



PETRONAS

GENERAL GUIDELINES

PETRONAS License and Registration



IMPORTANT NOTICE FOR APPLICANT

Applicant is advised to read and understand the content of this General Guidelines. **Clear understanding is important to ensure that the application submitted is complete and will be given due consideration.** Requirements and procedures in this General Guidelines may be updated from time to time.

Applicant is also advised to contact the Licensing & Registration Section (LRS) directly for any general enquiry, including application matters as per the following contact details:

PETRONAS CONTACT CENTRE

Tel: 1-800-88-0011
Email: lrs_enquiries@petronas.com

Application related to PETRONAS License & Registration is based on **self-service concept via online submission**. Applicant must ensure that all information submitted are correct.

PETRONAS does not appoint nor endorse any third party for the above purposes. PETRONAS shall not be liable for any issue that may arise in the event that the applicant engages a third party for submitting application of PETRONAS License or Registration.






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Term	Definition / Explanation
Employee	Employees of the company which include: - <ul style="list-style-type: none"> • Management employees for any employment status i.e. permanent, contract, secondment etc. • Non-management employees (executive and non-executive) on permanent basis only.
General SWEC	Products or services which are less complex, less critical to the business, require low investment and easily available in the market.
License	<ul style="list-style-type: none"> • License is required for any entity that wishes to supply products/ services for the upstream sector in the oil and gas industry in Malaysia (which involves exploration, development, production and decommissioning of oil and gas blocks/fields/wells/facilities/ structures). • With a valid License, an entity is allowed to supply products/services to the upstream (PETRONAS and Petroleum Arrangement Contractors (PACs)) and the downstream sector (PETRONAS Group of Companies).
Management	Employees (permanent, contract or secondment) sitting in managerial positions e.g. Vice President, Senior General Manager, General Manager, Senior Manager, Manager, etc.
Minimum Technical Requirement (MTR)	<ul style="list-style-type: none"> • Set of requirements a company needs to comply when applying for a particular SWEC. • Not all SWECs are imposed with MTR. • It is normally required for Strategic SWECs.
Registration	PETRONAS has made a policy that requires an entity to register with PETRONAS before participating in tender for supply of products/ services to the downstream sector, i.e. for PETRONAS Group of Companies.
Special Condition	Condition imposed to Company in which Company is required to comply within the stipulated time given.
Strategic SWEC	Products or services of high complexity, high business impact, and/or high investment.
SWEC	SWEC (Standardised Work & Equipment Categories) is a product/ service category relating to both upstream and downstream requirements in the oil and gas industry in Malaysia.
Top Management	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 .



1. Company that has valid License/Registration for the relevant SWEC is eligible to participate in PETRONAS Group of Companies and Petroleum Arrangement Contractors (PACs) tenders, subject to procurement strategy.
2. Please refer below for the overview of License/Registration:

	License	VS	Registration
Governed by	<p>Based on the Petroleum Development Act 1974 and Petroleum Regulations 1974</p> <p><i>Based on this Act, an entity that wishes to provide goods/services to the upstream sector in the oil and gas industry in Malaysia must have a valid license. Upstream sector includes but not limited to exploration, development and production of oil and gas.</i></p>		<p>PETRONAS policy</p> <p><i>PETRONAS' policy requires an entity (Company) to register with PETRONAS before participating in tender for supply of goods/services to the downstream sector for PETRONAS Group of Companies.</i></p>
Sector	 Upstream sector  Downstream sector		 Downstream sector
Fee	Applicable		Not Applicable



GENERAL REQUIREMENTS OF PETRONAS LICENSE/REGISTRATION

Company must comply with all general requirements below:

1 Locally Incorporated

Registration of Company (ROC)

Registered with the Companies Commission of Malaysia (CCM)/ Suruhanjaya Syarikat Malaysia (SSM) as:

- "Sdn Bhd" (private limited) OR
- "Berhad" (private limited) OR
- "Berhad" (public limited) company.

OR

Registration of Business (ROB)

- Registered with the Companies Commission of Malaysia (CCM)/ Suruhanjaya Syarikat Malaysia (SSM) as Sole Proprietorship and Partnership.
- ROB only applicable for West Malaysia.

OR

Professional Bodies (PB)

Registered with the relevant professional bodies i.e. Board of Land Surveyor for 'Land Surveyor', Board of Valuers, Appraisers and Estate Agents Malaysia for 'Valuer', Board of Architects Malaysia for 'Architectural firm' or other relevant professional bodies.

2 Meet the minimum paid-up capital requirement

License Sector



RM 100,000

VS

Registration Sector



RM 10,000

Note: For Professional Bodies (PB), paid-up capital refers to company's Capital or Total Value of Contribution. Company's capital or Total Value of Contribution must meet the minimum value as stated above.

3 Positive Net Worth

Company's latest Net Worth must be positive.

4 Be licensed/registered in at least one (1) SWEC

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



There are **three (3) ways** for a foreign company to be licensed/registered with PETRONAS:

Appointing a local company as Agent

- *The appointed Agent serve as local representative and service provider.*
- *The appointed Agent must:*
 - comply with the General Requirements.*
 - apply for the PETRONAS License/Registration.*
- *Foreign company is encouraged to select local Agent from the existing PETRONAS Licensed/Registered vendors to ensure that PETRONAS License/Registration requirements are fully met.*

OR

Forming a local branch

- The branch must:*
- *comply with the General Requirement.*
 - *apply for the PETRONAS License/Registration.*

OR

Forming a Joint Venture (JV) company with a local company/individual

- The JV must:*
- *comply with the General Requirements.*
 - *apply for the PETRONAS License/Registration.*



STANDARDISED WORK & EQUIPMENT CATEGORIES (SWEC)

What is SWEC

SWEC (Standardised Work & Equipment Categories) is a **product/service category** relating to both upstream and downstream requirements in the oil and gas industry in Malaysia.

