



# ONLINE VENDOR REGISTRATION USER GUIDE

**BE FACT: BETTER, FASTER & COMPETITIVE**

# Getting Started

## Step by Step Guide to EPIC Vendor Registration

- Visit EPIC website : <https://www.epicgroup.com.my> > Contact Us > Online Vendor Registration
- Before we begin, please read the instructions, terms & conditions and ensure that you have all the necessary documents to make the registration process easier & faster.
- Please download and fill in the Integrity Agreement Declaration, complete with signatures and convert to 'pdf ' before fill in the form.
- In addition, supporting documents must be scanned beforehand, before starting the online registration steps. This will ease the uploading of softcopy.
- The maximum size per file allowed is 10MB and no limitation for maximum size for overall attachments. The type of file allowed is .pdf only.
- Please note that you are required to complete the online form in one seating as saving options are unavailable. The page will also timeout or expire if it is left idle for more than one hour.

# Instruction, Terms & Condition

## Instruction

Please read the instructions.

### Instructions

- Please read the [Terms and Conditions](#) before filling up this form.
- Please fill in details (preferably typed), signed, and returned together with Appendix 11-d (Integrity Agreement).
- Incomplete Vendor Registration Forms will be rejected.
- Registration does not guarantee the vendors are automatically included in the quotation/tendering exercises.
- Files that are to be uploaded must be in **PDF** file type format.
- The data will be saved once the user has finished the registration process and user still can update any data after finishing the registration as long as they don't close the browser.
- Please do not close the browser or computer while filling the form as form will not be saved automatically.
- Please download and fill the [Integrity Agreement](#) letter and convert to **PDF** before filling the form.

Next

# Instruction, Terms & Condition

## Terms and Condition

Please read the terms & conditions.

Then, click 'Agree and Continue' button to proceed to the next step.

### Terms & Conditions

By proceeding with this registration, you agree to the following:

- For company which is registered under Sdn. Bhd or Berhad, please enclose copy of documents as the following: -  
Company Profile Form 9 / Section 17 Company Registration Certificate from (SSM) Form 24/ Section 14/ Section 78  
Shareholder information Form 44/ Section 14/ Section 46(3) Registered Address Information Form 49/ Section 14/  
Section 58 Directors' information.
- Each related copy of certification and documents must be enclosed together.
- For companies who was appointed as product agent/representative please enclose a copy of appointment letter.
- Registration approval is based on all information given by the company.
- Any changes of info must be informed to EPIC Berhad within 30 days from the date of changes.
- EPIC Berhad reserves the right to terminate or hold company registration without any further notice if company failed to enclose any related information.
- Company officer who is stated in registration certificate must be an authorized person to sign all contract documents for the company (if any).
- Performance review - If vendor is unable to commit the job as per schedule, fails to follow rules and regulation, EPIC Berhad reserve the right to deregister vendor application.

Click "Agree and Continue" to proceed to the registration form.

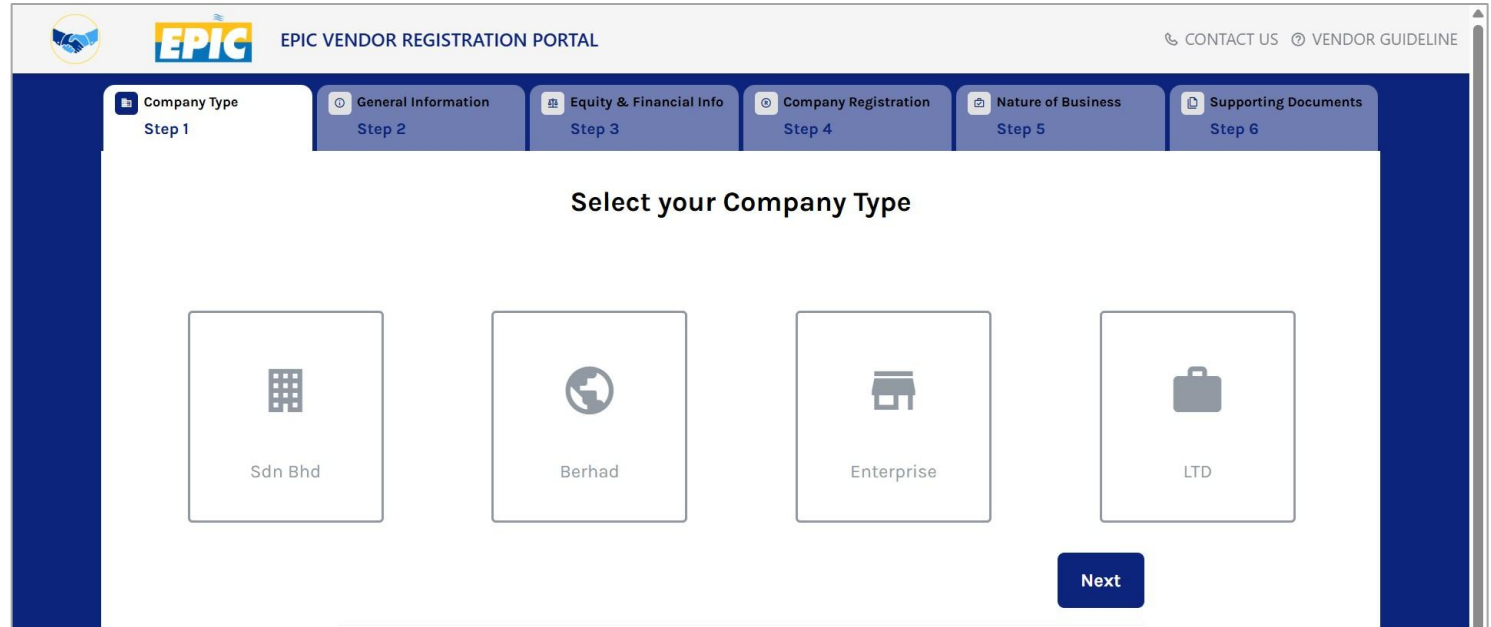
**Agree and Continue**

# A. Company Type ( Step 1)

Vendor to provide required information under Company General Information

Please select the Company Type:

⑦ Status SDN BHD/ ENTERPRISE / BERHAD / LTD & click Next



The screenshot shows the EPIC Vendor Registration Portal interface. At the top, there is a header with the EPIC logo, the text "EPIC VENDOR REGISTRATION PORTAL", and links for "CONTACT US" and "VENDOR GUIDELINE". Below the header is a navigation bar with six steps: "Company Type Step 1", "General Information Step 2", "Equity & Financial Info Step 3", "Company Registration Step 4", "Nature of Business Step 5", and "Supporting Documents Step 6". The main content area is titled "Select your Company Type" and displays four selectable options, each with an icon and a label: "Sdn Bhd" (building icon), "Berhad" (globe icon), "Enterprise" (storefront icon), and "LTD" (briefcase icon). A blue "Next" button is located at the bottom right of the selection area.

