



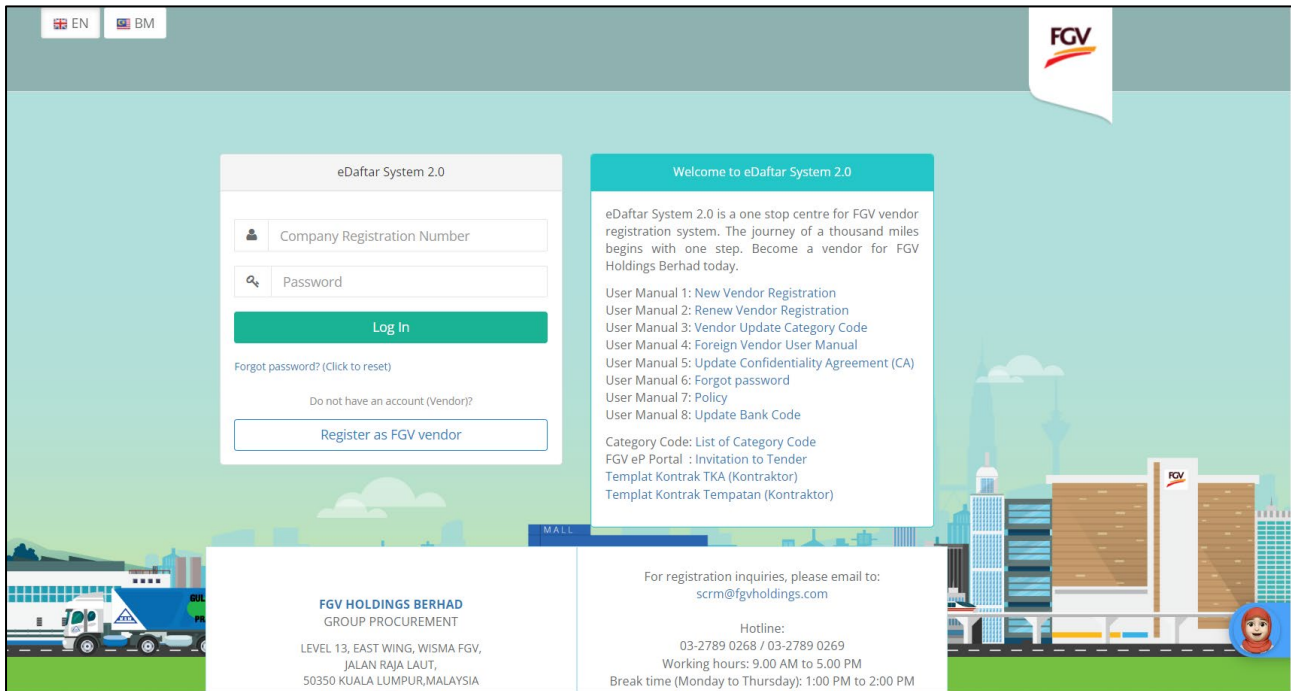
MANUAL – eDaftar (Vendor) FOREIGN VENDOR REGISTRATION

**June 2024
Version 2.1**

1. At eDaftar login screen, click button



to proceed new vendor registration.



Information

Flag	Description
	<p>eDaftar support multiple languages:</p> <ol style="list-style-type: none"> 1. EN – English 2. BM – Bahasa Malaysia



2. Fully read FGV Vendor Registration Terms & Conditions and click button **I Agree and Proceed** to proceed.

Welcome to eDaftar System 2.0 (New Vendor Registration) A 12345 on Home

Home / Registration / Terms & Conditions

Terms & Conditions

NOTICE!

PLEASE READ THE TERMS AND CONDITIONS BELOW BEFORE PROCEEDING TO REGISTER

Vendors should read and understand the terms and conditions below before filling in the registration form.