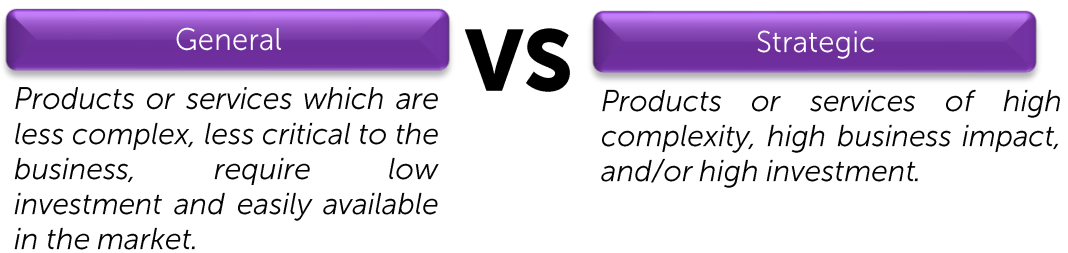
SWEC Type

SWEC is divided into **two (2) types** as follows:



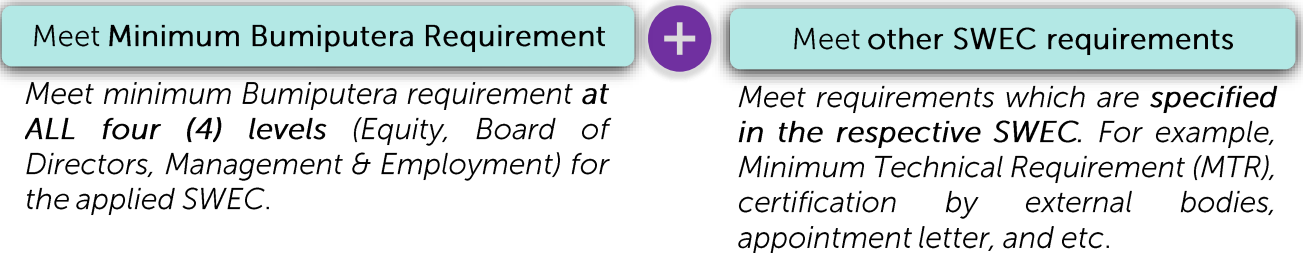
SWEC Categories

SWEC is divided into **two (2) categories** as follows:



SWEC Requirement

Company must comply with the respective SWEC's requirements as follows:

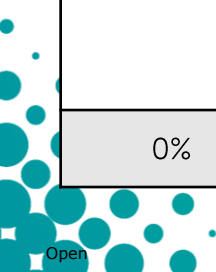


STANDARDISED WORK & EQUIPMENT CATEGORIES (SWEC)

Minimum Bumiputera Requirement for SWEC

1. The SWEC's minimum Bumiputera requirement is set at 100% or 51% or 30% or 0%.
2. Please refer to the table below for further information on the SWEC minimum Bumiputera requirement based on company type i.e. Sdn Bhd/Berhad/ROB/PB:

SWEC Minimum Bumiputera Requirement	Minimum Required Bumiputera Composition of a Company			
	Equity	Board of Directors	Management	Employment
100%	100%	75%	75%	51%
51%	51% *for Sdn Bhd/Berhad (private-limited)/ROB/PB	51%	51%	51%
	35% *for 'Berhad' (public-listed) company			
	35% *for 'Sdn Bhd' company which is owned at least 51% by a Berhad (public-listed)			
	17.85% *for 'Berhad' (public-listed) company which is owned at least 51% by a Berhad (public-listed)			
30%	30% *for Sdn Bhd/Berhad (private-limited)/ROB/PB/Berhad' (public-listed) company/'Sdn Bhd' company which is owned at least 51% by a Berhad (public-listed)	30%	30%	30%
	17.85% *for 'Berhad' (public-listed) company which is owned at least 51% by a Berhad (public-listed)			
0%	0%	0%	0%	0%



STANDARDISED WORK & EQUIPMENT CATEGORIES (SWEC)

SWEC List and MTR

1. Company is advised to always refer to the latest SWEC and MTR List which is available at [PETRONAS website](#).
2. Each SWEC is indicated by Application Type, Minimum Mode of Operation, Minimum Bumiputera Percentage and SWEC MTR indicator as illustrated below:

STANDARDISED WORK AND EQUIPMENT CATEGORIES (SWEC) FOR PRODUCTS & SERVICES (UPDATED SWEC ATTRIBUTES - 17 JANUARY 2022 ONWARDS)

Updated SWEC							Updated SWEC Attributes							
No	New Level 1	New Level 2	New Level 3	New Level 4	Products / Services	New Code	Description	Strategic / General	L/R	Other Registration Requirement /Remarks	Mode of Operation	BM% Required	MTR	No of MTR
31	Chemicals	Commodity Chemicals	Other Commodity Chemicals		Product	10112400P	To supply and deliver Other Commodity Chemicals excluding Acids, Amines, Ammonia, API Class G Cement, Base Oil, Chloralkali, Disinfectants/Cleaner/Degreasing Agent, Fertilizer, Glycols, Industrial Detergents, Inks, Pigments, Coatings, Varnishes & Paints, Methanol, Oils & Lubricants, Oleochemicals, Resins, Salts, Solvents, Surfactants and Waste Water Treatment Chemicals	General	L/R	-	Manufacturer Dealer	30 51	No	0
32	Chemicals	Commodity Chemicals	Resins	ION Exchange Resin	Product	10112510P	To supply and provision of associated support services for Ion Exchange Resin	Strategic	L/R	Refer to MTR	Manufacturer Agent	30 51	Yes	1

Application Type Indicator

Application Type	Description
L	License
R	Registration

Mode of Operation (MOO) Indicator

MOO Type for Product SWEC	MOO Type for Service SWEC
<ul style="list-style-type: none"> • Dealer • Agent • Chemical Blender • Assembler • System Integrator • Manufacturer • Fabricator • Packager 	<ul style="list-style-type: none"> • Agent • Self-Operated • Rig Operator • Rig Owner-Operator • Vessel Operator • Vessel Owner-Operator

Minimum Bumiputera Requirement Indicator

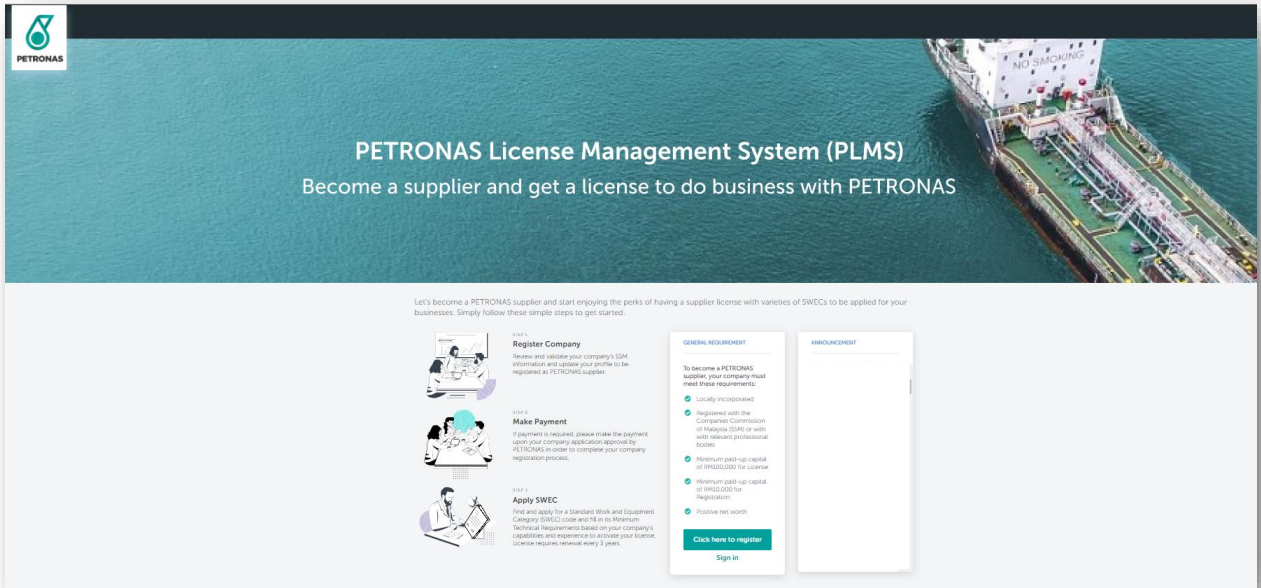
SWEC MTR Indicator

Remarks Type	Description
Yes	SWEC has MTR
No	SWEC has no MTR



PROCEDURE FOR APPLICATION OF LICENSE/REGISTRATION

All types of applications for PETRONAS License/Registration are based on self-service concept via online submission through [PETRONAS License Management System \(PLMS\)](#).