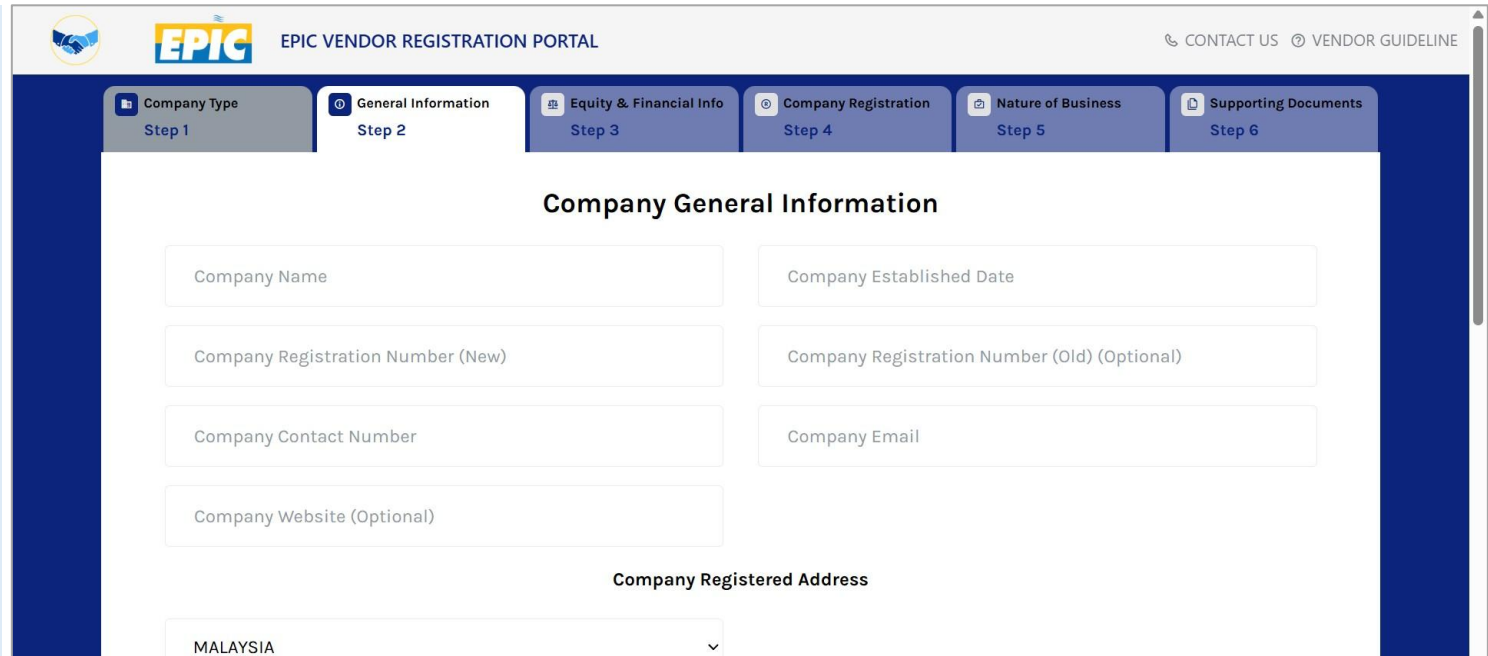


## B. General Information (Step 2)

Vendor to provide required information under Company General Information

Please enter Company General Information:

- ⑦ Company Registered Name - Company name exactly per official registration document including dots or hyphen or abbreviation.
- ⑦ Company Registered Number
  - New Company No – To use 12 digit, e.g. 123456789012
  - Old Company No – To use 6-7 digit, e.g. 12345-X
- ⑦ Company Established Date
- ⑦ Company Contact Number
- ⑦ Company Email
- ⑦ Company Website (Optional)