1. Registered with Suruhajaya Syarikat Malaysia (SSM) / Registrar of Cooperative Development Office, as applicable.
2. Registration can only be made online via the ePerolehan website FGV Holdings Berhad <https://ep.fgvholdings.com> and click on the e-Daftar icon. Here are the types of businesses NOT required to be registered as vendors of FGV Holdings Berhad:
 - Government / GLC Companies
 - Buyers Goods FELDA Group of Companies
 - Hospitals / Clinics
 - Hotel / Resorts / Restaurant / Cafe
3. The applicant is only allowed to apply for no more than two (2) Category Code and three (3) Sub-Category Code for each of the category code and specify the activity requested. Priority fields MUST be applied based on the Company's core business.
4. Applicants who wish to register in the ENGINEERING field are required to have CIDB (Construction Industry Development Board Malaysia) and for AGRICULTURE must have the Head of Contractor Services Center (PKK) grad VI / have experience in the field.
5. If the applicant has more than one company / shareholdings in other companies, only one company is allowed to register. Application for Registration with the FGV Holdings Berhad will be disqualified if found:
 - Incomplete data given.
 - Attachment downloaded is incomplete and unclear.
6. The validity period of the registration is for three (3) years only. The renewal of application must be made within 30 days before the expiry of the registration.
7. Each application is subject to processing fee of RM 150.00 (including GST 0% and non-refundable).
8. FGV Holdings DOES NOT NOMINATE AN INDIVIDUAL OR BUSINESS AGENT FOR REGISTRATION.
9. By submitting the documents as required, you agree that FGV Holdings Berhad may collect, use and disclose your personal data, as provided in the eDaftar system for the purpose of appraisal and verification under the Personal Data Protection Act 2010.

I Agree and Proceed

3. On the Company Type page, please refer to table information below for company type reference.

Welcome to eDaftar System 2.0 (New Vendor Registration) Home

Home / Registration / Company Type

Company Type

Registration

Please ensure to select the correct company type to avoid rejection on registration application.

FGV and its subsidiary staff are **Prohibited** from registering their own company or any company in which they hold shares or serve as board members.

The system will verify if the company, owner, board of directors, or shareholders is on FGV blacklist. If so, the system will prevent the vendor registration process from proceeding.

ROC/ROB Vendor	Non ROC/ROB vendor	Foreign Vendor
<ul style="list-style-type: none">• Sendirian Berhad• Berhad• Partnership• Sole Proprietorship	<ul style="list-style-type: none">• Cooperative• Organization• Trading License (Sabah/Sarawak)• Legal Firm• Limited Liability Partnership	

I Agree and Proceed

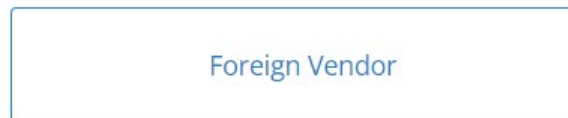
Copyright FGV Holdings Berhad (Formerly known as Felda Global Ventures Holdings Berhad) (800165-P). All rights reserved © 2018




Information

Button	Company Type
ROC/ROB Vendor (Integration with SSM e-Info System)	<ol style="list-style-type: none"> Sdn Bhd Bhd Partnership Sole Proprietorship
Not ROC/ROB Vendor	<ol style="list-style-type: none"> Cooperative Organization Trading License (Sabah/Sarawak) Legal Firm Limited Liability Partnership
Foreign Vendor	<ol style="list-style-type: none"> Refer to "Foreign Vendor User Manual"

4. For Foreign Company, please click button **Foreign Vendor** to proceed.



5. At Create Account page, key-in all the required fields and click button  to create an account.

Create Account

ATTENTION

- 'ROC Number' entered will serve as a 'Login ID' to log into the system.
- Please be sure to remember your 'Password' for the purpose of updating your information.
- Click the 'Register' button to create you 'Login ID' and continue registering in the next section.
- * Indicates a required space.

Company Type *

ROC Number *
(E.g. 123456-A, 987654-B)

Password *

Confirm Password *

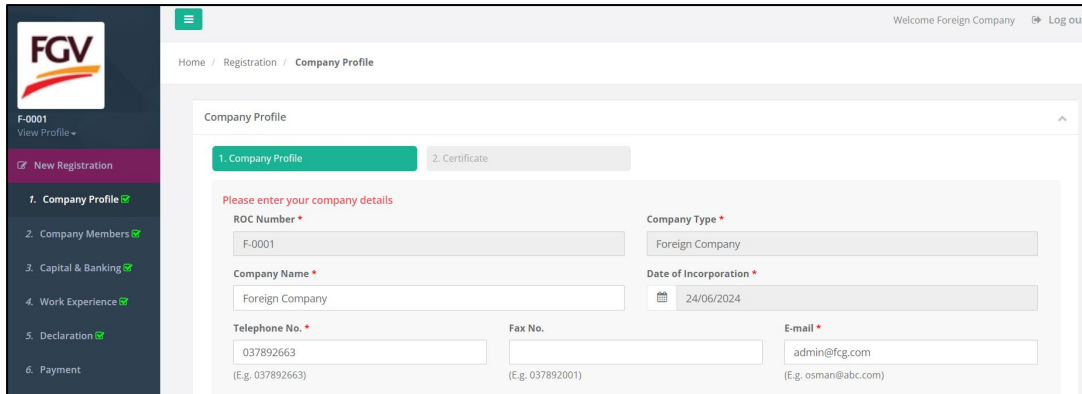
Password requirements:

- At least one letter
- At least one number
- At least one special character
- Minimum length of 8 characters



Please be sure to remember your 'Login ID' and 'Password' information.