TYPES OF APPLICATIONS

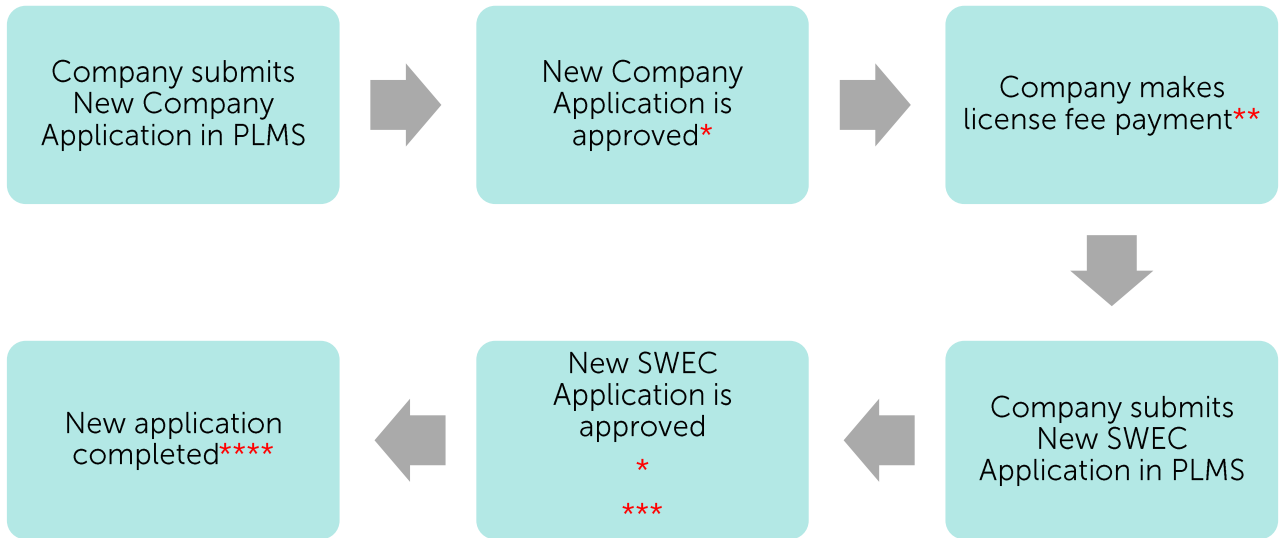
The following are the types of applications which are available in PLMS:

New License/Registration	Renewal of License/Registration	Update of License/Registration	Cancellation of License/Registration
New SWEC	Renewal of SWEC	Update of SWEC	Cancellation of SWEC



New License/Registration

1. Applicable for Company which has **never** been licensed/registered with PETRONAS.
2. Please refer to the following process flow :



*Application may be returned to Company for further clarification/amendment/when not meeting requirement.

** License fee is applicable for License sector only.

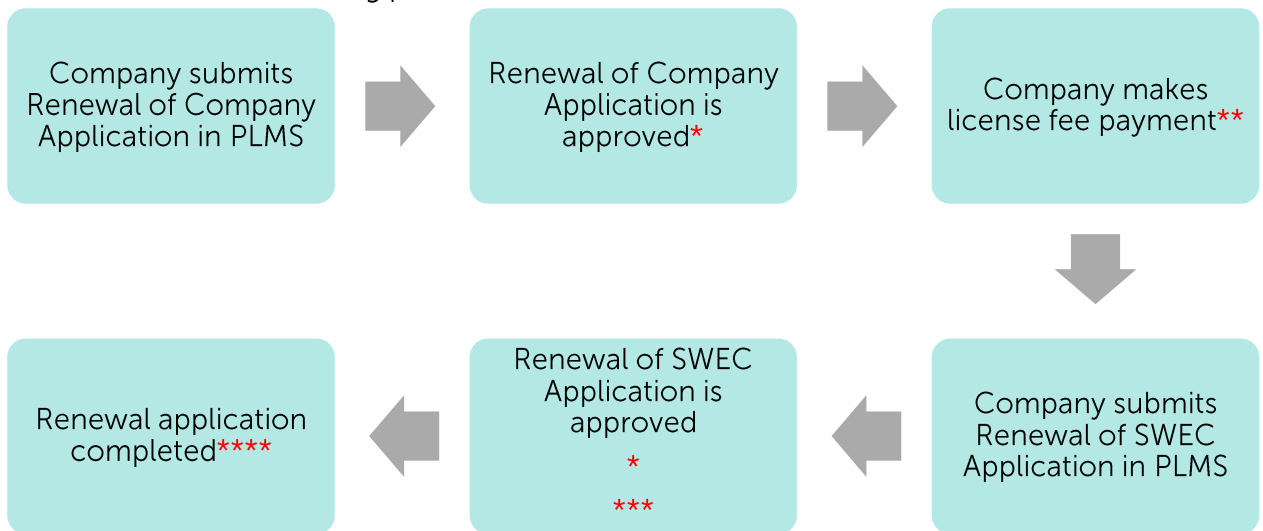
***Prior to submission of SWEC application, please refer to the latest SWEC and MTR List.

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



Renewal of License/Registration

1. Applicable for Company to **renew** its License/Registration that is **near expiry** date or its validity period **had expired**.
2. Company is able to submit Renewal of Company application in PLMS starting four (4) months before the expiry date of the License/Registration.
3. Company 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** i.e. 2 weeks from date of submission (subject to complete and correct submission).
4. Please refer to the following process flow:

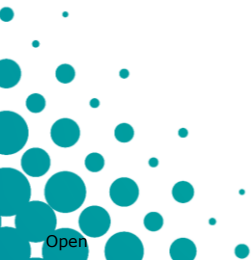


**Application may be returned to Company for further clarification/amendment/when not meeting requirement.*

*** License fee is applicable for License sector only.*

****Prior to submission of SWEC application, please refer to the latest SWEC and MTR List.*

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



Update of License/Registration

1. Company is required to perform Company Update:

i. When there is a change on Company Profile or Company Information

When there is a change in the following:

- Company Name.
- Registered Business/Branch Address.
- Telephone Number.
- Email Address.
- Shareholders' Equity.
- Board of Directors.
- Beneficial Ownership.
- Net Worth (if company's Net Worth becomes negative during License/Registration period).
- Management.
- Number of Employees.
- Sector i.e. change sector from License to Registration, vice versa.