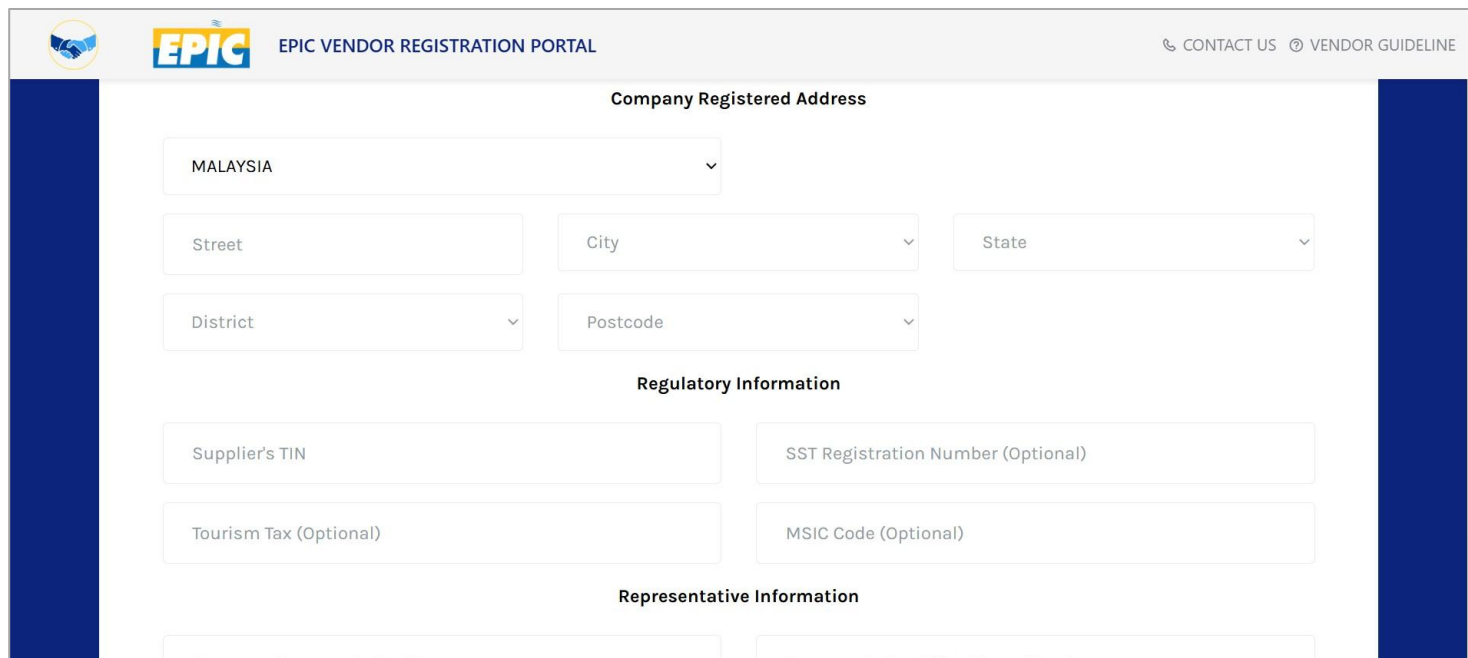
The screenshot shows the EPIC Vendor Registration Portal interface. The top navigation bar includes the EPIC logo, the text "EPIC VENDOR REGISTRATION PORTAL", and links for "CONTACT US" and "VENDOR GUIDELINE". Below the navigation bar is a horizontal menu with six steps: "Company Type Step 1", "General Information Step 2" (which is the active step), "Equity & Financial Info Step 3", "Company Registration Step 4", "Nature of Business Step 5", and "Supporting Documents Step 6". The main content area is titled "Company General Information" and contains several input fields: "Company Name", "Company Established Date", "Company Registration Number (New)", "Company Registration Number (Old) (Optional)", "Company Contact Number", "Company Email", and "Company Website (Optional)". Below these fields is a section titled "Company Registered Address" with a dropdown menu currently showing "MALAYSIA".

## B. General Information (Step 2)

Vendor to provide required information under Company General Information

Please insert Registered Address, use principal place of doing business address, not record nor secretarial address:

- ⑦ Street
- ⑦ City
- ⑦ State
- ⑦ District
- ⑦ Postal Code
- ⑦ Supplier's Tax Identification Number (TIN)
- ⑦ Supplier's SST Registration Number (Mandatory for SST registrant)
- ⑦ Tourism Tax (Optional)
- ⑦ MSIC Code (Optional)



The screenshot displays the EPIC Vendor Registration Portal interface. The header includes the EPIC logo, the text 'EPIC VENDOR REGISTRATION PORTAL', and links for 'CONTACT US' and 'VENDOR GUIDELINE'. The main content area is divided into three sections: 'Company Registered Address', 'Regulatory Information', and 'Representative Information'. The 'Company Registered Address' section contains dropdown menus for 'MALAYSIA', 'City', 'State', 'District', and 'Postcode', along with text input fields for 'Street'. The 'Regulatory Information' section includes text input fields for 'Supplier's TIN', 'SST Registration Number (Optional)', 'Tourism Tax (Optional)', and 'MSIC Code (Optional)'. The 'Representative Information' section is partially visible at the bottom.

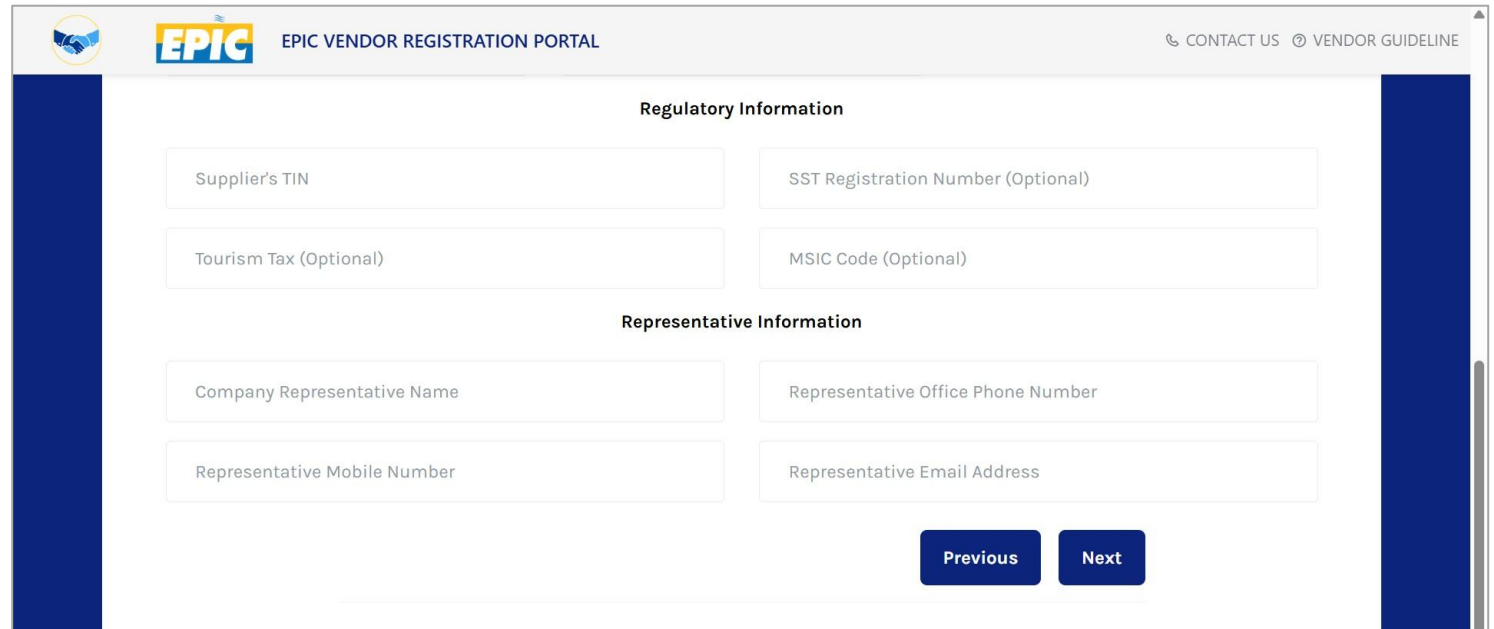
## B. General Information (Step 2)