6. At Company Profile section, **add Company Profile and Certificate information.**




The screenshot shows the 'Company Profile' registration page. The left sidebar contains a navigation menu with items: 'New Registration', 'Company Profile', 'Company Members', 'Capital & Banking', 'Work Experience', 'Declaration', and 'Payment'. The main content area is titled 'Company Profile' and has two tabs: '1. Company Profile' (active) and '2. Certificate'. Below the tabs, there is a heading 'Please enter your company details' followed by several input fields:

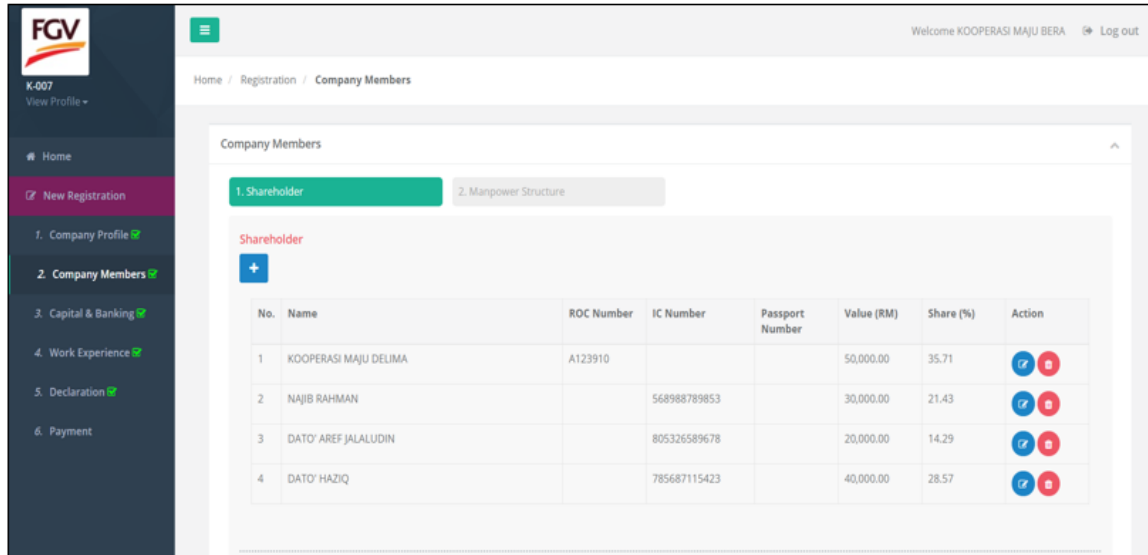
- ROC Number ***: F-0001
- Company Type ***: Foreign Company
- Company Name ***: Foreign Company
- Date of Incorporation ***: 24/06/2024
- Telephone No. ***: 037892663 (E.g. 037892663)
- Fax No.**: (E.g. 037892001)
- E-mail ***: admin@fg.com (E.g. osman@abc.com)

Also, add CTOS (credit report) or its equivalent (if applicable).



The screenshot shows the 'Attached CTOS report if applicable' section. It includes a heading 'Attached CTOS report if applicable' and a sub-heading '(File format PDF only | Maximum size 2MB per file) | Example | Apply CTOS'. Below this, there is a table with one row containing a file named 'CTOS REPORT.pdf'. The table has two columns: 'CTOS' and 'Action'. The 'Action' column contains two icons: a blue download icon and a red delete icon. Below the table, there is a 'Select file' button and a plus sign icon.

- At Company Members section, add **Shareholder, Board of Director (BOD)** and **Manpower Structure** information and click button  .



- Please upload file **Return of Allotment of Shares or its equivalents.**



- At Capital & Banking section, add Working Capital, Banking, Financial Credit Facilities, and Credit Facilities by Supplier information and click button .