Note:

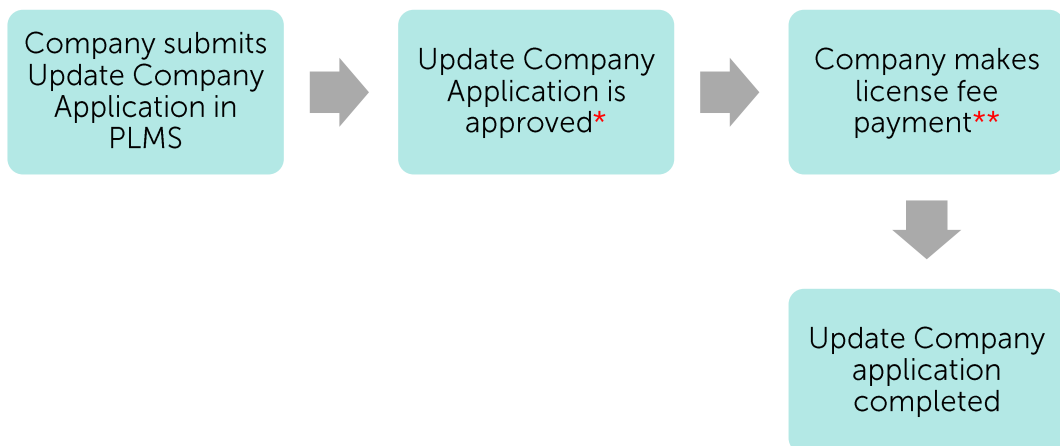
- a) Updating must be done **within fourteen (14) days** from the date of such change.
- b) For Net Worth, Company is required to submit its latest **Audited Financial Statement (AFS) on annual basis to PETRONAS i.e. within 8 months of its Financial Year End.** As such, Company must ensure that **filing to SSM is done timely.**

ii. To comply with Special Conditions

Company must **adhere to PETRONAS License/Registration Special Conditions** to ensure that the company's name is listed in the PETRONAS' List of Licensed/Registered Companies (LLRC) throughout the License/Registration validity period.

2. Failure to comply with the required Company Update as stated in item i and ii above may result in revocation of License/Registration.

3. Please refer to the following process flow:



*Application may be returned to Company for further clarification/amendment/when not meeting requirement.

** License Fee is applicable when Company update its Sector from Registration to License.



New SWEC

1. Applicable for Company to **add new SWEC(s)** to the existing Licensed/Registered scopes.
2. Prior to **submission** of this application, please refer to the latest SWEC and MTR List.
3. Please refer to the following process flow:



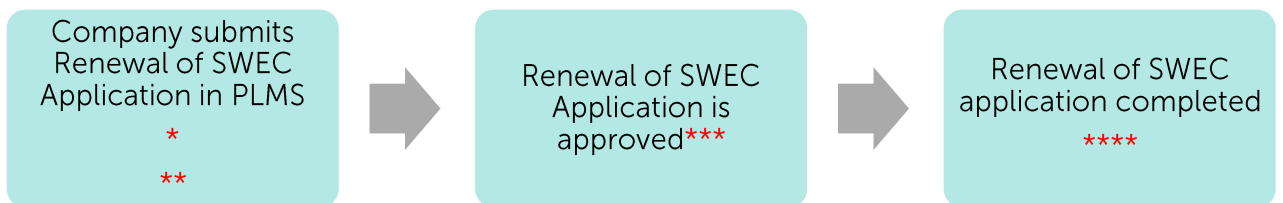
**Company cannot submit SWEC application when there is an ongoing/in progress Company Application.*

***Company may submit multiple SWEC application at the same time.*

****Application may be returned to Company for further clarification/amendment/when not meeting requirement.*

Renewal of SWEC

1. Applicable for Company to **renew its SWEC(s)** upon renewal of its License/Registration.
2. Prior to **submission** of this application, please refer to the latest SWEC and MTR List.
3. Please refer to the following process flow:



**Company cannot submit SWEC application when there is an ongoing/in progress Company Application.*

***Company may submit multiple SWEC application at the same time.*

****Application may be returned to Company for further clarification/amendment/when not meeting requirement.*

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



Update of SWEC

1. Company is required to perform SWEC Update:

i. When there is a change of information and document declared in current licensed/registered SWEC

For example when there is a change of principal, key personnel, certification, facilities, equipment etc.

ii. To comply with Special Conditions

Company must adhere to PETRONAS License/Registration Special Conditions to ensure that the company's name is listed in the PETRONAS' List of Licensed/Registered Companies (LLRC) throughout the License/Registration validity period.

2. Please refer to the following process flow:



*Company cannot submit SWEC application when there is an ongoing/in progress Company Application.

**Company may submit multiple SWEC application at the same time.

***Application may be returned to Company for further clarification/amendment/when not meeting requirement.



Cancellation of License/Registration

1. Applicable if Company **no longer wishes to supply product/service** to PETRONAS Group of Companies or/and the Petroleum Arrangement Contractors (PAC).
2. Please refer to the following process flow:



**Application may be returned to Company for further clarification/amendment/when not meeting requirement.*

3. Please refer to the following **requirement when submitting** Company Cancellation application in PLMS:



The summary shall comprise of the following:

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

The letter shall comprise of the following:

- State the reason for License/Registration cancellation.*
- State and verify that there is no on-going tenders/contracts.*
- Duly signed by the majority shareholder and Top Management.*

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



Cancellation of SWEC

1. Applicable if Company no longer supplies product/service under the SWEC which has been approved earlier.
2. Please refer to the following process flow:



*Company cannot submit SWEC application when there is an ongoing/in progress Company Application.

**Company may submit multiple SWEC application at the same time.

***Application may be returned to Company for further clarification/amendment/when not meeting requirement.

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

3. Please refer to the following requirement when submitting SWEC Cancellation application in PLMS:

Provide summary of cancellation in PLMS



Attach official letter

The summary shall comprise of the following:

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

The letter shall comprise of the following:

- i. State the reason for SWEC cancellation.
- ii. State and verify that there is no on-going tenders/contracts.
- iii. Duly signed by the majority shareholder and Top Management.