Vendor to provide required information under Company General Information

Please insert:

- ⑦ Name of Company Representative
- ⑦ Office Telephone No - Telephone number of the Company Representative
- ⑦ Mobile Phone - Mobile number of the Company Representative
- ⑦ Email Address – Email Address of the Company Representative

Then, click next.



The screenshot displays the EPIC Vendor Registration Portal interface. The header includes the EPIC logo, the text 'EPIC VENDOR REGISTRATION PORTAL', and links for 'CONTACT US' and 'VENDOR GUIDELINE'. The main content area is divided into two sections: 'Regulatory Information' and 'Representative Information'. The 'Regulatory Information' section contains four input fields: 'Supplier's TIN', 'SST Registration Number (Optional)', 'Tourism Tax (Optional)', and 'MSIC Code (Optional)'. The 'Representative Information' section contains four input fields: 'Company Representative Name', 'Representative Office Phone Number', 'Representative Mobile Number', and 'Representative Email Address'. At the bottom right of the form, there are two buttons: 'Previous' and 'Next'.



## C. Equity & Financial Info (Step 3)

Vendor to provide required information under Equity Content

⑦ Malaysian or

Please insert the % :

⑦ Foreign

⑦ select Status Bumiputra or Non-Bumiputra

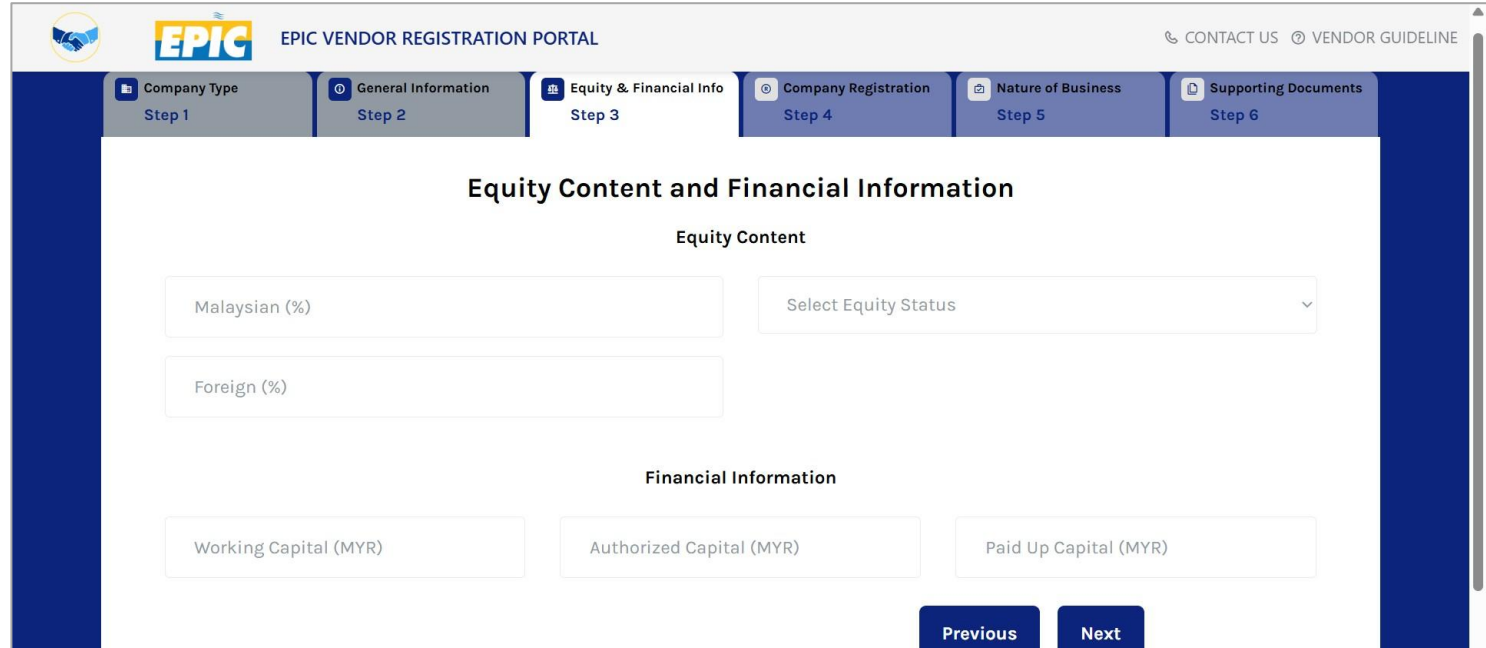
- It must be completed based on the breakdown of the shareholding structure. It is not coming from the race percentile of staffs working at the company. To be eligible as a Bumiputra company, Bumiputra shareholding must be greater than 51%.

⑦ Authorized Capital (MYR) (Mandatory for Sdn Bhd Company)

⑦ Paid Up Capital (MYR) (Mandatory for Sdn Bhd Company)

⑦ Working Capital (MYR)

Then, click next



The screenshot shows the EPIC Vendor Registration Portal interface. The top navigation bar includes the EPIC logo, the text "EPIC VENDOR REGISTRATION PORTAL", and links for "CONTACT US" and "VENDOR GUIDELINE". Below this is a progress bar with six steps: "Company Type Step 1", "General Information Step 2", "Equity & Financial Info Step 3" (which is the active step), "Company Registration Step 4", "Nature of Business Step 5", and "Supporting Documents Step 6". The main content area is titled "Equity Content and Financial Information". Under the "Equity Content" section, there are two input fields: "Malaysian (%)" and "Foreign (%)", and a dropdown menu labeled "Select Equity Status". Under the "Financial Information" section, there are three input fields: "Working Capital (MYR)", "Authorized Capital (MYR)", and "Paid Up Capital (MYR)". At the bottom right of the form, there are two buttons: "Previous" and "Next".