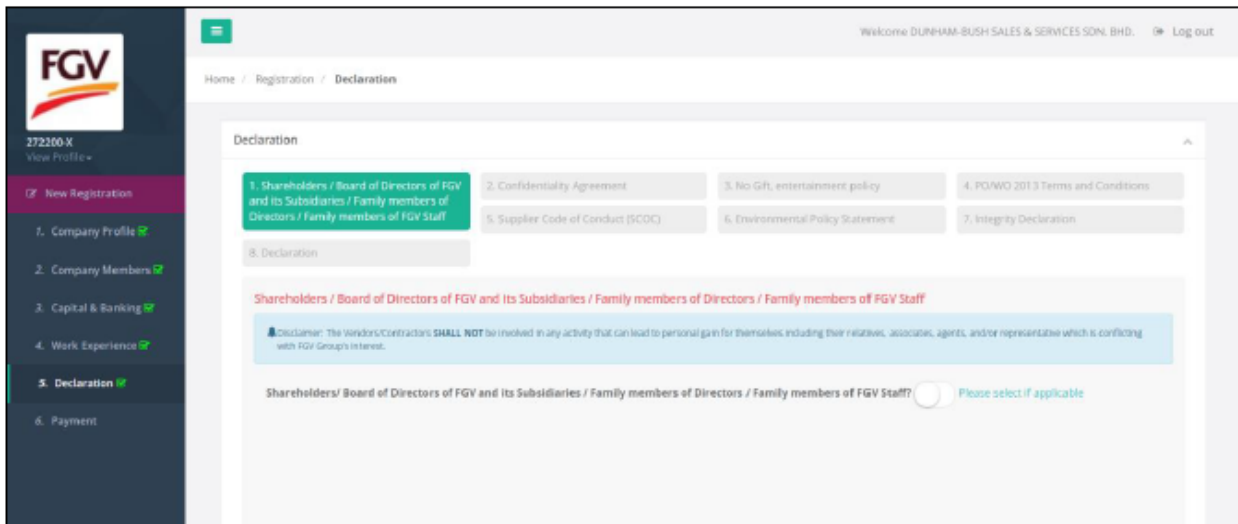
- At Work Experience section, add **Category Code**, **Job Offered for the past 3 years**, and **Business Coverage Area** information and click button .

Main Category	Sub Category	Activities	Action
Services	Equipment Rental	Mesin-mesin Pejabat	

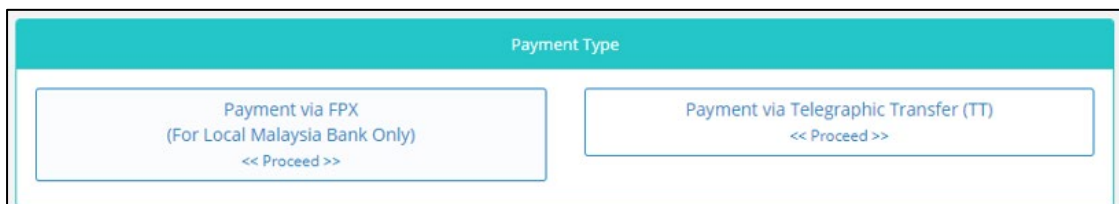


Note: Choose the correct category code according to your business nature, no amendment within 6 months.

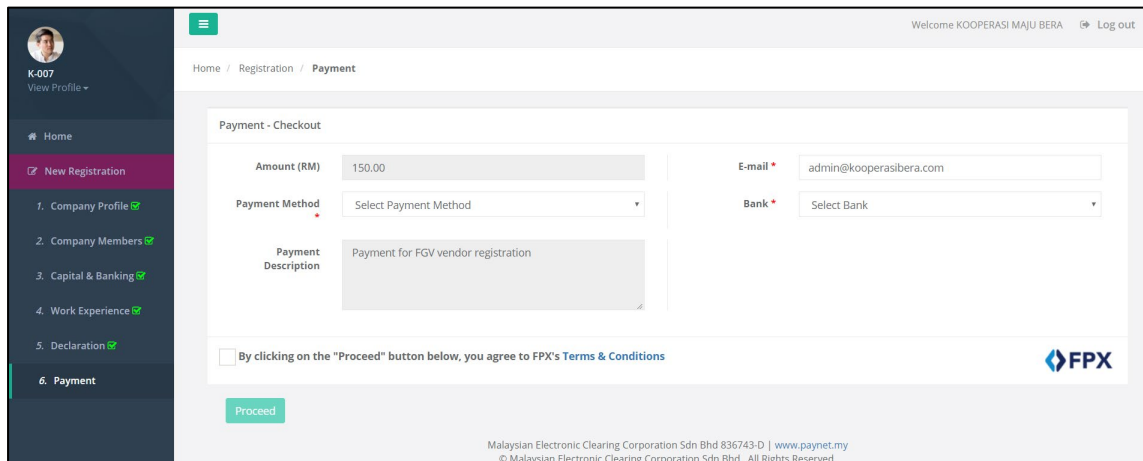
5. At Declaration section, add the following information and click button Save & Continue.
- Shareholders/Board of Directors of FGV and its subsidiaries/Family members of Directors/Family members of FGV staffs
 - Confidentiality Agreement
 - No Gift, entertainment policy
 - PO/WO 2013 Terms and Conditions
 - Supplier Code of Conduct (SCOC)
 - Environmental Policy Statement
 - Integrity Declaration
 - Declaration