1. Average duration for application process are as follows:

Application Type	Average duration
New/Renewal/Update of License/ Registration	2 weeks from date of submission <i>*subject to complete and correct submission</i>
New/Renewal/Update of SWEC	2 weeks from date of submission <i>*subject to complete and correct submission</i>
Cancellation of SWEC/License/Registration	1 week from date of submission <i>*subject to complete and correct submission</i>

2. Company will **automatically receive email notifications** on the following:
 - i. Application returned for amendment.
 - ii. Application rejected due to not meeting requirement.
 - iii. Application approved.
 - iv. License fee payment (if applicable).
 - v. Reminder to comply with Special Condition.
3. If Company does not receive any email with regards to the status of the application after the stipulated processing time, Company **may check the application's status in the PLMS.**
4. Company is reminded to ensure that the latest contact details declared in PLMS is correct and updated in timely manner.

APPLICATION RESULT

1. **Validity period** for PETRONAS License and Registration is **three (3) years.**
2. License fee is imposed on a licensed entity based on Paid-up Capital or Total Contribution as follows:

Paid-up Capital/Total Value of Contribution	Annual license fee
RM100,000 - RM1,000,000	RM 250
Above RM1,000,000 - RM5,000,000	RM 500
Above RM5,000,000	RM 1,000

3. License fee is only applicable for 'New License' and 'License Renewal' and 'Update to License Sector' applications.
4. License fee payment must be made within 5 days from the date of email notification sent to the Company.
5. 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.
6. 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.



1. Company that has **valid License/Registration for the relevant SWEC** is eligible to participate in PETRONAS Group of Companies and Petroleum Arrangement Contractors (PACs) tenders **(subject to procurement strategy)** as the Company's name is listed in the PETRONAS 'List of Licensed/Registered Companies (LLRC)'.
2. Company is **encouraged to promote and introduce its products/services** to PETRONAS Group of Companies and PAC.
3. If a licensed/registered Company is invited to participate in a tender, the Company is **required to duly respond to the invitation. Failure to either respond or decline without valid reason repeatedly in a particular SWEC code may result in the Company not being invited for future tenders for that particular scope.**
4. If Company **fails to comply with Special Conditions** imposed, the Company will be **automatically excluded** from PETRONAS' LLRC even though the Company's License/Registration is still valid.

REMINDER

1. Applicant is advised to **understand this General Guidelines thoroughly before submitting application through PLMS.** Application will be rejected if information submitted is:
 - incomplete; OR
 - missing required documents; OR
 - non-compliance with General Guidelines and/or SWEC requirements.
2. Application by Company which has the **same Shareholder(s)/Directors(s) of another licensed/registered company in the same SWEC** is not allowed to **avoid any conflict of interest.**
3. During the application process, Licensing and Registration personnel may contact the applicant if clarification is required. Applicant is required to give his/her best cooperation.
4. **Required certificates shall be valid throughout the License/Registration validity period.**
5. **All documents submitted must be scanned from the original document and in colored version.**
6. Company is responsible to **ensure that the latest contact details declared in PLMS is correct and updated in timely manner.**
7. Company shall allow PETRONAS representatives for inspection visit/site/company audit and review/copy of documents and interview of employees and related parties.

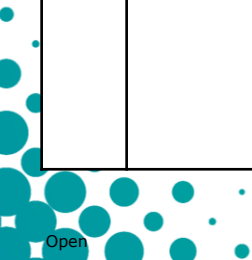


- ❑ [APPENDIX 1: DOCUMENT CHECKLIST FOR NEW/RENEWAL/UPDATE LICENSE/REGISTRATION APPLICATION](#)
- ❑ [APPENDIX 2: DOCUMENT CHECKLIST BASED ON THE MODE OF OPERATION OF APPLIED SWEC](#)
- ❑ [APPENDIX 3: AGENCY APPOINTMENT – GUIDELINE FOR AGENCY APPOINTMENT LETTER](#)
- ❑ [APPENDIX 4: AGENCY APPOINTMENT – TEMPLATE FOR AGENCY APPOINTMENT LETTER](#)
- ❑ [APPENDIX 5: TEMPLATE FOR MANUFACTURER, ASSEMBLER, CHEMICAL BLENDER, FABRICATOR, PACKAGER AND SYSTEM INTEGRATOR](#)




APPENDIX 1: DOCUMENT CHECKLIST FOR NEW/ RENEWAL/UPDATE LICENSE OR REGISTRATION APPLICATION (1 of 3)

No.	Requirement/ Documentation	Explanation and Important Attachments
1	Registered with Companies Commission of Malaysia (CCM)/ Suruhanjaya Syarikat Malaysia (SSM)	<ul style="list-style-type: none"> i. Company must be locally incorporated as: <ul style="list-style-type: none"> a) "Sdn Bhd" (private limited) OR b) "Berhad" (private limited) company OR c) "Berhad" (public limited) company OR d) Sole Proprietorship and Partnership (<i>Note: ROB only applicable for West Malaysia</i>). ii. Company needs to ensure its latest company information is updated in SSM. iii. Exception is given to professional bodies e.g. Board of Land Surveyor for 'Land Surveyor', Board of Valuers, Appraisers and Estate Agents Malaysia for 'Valuer', Board of Architects Malaysia for 'Architectural firm' or other relevant professional bodies. Company is required to submit the relevant registration/certification of the professional body. ii. Information which is not available in SSM is self-declared (manually) by Company.
2	Declaration of Company Beneficial Ownership (BO)	<ul style="list-style-type: none"> i. In line with Malaysian Companies Act 2016, and pursuant to Practice Note made effective in March 2020 by Suruhanjaya Syarikat Malaysia (SSM) i.e., Guideline for the Reporting Framework for Beneficial Ownership of Legal Persons, Company is required to declare BO to PETRONAS. ii. The information will only be used solely internally by PETRONAS and will not be disclosed to any third-party. iii. Company may update BO information via the following: <ul style="list-style-type: none"> a) If Company License or Registration is expiring in less than four (4) months, to provide during Renewal of Company application. b) Otherwise, Company to provide during Update Company Application. iv. All information must be declared in order for Company to submit application for Renewal or Update of Company Application in PLMS. v. Company is reminded and advised to consult own Company Secretary on the information to be provided. vi. Please refer to the Supplemental System User Guide (How to Declare Beneficial Ownership inside PLMS) for detailed guideline on how to declare BO in PLMS.