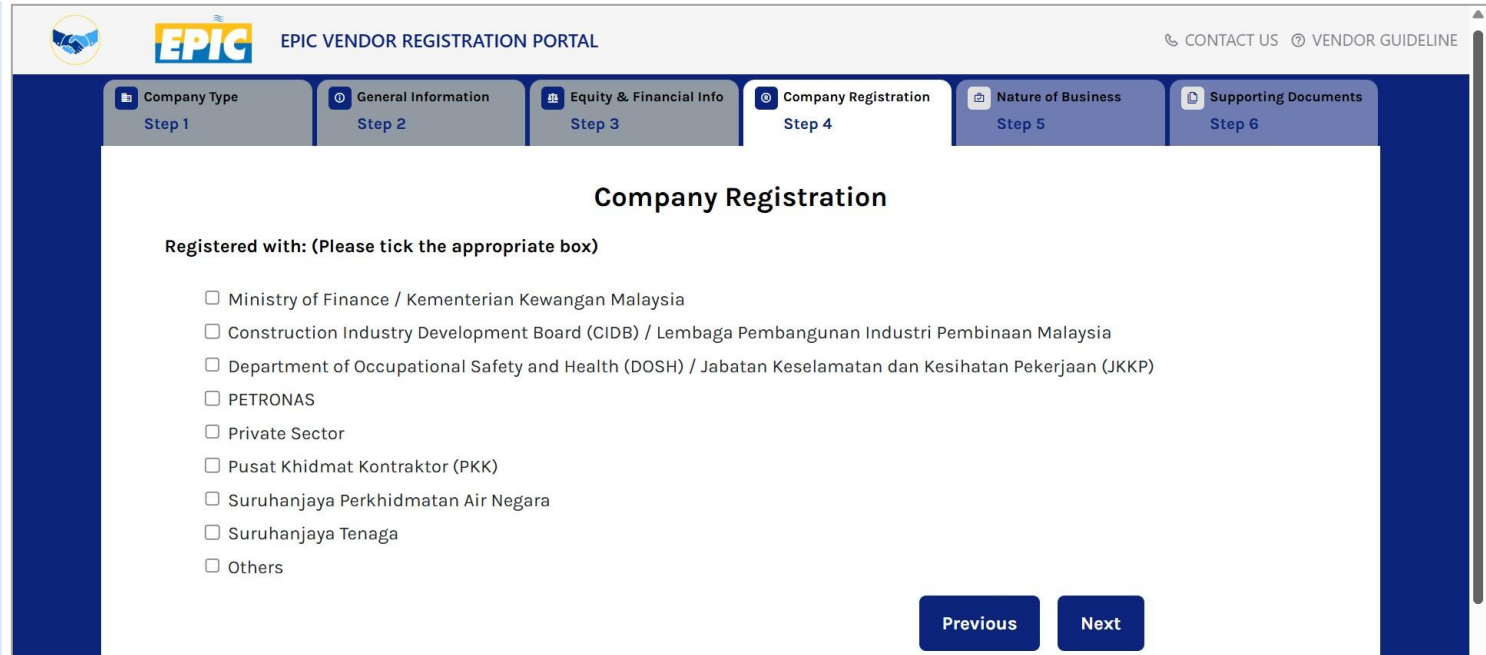
## D. Company Registration (Step 4)

Vendor to provide required information under Company Registration

Please tick whichever applicable, which are Registration with Government Bodies/Public Sectors/Private Sectors, Other Certification and Others.

1. Construction Industry Development Board (CIDB) / Lembaga Pembangunan Industri Pembinaan Malaysia.
2. Department of Occupational Safety and Health (DOSH) / Jabatan Keselamatan dan Kesihatan Pekerjaan (JKKP)
3. Kementerian Kewangan Malaysia
4. Petronas
5. Private Sector
6. Pusat Khidmat Kontraktor (PKK)
7. Suruhanjaya Perkhidmatan Air Negara (SPAN)
8. Suruhanjaya Tenaga
9. Others

Then, click next.



**EPIC VENDOR REGISTRATION PORTAL**

CONTACT US VENDOR GUIDELINE

Company Type Step 1 General Information Step 2 Equity & Financial Info Step 3 **Company Registration Step 4** Nature of Business Step 5 Supporting Documents Step 6

### Company Registration

Registered with: (Please tick the appropriate box)

- ☐ Ministry of Finance / Kementerian Kewangan Malaysia
- ☐ Construction Industry Development Board (CIDB) / Lembaga Pembangunan Industri Pembinaan Malaysia
- ☐ Department of Occupational Safety and Health (DOSH) / Jabatan Keselamatan dan Kesihatan Pekerjaan (JKKP)
- ☐ PETRONAS
- ☐ Private Sector
- ☐ Pusat Khidmat Kontraktor (PKK)
- ☐ Suruhanjaya Perkhidmatan Air Negara
- ☐ Suruhanjaya Tenaga
- ☐ Others