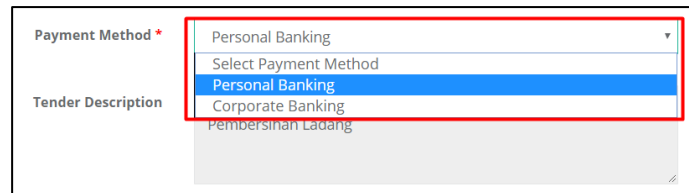
6. At **Payment** page, user may choose **one** out of two payment methods. User may choose either Payment via FPX (for local Malaysia banks only) or Payment via Telegraphic Transfer (TT).



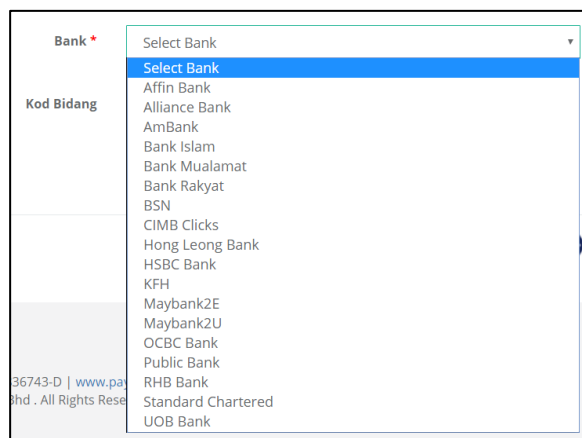
7. At For payment via FPX, user must select the payment method, either Personal Banking or Corporate Banking. At **Payment** checkout page, user need to key-in on the following information:
 - a. User email
 - b. Payment method (Personal Banking/Corporate Banking)
 - c. Select Bank



8. Select Payment method (Personal Banking/Corporate Banking).



9. Select list of bank.



10. Tick checkbox “Agree to FPX’s Terms & Conditions” and click button **Proceed** for payment process.

By clicking on the "Proceed" button below, you agree to FPX's [Terms & Conditions](#)

Proceed

Malaysian Electronic Clearing Corporation Sdn Bhd 836743-D | www.paynet.my
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The screenshot shows a web application interface for registration. On the left is a navigation menu with items like 'Home', 'New Registration', 'Company Profile', 'Company Members', 'Capital & Banking', 'Work Experience', 'Declaration', and 'Payment'. The main area is titled 'Payment - Checkout' and displays a form with fields for 'Amount (RM)' (150.00), 'Payment Method' (Personal), and 'Payment Description'. A modal window is centered on the screen with the title 'Confirmation!' and an information icon. The modal text reads: 'You will be charged RM 1.00 for this transaction. Click OK to proceed.' Below the text are 'CANCEL' and 'OK' buttons. The background form is dimmed. At the bottom of the page, there is a copyright notice: 'Copyright FGV Holdings Berhad (Formerly known as Felda Global Ventures Holdings Berhad) (800165-P). All rights reserved © 2018'.

11. On Online Payment via FPX, login to online banking system.

Log in to Maybank2u.com online banking

Note:

- You are in a secured site.



Phrase : work

Username:
aqmnc

Password:
.....