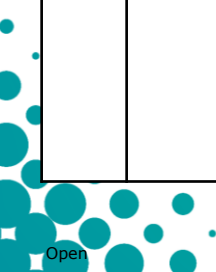
APPENDIX 1: DOCUMENT CHECKLIST FOR NEW/ RENEWAL/UPDATE LICENSE OR REGISTRATION APPLICATION (2 of 3)

No.	Requirement/ Documentation	Explanation and Important Attachments
3	Latest Audited Financial Statement (AFS)	<p>i. The AFS shall be the latest and complete. Please refer to the following criteria:</p> <p>a) The AFS date is within 8 months of its Financial Year End (or shall not exceed 20 months from company's application submission date). Please refer below for further clarification:</p> <div data-bbox="482 472 1343 747" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;">  </div> <ul style="list-style-type: none"> • For 'Sdn Bhd' or 'Berhad' company, if the latest and required AFS is not available: <ul style="list-style-type: none"> ▪ The application will not be accepted. ▪ In case Company obtained Extension of Time (EOT) approval from SSM on AFS lodgement date to SSM. Company may submit SSM approval letter to PETRONAS Contact Centre. <p>b) Company which has Group/Consolidated financial information declared at SSM:</p> <ul style="list-style-type: none"> • To declare manually the Company financial information (not Group/Consolidated financial information) in PLMS. • Attach a copy of latest AFS in PLMS. <p>c) Company with Exempt Private Company status at SSM:</p> <ul style="list-style-type: none"> • To declare manually the Company financial information in PLMS. • Attach a copy of latest AFS in PLMS. <p>d) Submitted AFS document shall be:</p> <ul style="list-style-type: none"> • Audited by Auditor. • Endorsed by Commissioner for Oaths. • Duly signed by Directors. • Including Auditor's Report. <p>e) Exception is given to Company which is:</p> <ul style="list-style-type: none"> • Incorporated less than 20 months from date of application submitted. • Not a 'Sdn Bhd' or 'Berhad' (i.e. under ROB & professional body category). However, Company must submit either one of the following: <ul style="list-style-type: none"> ▪ Annual Financial Statement date not exceeding 8 months from 31 December of the year, duly signed by Company's Top Management. ▪ Management Account date not exceeding 3 months from company's application submission date, duly signed by Company's Top Management.



APPENDIX 1: DOCUMENT CHECKLIST FOR NEW/ RENEWAL/UPDATE LICENSE OR REGISTRATION APPLICATION (3 of 3)

No.	Requirement/ Documentation	Explanation and Important Attachments
3	Latest Audited Financial Statement (AFS)	ii. The company's Net Worth must be positive. <ul style="list-style-type: none"> a) If the Net Worth is negative: <ul style="list-style-type: none"> • The application will not be accepted. • Company 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 SSM, Company may submit the following supporting documents to PETRONAS Contact Centre: <ul style="list-style-type: none"> ▪ Latest Company Profile report from SSM. ▪ Latest Management Account at the end of recent month, duly signed by Company's Top Management (e.g. if submission to PETRONAS is made within June 2021, please submit Management Account as of 31 May 2021 reflecting the latest information on capital injection).
4	Bumiputera status verification for Shareholder, Director, and Management team	i. For Shareholder and Director Bumiputera verification purposes, Company to provide: <ul style="list-style-type: none"> a) Latest Form of Annual Return (FoAR) of a Company having a Share Capital OR b) Section 68. ii. For management team Bumiputera verification, Company to provide: <ul style="list-style-type: none"> a) Birth certificate which state the race OR b) Bumiputera status confirmation letter from: <ul style="list-style-type: none"> • Pejabat Hal Ehwal Anak Negeri Sabah (PHEANS) • Mahkamah Anak Negeri Wilayah Persekutuan Labuan (MANWPL) <p><i>Note: For management team who is also a Shareholder/Director and FoAR/Section 68 already been provided, no additional supporting document is required.</i></p>
5	Meet requirements for the applied SWEC	i. Company must comply with the respective SWEC's requirements as follows: <ul style="list-style-type: none"> a) Meet minimum Bumiputera requirement at ALL four (4) levels (Equity, Board of Directors, Management & Employment) for the applied SWEC. b) Meet requirements which are specified in the respective SWEC. For example, Minimum Technical Requirement (MTR), certification by external bodies, appointment letter, and etc. ii. Required documents shall be valid throughout the License/Registration validity period. <ul style="list-style-type: none"> iii. All documents submitted must be scanned from the original document and in colored version. iv. For qualification requirement, a copy of certificate (e.g. Certificate, Diploma, Degree and PhD) is required. Resume or Curriculum Vitae is not acceptable. v. Company needs to be licensed/registered in at least one (1) approved SWEC for the License/Registration to be valid/effective.



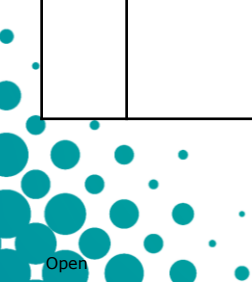
APPENDIX 2: DOCUMENT CHECKLIST BASED ON THE MODE OF OPERATION OF APPLIED SWEC

No.	SWEC Mode of Operation (MOO)	Explanation and Important Attachments				
1	Dealer (for products)	i. Dealer is a Company that can supply products from any supplier/manufacturer. ii. To provide other documents requested for the applied SWEC.				
2	Agent (for products or services)	i. Agent is a company that represents a local or foreign Principal in providing products/services in Malaysia. ii. For the same SWEC: a) Principal may choose to provide products/services directly or through one Agent or through multiple Agents (appointment can be on exclusive or non-exclusive basis). b) A Company may be an Agent for more than one (1) principal. iii. The minimum duration of agency appointment shall be three (3) years. Longer duration (more than three (3) years) is highly encouraged e.g. five (5) years agency appointment. iv. The agency appointment shall be valid at least until the License/Registration expiry date. Example as follows: <table border="1" data-bbox="454 835 1316 938"> <tr> <td>License/Registration expiry date</td> <td>31/1/2024</td> </tr> <tr> <td>Agency appointment end date</td> <td>31/1/2024 or more</td> </tr> </table> vii. To provide 'Agency appointment letter' from Principal. Please refer to Appendix 3 & Appendix 4 for further information on Agency appointment letter. viii. The agency appointment letter must be renewed three (3) months before expiry date. ix. To provide other documents requested for the applied SWEC e.g. certified true copy by principal, principal's official stamp or principal Director(s) signature etc.	License/Registration expiry date	31/1/2024	Agency appointment end date	31/1/2024 or more
License/Registration expiry date	31/1/2024					
Agency appointment end date	31/1/2024 or more					
3	Self-operated (for services)	i. Self-operated is a Company that carries-out works using its internal resources such as internal expertise, workforce, facilities and equipment. ii. To provide other documents requested for the applied SWEC e.g. certified true copy by Company, Company's official stamp or Company Director(s) signature etc.				
4	<ul style="list-style-type: none"> • Manufacturer • Assembler • Chemical Blender • Fabricator • Packager • System Integrator 	i. Company to provide the following documents: a) List of equipment/machine/hardware/software/vehicle. b) Manufacturing license from Malaysian Industrial Development Authority (MIDA) or Local Council. <ul style="list-style-type: none"> • Company to attach exemption letter from MIDA in case the Company is eligible for exemption. c) Technical/commercial brochure for products. d) Factory details and layout plan. e) Flow chart for the process as e.g. manufacturing processes. f) To provide other documents requested for the applied SWEC e.g. certified true copy by Company, Company's official stamp or Company Director(s) signature etc. ii. Please refer Appendix 5 for the template.				



