepada MISC, perunding kami dan/atau penasihat undang-undang (sama ada di dalam atau di luar Malaysia).
5. Sila ambil perhatian bahawa jika data peribadi yang mencukupi tidak dibekalkan, atau tidak memuaskan kepada MISC, permohonan atau permintaan anda kepada MISC untuk pendaftaran sebagai pembekal tidak akan diterima.
6. Apa sahaja Data Peribadi yang dibekalkan oleh anda akan disimpan oleh MISC selama mana diperlukan untuk memenuhi tujuan yang dinyatakan di atas menurut kawalan dalaman kami, keperluan regulatori atau keperluan undang-undang atau perakaunan.
7. Segala usaha yang munasabah dan langkah-langkah praktikal telah dibuat untuk memastikan bahawa mana-mana Data Peribadi yang dipegang oleh MISC disimpan adalah terkini dan dilindungi dari apa-apa kehilangan, salahguna, pengubahsuaian, akses tanpa kebenaran atau tidak sengaja atau pendedahan, perubahan atau kemusnahan.
8. Jika pada bila-bila masa selepas mengemukakan Data Peribadi anda ingin menarik balik kebenaran anda terhadap pemprosesan Data Peribadi anda atau memohon akses kepada Data Peribadi anda atau membetulkan Data Peribadi, anda boleh menghantar permohonan secara bertulis kepada nama dan alamat berikut:

**MISC Berhad**  
**Corporate Procurement & Supply Management**  
**Level 14, Menara Dayabumi**  
**Jalan Sultan Hishamuddin**  
**50050 Kuala Lumpur.**

**Untuk perhatian: Manager, Vendor Development management**  
**Email: [shahrina@miscbhd.com](mailto:shahrina@miscbhd.com)**

9. Anda berhak untuk akses kepada Data Peribadi yang dipegang oleh MISC dan memohon pembetulan Data Peribadi yang didapati tidak tepat, tidak lengkap, mengelirukan atau tidak terkini.
10. Dengan membekalkan kami Data Peribadi anda, anda dengan ini bersetuju untuk kami menggunakan Data Peribadi anda seperti yang dinyatakan di atas.
11. Sila juga ambil perhatian bahawa dari semasa ke semasa, kami mungkin memohon data baru daripada anda dan dengan membekalkan kami Data Peribadi anda, kami akan menganggap bahawa anda telah bersetuju untuk kami menggunakan data-data tersebut.

14hb Februari 2014

Kami sedang mengumpul dan/atau telah mengumpul Data Peribadi daripada maklumat yang anda berikan kepada kami, dan jika perlu, daripada pihak ketiga dan juga dari domain awam. Data Peribadi anda boleh dikawal, diproses dan/atau digunakan oleh MISC bagi maksud yang berikut:

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