Don't have a Maybank2U account?
[Click here for information on opening an account](#)

12. Select respective account.

From account:
Merchant Name: FELDA GLOBAL VENTURES HOLDINGS
Payment Reference: 09592119
FPX Transaction ID: 1609191701300550
Amount: RM151.00
Fee Amount: RM0.00
GST Amount: RM0.00

13. Click button **Request for TAC** to complete the payment process.

From account:
Merchant Name: FELDA GLOBAL VENTURES HOLDINGS
Payment Reference: 09592119
FPX Transaction ID: 1609191701300550
Amount: RM151.00
Fee Amount: RM0.00
GST Amount: RM0.00
TAC: <input type="text" value="....."/>
<input type="button" value="Request for TAC"/>

Your TAC Request is **successful**
Your TAC number will be sent to your registered mobile phone number

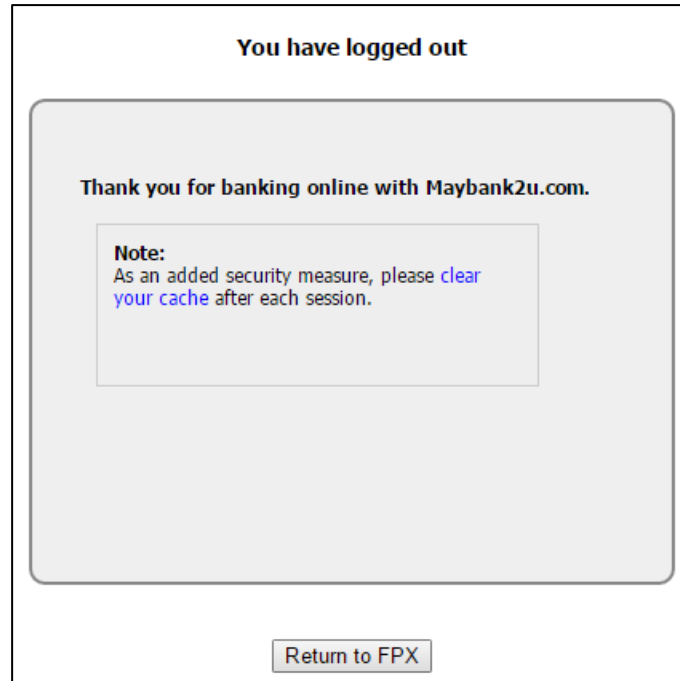


Alert. TAC number will be send to your registered mobile phone number

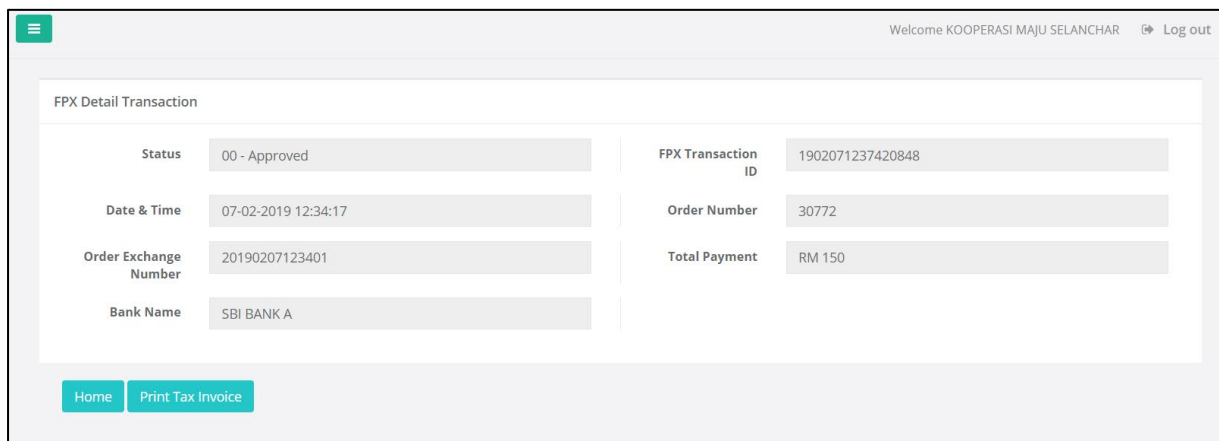
14. Once payment successful, click button **Proceed**.