Previous Next

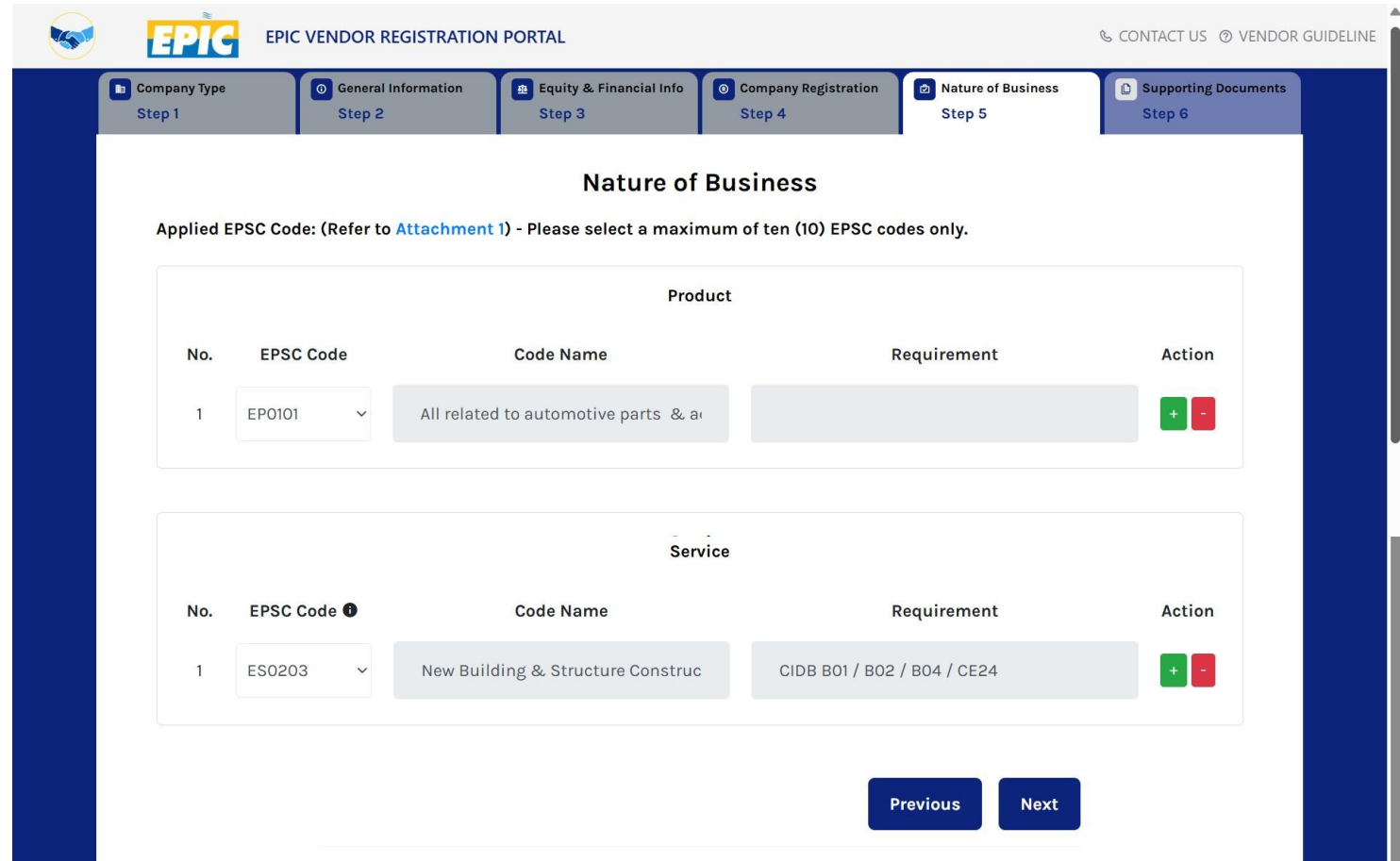
## E. Nature of Business (Step 5)

Vendor to provide required information under Nature of Business

Please select EPIC Product and Service Category (EPSC) code that correspond with the nature of the business of the company only. Up to ten (10) EPSC codes can be selected. Selection of lesser numbers of codes is allowed but at least one code must be chosen.

- Refer the Attachment 1 for List of EPSC Code

Then, click Next.



EPIC VENDOR REGISTRATION PORTAL

CONTACT US VENDOR GUIDELINE

Company Type Step 1 General Information Step 2 Equity & Financial Info Step 3 Company Registration Step 4 Nature of Business Step 5 Supporting Documents Step 6

### Nature of Business

Applied EPSC Code: (Refer to [Attachment 1](#)) - Please select a maximum of ten (10) EPSC codes only.

Product				
No.	EPSC Code	Code Name	Requirement	Action
1	EP0101	All related to automotive parts & as		<span>+</span> <span>-</span>

Service				
No.	EPSC Code	Code Name	Requirement	Action
1	ES0203	New Building & Structure Construc	CIDB B01 / B02 / B04 / CE24	<span>+</span> <span>-</span>

Previous Next

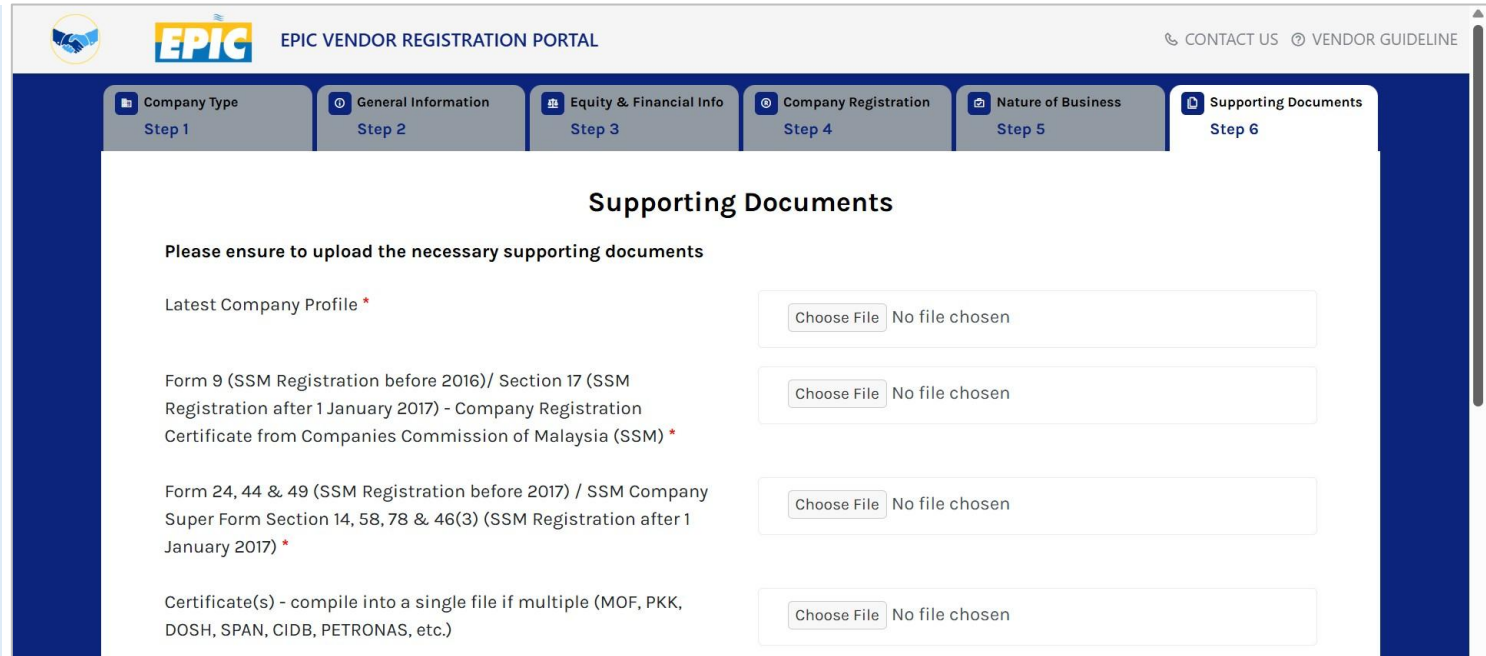
## F. Supporting Documents (Step 6)