APPENDIX 2: DOCUMENT CHECKLIST BASED ON THE MODE OF OPERATION OF APPLIED SWEC

No.	SWEC Mode of Operation (MOO)	Explanation and Important Attachments																										
5	Rig applications • Agent • Rig Operator • Rig Owner-Operator	<p>i. The following documents are required to be submitted for 'New SWEC' and 'Renewal of SWEC' application based on the respective Mode of Operation applied:</p> <table border="1" data-bbox="445 375 1368 1062"> <thead> <tr> <th data-bbox="445 375 686 499">Document Required/ MOO</th> <th data-bbox="686 375 825 499">Agent</th> <th data-bbox="825 375 1036 499">Rig Operator</th> <th data-bbox="1036 375 1368 499">Rig Owner-Operator</th> </tr> </thead> <tbody> <tr> <td data-bbox="445 499 686 588">Certificate of Registry (CoR)</td> <td colspan="3" data-bbox="686 499 1368 588">Must be under rig owner's name</td> </tr> <tr> <td data-bbox="445 588 686 677">Appointment Letter</td> <td colspan="2" data-bbox="686 588 1036 677">Must be from rig owner</td> <td data-bbox="1036 588 1368 677">Not Applicable</td> </tr> <tr> <td data-bbox="445 677 686 1062">Remarks</td> <td colspan="2" data-bbox="686 677 1036 1062"> <ul style="list-style-type: none"> CoR and Appointment Letter from Rig Owner's group of companies is acceptable, with minimum 51% equity. To provide supporting document to verify the company's structure. </td> <td data-bbox="1036 677 1368 1062"> <ul style="list-style-type: none"> CoR from Rig Owner's group of companies is acceptable, with minimum 51% equity. To provide supporting document to verify the company's structure. </td> </tr> </tbody> </table> <p>ii. The following additional documents are required to be submitted for 'New SWEC' and 'Renewal of SWEC' as Rig Owner-Operator:</p> <table border="1" data-bbox="445 1162 1368 1804"> <thead> <tr> <th data-bbox="445 1162 801 1251">Document Required/MOO</th> <th data-bbox="801 1162 1368 1251">Rig Owner-Operator</th> </tr> </thead> <tbody> <tr> <td data-bbox="445 1251 801 1340">Rig Sales & Purchase Agreement (SPA)</td> <td data-bbox="801 1251 1368 1340">Must be under rig owner's name</td> </tr> <tr> <td data-bbox="445 1340 801 1464">Loan Facilities Agreement from Local Bank</td> <td data-bbox="801 1340 1368 1464">Must be under rig owner's name</td> </tr> <tr> <td data-bbox="445 1464 801 1589">Proof of Ownership/Ultimate Beneficiary</td> <td data-bbox="801 1464 1368 1589">Official Letter from the Company showing the breakdown of the rig ownership in percentage (%)</td> </tr> <tr> <td data-bbox="445 1589 801 1804">Remarks</td> <td data-bbox="801 1589 1368 1804"> <ul style="list-style-type: none"> SPA and Loan Facilities Agreement from Rig Owner's group of companies is acceptable, with minimum 51% equity. To provide supporting document to verify the company's structure. </td> </tr> </tbody> </table> <p>iii. To provide other documents requested for the applied SWEC.</p>	Document Required/ MOO	Agent	Rig Operator	Rig Owner-Operator	Certificate of Registry (CoR)	Must be under rig owner's name			Appointment Letter	Must be from rig owner		Not Applicable	Remarks	<ul style="list-style-type: none"> CoR and Appointment Letter from Rig Owner's group of companies is acceptable, with minimum 51% equity. To provide supporting document to verify the company's structure. 		<ul style="list-style-type: none"> CoR from Rig Owner's group of companies is acceptable, with minimum 51% equity. To provide supporting document to verify the company's structure. 	Document Required/MOO	Rig Owner-Operator	Rig Sales & Purchase Agreement (SPA)	Must be under rig owner's name	Loan Facilities Agreement from Local Bank	Must be under rig owner's name	Proof of Ownership/Ultimate Beneficiary	Official Letter from the Company showing the breakdown of the rig ownership in percentage (%)	Remarks	<ul style="list-style-type: none"> SPA and Loan Facilities Agreement from Rig Owner's group of companies is acceptable, with minimum 51% equity. To provide supporting document to verify the company's structure.
Document Required/ MOO	Agent	Rig Operator	Rig Owner-Operator																									
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APPENDIX 2: DOCUMENT CHECKLIST BASED ON THE MODE OF OPERATION OF APPLIED SWEC

No.	SWEC Mode of Operation (MOO)	Explanation and Important Attachments																								
5	Marine Vessel applications <ul style="list-style-type: none"> • Agent • Vessel Operator • Vessel Owner-Operator 	<p>i. The following documents are required to be submitted based on the respective Mode of Operation applied:</p> <table border="1" data-bbox="461 327 1368 1353"> <thead> <tr> <th data-bbox="461 327 729 416">Document Required/MOO</th> <th data-bbox="729 327 882 416">Agent</th> <th data-bbox="882 327 1068 416">Vessel Operator</th> <th data-bbox="1068 327 1368 416">Vessel Owner-Operator</th> </tr> </thead> <tbody> <tr> <td data-bbox="461 416 729 505">Certificate of Registry (CoR)*</td> <td colspan="3" data-bbox="729 416 1368 505">Must be under vessel owner's name</td> </tr> <tr> <td data-bbox="461 505 729 631">Safety Management Certificate**</td> <td colspan="3" data-bbox="729 505 1368 631">Must be under vessel's name</td> </tr> <tr> <td data-bbox="461 631 729 810">Document of Compliance (DOC)**</td> <td data-bbox="729 631 882 810">Must be under vessel owner's name</td> <td data-bbox="882 631 1068 810">Must be under vessel operator's name</td> <td data-bbox="1068 631 1368 810">Must be under vessel owner's name</td> </tr> <tr> <td data-bbox="461 810 729 899">Appointment Letter</td> <td colspan="2" data-bbox="729 810 1068 899">Must be from vessel owner</td> <td data-bbox="1068 810 1368 899">Not Applicable</td> </tr> <tr> <td data-bbox="461 899 729 1353">Remarks</td> <td colspan="2" data-bbox="729 899 1068 1353"> <ul style="list-style-type: none"> • CoR, DoC and Appointment Letter from Vessel Owner's group of companies is acceptable, with minimum 51% equity. • To provide supporting document to verify the company's structure. </td> <td data-bbox="1068 899 1368 1353"> <ul style="list-style-type: none"> • Application within the same group of companies is acceptable, with minimum 51% equity. • To provide supporting document to verify the company's structure. </td> </tr> </tbody> </table> <p>*For vessel registered in Denmark, please submit Certificate of Nationality. **Applicable for vessel > 500 MT only.</p> <p>iii. To provide other documents requested for the applied SWEC.</p>	Document Required/MOO	Agent	Vessel Operator	Vessel Owner-Operator	Certificate of Registry (CoR)*	Must be under vessel owner's name			Safety Management Certificate**	Must be under vessel's name			Document of Compliance (DOC)**	Must be under vessel owner's name	Must be under vessel operator's name	Must be under vessel owner's name	Appointment Letter	Must be from vessel owner		Not Applicable	Remarks	<ul style="list-style-type: none"> • CoR, DoC and Appointment Letter from Vessel Owner's group of companies is acceptable, with minimum 51% equity. • To provide supporting document to verify the company's structure. 		<ul style="list-style-type: none"> • Application within the same group of companies is acceptable, with minimum 51% equity. • To provide supporting document to verify the company's structure.
Document Required/MOO	Agent	Vessel Operator	Vessel Owner-Operator																							
Certificate of Registry (CoR)*	Must be under vessel owner's name																									
Safety Management Certificate**	Must be under vessel's name																									
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APPENDIX 3: AGENCY APPOINTMENT – GUIDELINE FOR AGENCY APPOINTMENT LETTER