Status: Successful
Reference number: 3529951439
Transaction date:
Transaction time:
Amount: RM151.00
Fee Amount: RM0.00
GST Amount: RM0.00
From account
Buyer name:
Merchant Name: FELDA GLOBAL VENTURES HOLDINGS
Payment Reference: 09592119
FPX Transaction ID: 1609191701300550
New account balance:

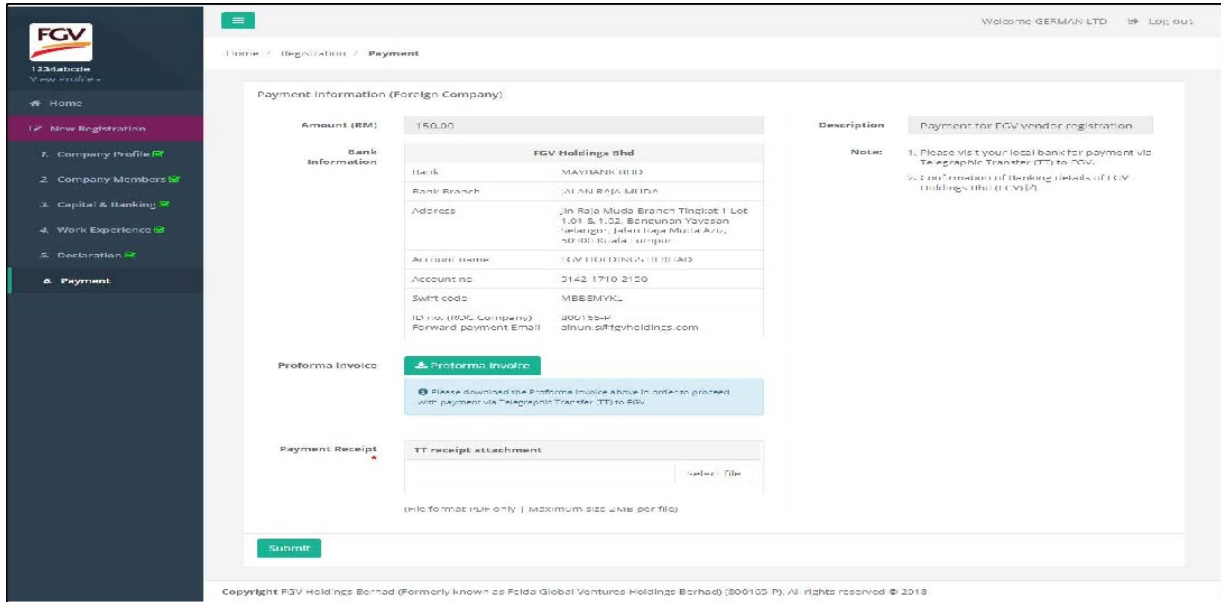
15. Click button **Return to FPX**



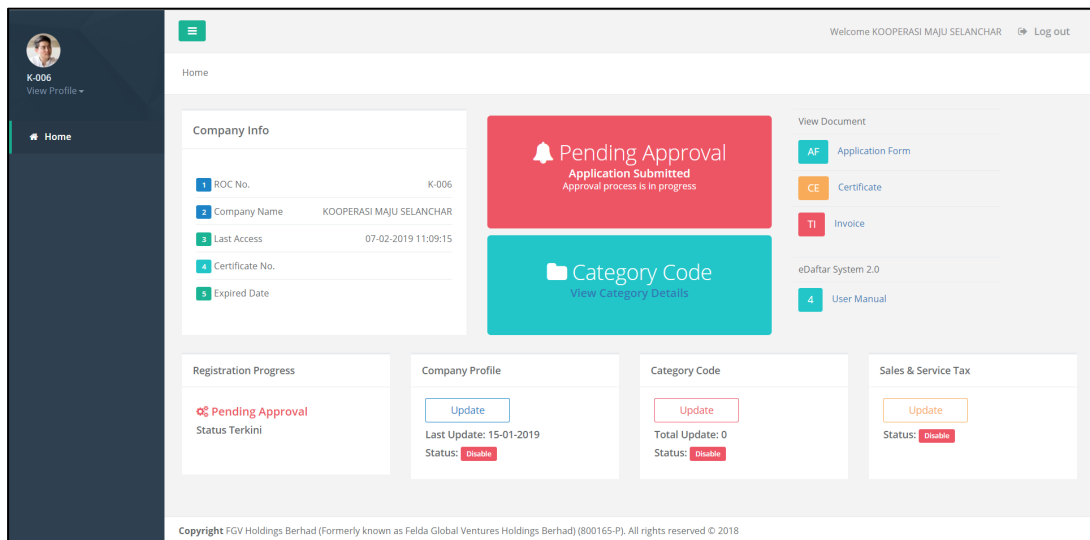
16. Once payment process completed. System will redirect to eDaftar FPX Detail Transaction. Click button **Print Invoice** to view and save payment receipt.



17. For “Telegraphic Transfer” method, user need to download the Proforma Invoice, bring along the downloaded Proforma Invoice to your local bank and upload the payment receipt once the payment process completed and click the Submit Button.