Vendor to provide required documents under Supporting Documents

This section allows you to attach softcopies of supporting documents. The maximum size per file allowed is 10MB and no limitation for maximum size for overall attachments. The type of file allowed is .pdf only.

⑦ Latest Company Profile

⑦ Form 9 (SSM Registration before 2017) / Section 17 (SSM Registration after 1 January 2017 - Company Registration Certificate from Companies Commission of Malaysia (SSM)



The screenshot shows the 'Supporting Documents' section of the EPIC Vendor Registration Portal. The page has a dark blue header with the EPIC logo and 'EPIC VENDOR REGISTRATION PORTAL'. A navigation bar contains six steps: Company Type (Step 1), General Information (Step 2), Equity & Financial Info (Step 3), Company Registration (Step 4), Nature of Business (Step 5), and Supporting Documents (Step 6). The main content area is titled 'Supporting Documents' and includes a instruction: 'Please ensure to upload the necessary supporting documents'. Below this, there are four document upload fields, each with a 'Choose File' button and 'No file chosen' text:

- Latest Company Profile \*
- Form 9 (SSM Registration before 2016)/ Section 17 (SSM Registration after 1 January 2017) - Company Registration Certificate from Companies Commission of Malaysia (SSM) \*
- Form 24, 44 & 49 (SSM Registration before 2017) / SSM Company Super Form Section 14, 58, 78 & 46(3) (SSM Registration after 1 January 2017) \*
- Certificate(s) - compile into a single file if multiple (MOF, PKK, DOSH, SPAN, CIDB, PETRONAS, etc.)

## F. Supporting Documents (Step 6)

Vendor to provide required documents under Supporting Documents

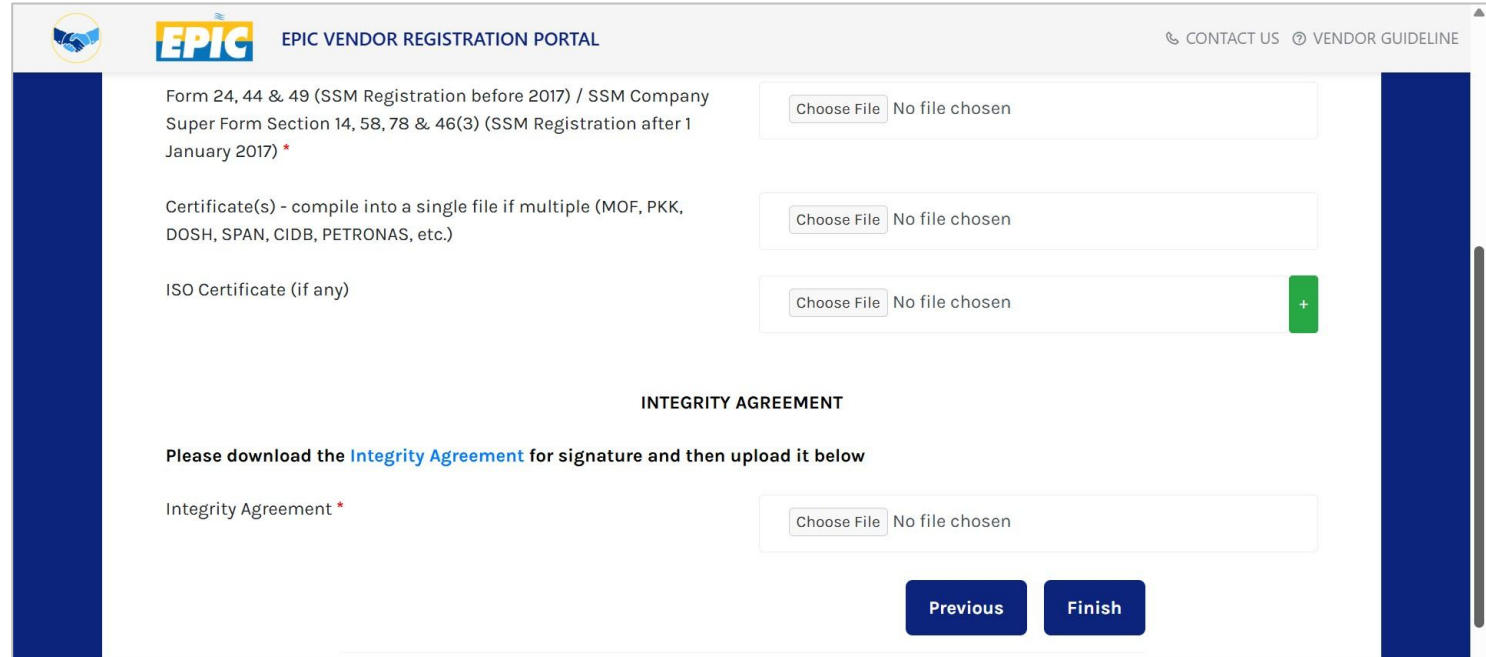
⑦ Form 24, 44 & 49 (SSM Registration before 2017) / SSM Company Super Form Section 14, 58, 78 & 46(3) (SSM Registration after 1 January 2017)

⑦ Copy of certificate if any (MOF, PKK, DOSH, SPAN, CIDB, PETRONAS, etc.)