No.	Key Items	Explanation						
1	Principal's Information	<ul style="list-style-type: none"> i. Principal can either be a local or foreign company. ii. Must consist the following Principal's details : <ul style="list-style-type: none"> a) Principal's official letterhead. b) Company name. c) Address. d) Telephone number. e) Email address. 						
2	Agent's Information	Agent must be a local company which complies with the Licensing/Registration general requirements.						
3	Agent Terminology	Agent terminology to be stated clearly in the letter. Other relationship e.g. distributor, dealer is not acceptable.						
4	Coverage of Appointment	<ul style="list-style-type: none"> i. The appointment can either be exclusive or non-exclusive; to be stated clearly in the letter i.e. either 'Exclusive' or 'non-exclusive'; not both. ii. The coverage for the appointment should also be stated clearly, i.e. Southeast Asia, West Malaysia, East Malaysia, Sabah, Sarawak, etc. 						
5	Scope of Product/Service	<ul style="list-style-type: none"> i. <table border="1" data-bbox="449 1108 1368 1404"> <thead> <tr> <th>SWEC CODE</th> <th>SCOPE DESCRIPTION</th> <th>INFORMATION OF PRODUCT/SERVICE</th> </tr> </thead> <tbody> <tr> <td>Refer to latest PETRONAS SWEC List E.g. 16221100P</td> <td>Refer to latest PETRONAS SWEC List E.g. Motor Vehicle</td> <td>Details of product/service offered E.g. Passenger car, motorcycle, pickup truck, etc.</td> </tr> </tbody> </table> ii. List of product/services must be clustered according to categories and the applied SWEC must be highlighted, i.e. bold/color. iii. Specify the scope description and use the exact terminology as per latest SWEC list. 	SWEC CODE	SCOPE DESCRIPTION	INFORMATION OF PRODUCT/SERVICE	Refer to latest PETRONAS SWEC List E.g. 16221100P	Refer to latest PETRONAS SWEC List E.g. Motor Vehicle	Details of product/service offered E.g. Passenger car, motorcycle, pickup truck, etc.
SWEC CODE	SCOPE DESCRIPTION	INFORMATION OF PRODUCT/SERVICE						
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APPENDIX 3: AGENCY APPOINTMENT – GUIDELINE FOR AGENCY APPOINTMENT LETTER

No.	Key Items	Explanation				
6	Duration of Appointment	<p>i. The agency appointment Start and End Date must be stated in the appointment later.</p> <ul style="list-style-type: none"> • The date shall be stated in complete date i.e. consisting day, month and year. Both Start and End Date must be highlighted in bold. <p>ii. The minimum duration of agency appointment shall be three (3) years. Longer duration (more than three (3) years) is highly encouraged e.g. five (5) years agency appointment.</p> <p>iii. The agency appointment shall be valid at least until the License/Registration expiry date. Example as follows:</p> <table border="1" data-bbox="454 675 1316 779"> <tr> <td>License/Registration expiry date</td> <td>31/1/2024</td> </tr> <tr> <td>Agency appointment end date</td> <td>31/1/2024 or more</td> </tr> </table> <p>iv. The agency appointment letter must be renewed three (3) months before expiry date.</p>	License/Registration expiry date	31/1/2024	Agency appointment end date	31/1/2024 or more
License/Registration expiry date	31/1/2024					
Agency appointment end date	31/1/2024 or more					
7	Letter Signatory	<p>i. Must consist the following signatory's details :</p> <ol style="list-style-type: none"> Duly signed by Principal's Top Management or personnel on behalf of Top Management (must at least be Managerial position and above). Signatory's full name. Signatory's designation. <p>ii. Digital signatory is acceptable.</p>				



APPENDIX 4: AGENCY APPOINTMENT – TEMPLATE FOR AGENCY APPOINTMENT LETTER

Complete Principal's Name
Full Address
Postcode Country.
Tel: +49 (0) XXXX / XXXX-X
E-mail Address: xxx@xy.de Website: www.xx.de

Letter Head

1

Date of Letter

Complete Agent's Name
Full Address
Postcode Country.

Attention: Full Name
Designation

2

Dear Sir,

RE: APPOINTMENT LETTER

We, (name of principal) hereby confirm that your company, (name of Agent) has been appointed as our AGENT on exclusive / non-exclusive basis in the territory of Malaysia for our product as follows:

3

SWEC CODE	SCOPE DESCRIPTION	INFORMATION OF PRODUCT/SERVICE
Refer to PETRONAS SWEC List	Refer to PETRONAS SWEC List	Details of product/service offered
E.g. 16221100P	E.g. Motor Vehicle	E.g. Passenger car, motorcycle, pickup truck, etc.


4

This appointment shall be for a period of ____ (years) effective from ____ (day, month, year) to ____ (day, month, year) and must be renewed in writing before expiration.

6

Thank you.

Yours faithfully,



(SAMPLE)

Principal Authorised Signature
Full Name
Designation

7



APPENDIX 5: DOCUMENT CHECKLIST FOR MANUFACTURER, ASSEMBLER, CHEMICAL BLENDER, FABRICATOR, PACKAGER AND SYSTEM INTEGRATOR

Factory/Workshop and List of Equipment

Factory/fabrication yard/workshop/store					
Address					
Area		Ownership (please tick '√')		Self-owned	Rented
Name of Owner (if rented)					
Address of Owner (if rented)					

Manufacturing license from Malaysian Industrial Development Authority (MIDA)/Local Council			
License number		License duration	

Please include copy of certificate for the above manufacturing license.

List of Equipment				
No.	Equipment/machine/hardware/ software/vehicle	Quantity/ Size/Area	Ownership (self-owned/ rented)	Owner (if rented)