⑦ ISO Certificate (if any)

Please upload the Integrity Agreement, complete with signatures.

Then, click Finish.



The screenshot displays the 'EPIC VENDOR REGISTRATION PORTAL' interface. At the top, there is a header with the EPIC logo, the portal name, and links for 'CONTACT US' and 'VENDOR GUIDELINE'. The main content area lists three document categories for upload, each with a 'Choose File' button and a 'No file chosen' status:

- Form 24, 44 & 49 (SSM Registration before 2017) / SSM Company Super Form Section 14, 58, 78 & 46(3) (SSM Registration after 1 January 2017) \*
- Certificate(s) - compile into a single file if multiple (MOF, PKK, DOSH, SPAN, CIDB, PETRONAS, etc.)
- ISO Certificate (if any)

Below these, there is a section titled 'INTEGRITY AGREEMENT' with the instruction: 'Please download the [Integrity Agreement](#) for signature and then upload it below'. This section also includes an 'Integrity Agreement \*' label and a 'Choose File' button with a 'No file chosen' status.

At the bottom right of the form, there are two buttons: 'Previous' and 'Finish'.

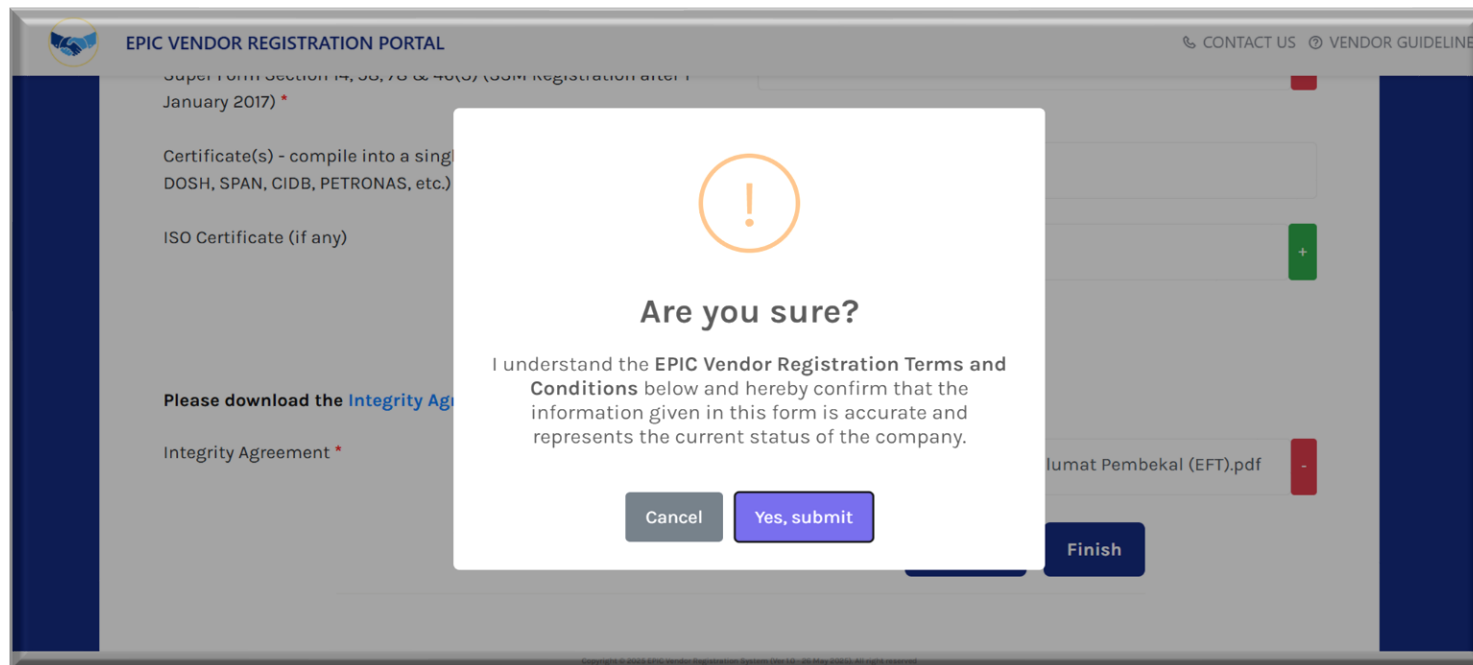


# Confirmation of Vendor Registration

Vendor to confirm the information given is accurate and represents the status of the company.

A confirmation pop-up will appear.

Please click Yes, submit to complete the registration.



The screenshot displays the EPIC Vendor Registration Portal. A central white pop-up window with an orange exclamation mark icon asks "Are you sure?". Below the icon, it states: "I understand the EPIC Vendor Registration Terms and Conditions below and hereby confirm that the information given in this form is accurate and represents the current status of the company." At the bottom of the pop-up are two buttons: "Cancel" and "Yes, submit". The background shows a registration form with fields for "Certificate(s)", "ISO Certificate", and a link to download the "Integrity Agreement". A "Finish" button is visible at the bottom right of the form.

# Confirmation of Vendor Registration

Thank you for registering with EPIC Berhad.



**Thank you for registering with EPIC!**

Your form has been sent to the admin successfully. Please allow 7 working days for approval and **check your email regularly.**

[Home](#)



A Member of TERENGGANU INC Group

# Support Contact



**E-MAIL :** [groupsupplychain.@epicgroup.com.my](mailto:groupsupplychain.@epicgroup.com.my)



**CALL :** +609 – 860 2222



**“SHAPING THE GROWING FUTURE”**