18. Return to Home eDaftar

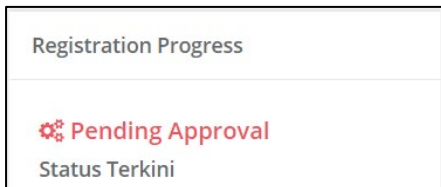


Note: Application will be processed within 11 working days

19. Information at eDaftar Home menu

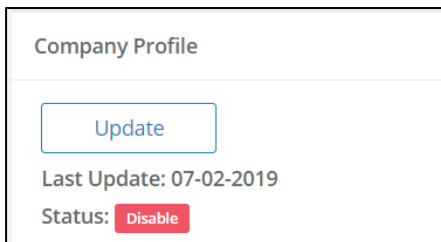
i. Registration Progress

Registration Progress section will shows current registration status.



ii. Company Profile

Company Profile section for vendor to update company general info and representative information. Status Enable only after application approved.

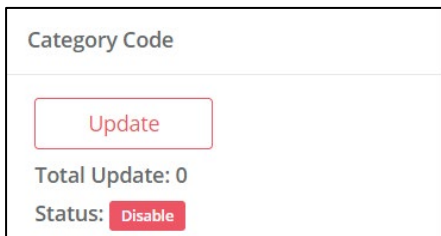


iii. Category Code

Please be informed that any addition or change of category codes can only be made after SIX (6) MONTHS from the issuance date of FGV Vendor Certificate and is limited to TWO (2) changes within a three-year period.

Kindly be reminded that vendors can only select

- Two (2) Main Category
- Three (3) Sub Category for each main category
- No limit of Activities



iv. Sales and Service Tax

Sales & Service Tax (SST) section for vendor to update company SST info. Status Enable only after application approved.

Sales & Service Tax

Update

Status: Disable

v. Certificate Status

Certificate Status section for vendor to update certification and related information.

Certificate Status

Update

Remark: 1 Expired on Certificate

Status: Certificate Expired

vi. Confidentiality Agreement

Confidentiality Agreement section for vendor to agree and accept.

Confidentiality Agreement

Update

Date: N/A

Status: N/A

vii. No gifts, entertainment policy

No gifts, entertainment policy section for vendor to agree and accept.

No gifts, entertainment policy

Update

Date: N/A

Status: N/A



viii. PO/WO 2013 terms and conditions

PO/WO 2013 terms and conditions section for vendor to agree and accept.

PO/WO 2013 terms and conditions

[Update](#)

Date: N/A

Status: N/A  



ix. Supplier Code of Conduct (SCOC)

Supplier Code of Conduct (SCOC) section for vendor to agree and accept.

Supplier Code of Conduct (SCOC)

[Update](#)

Date: N/A

Status: N/A  



x. Environmental Policy Statement

Environmental Policy Statement section for vendor to agree and accept.

Environmental Policy Statement

[Update](#)

Date: N/A

Status: N/A  

xi. Request Cancellation Registration

Request Cancellation Registration section for vendor to cancel registration.

Request Cancellation Registration

[Apply](#)

Date: N/A

Status: N/A

20. To view Invoice: Home > Invoice

Home / Tax Invoice

Tax Invoice

Show 25 entries Search: [] Copy CSV Excel PDF Print

Showing 1 to 1 of 1 entries

ID	ROC	Description	Date	Amount (RM)	Action
1	K-006	Payment for FGV vendor registration	07-02-2019 12:50:16	150.00	View

Previous 1 Next

21. View invoice or save invoice to PDF

Save PDF Cancel

INVOICE

Company Name : KOOPERASI MAJU SELANCHAR
 Street Address : Level 17W, Wisma FGV, Jalan Raja Laut
 City, Postcode : Jeli, 50350
 Telephone : 03471921089

Invoice No : ED20190100015
 Date : 07-02-2019

Description	Quantity	Rate (RM)	Amount (RM)
Payment for FGV vendor registration	1	150.00	150.00
		SST @ 0%	0.00
		TOTAL	150.00

FGV Holdings Berhad (800165-P)
 (Formerly known as Felida Global Ventures Holdings Berhad)
 Level 21, Wisma FGV, Jalan Raja Laut, 50350 Kuala Lumpur
 T+603 2789 0000 | F+603 2789 0001

22. View Application Form: Home > Application Form

Company Info

1 ROC No.	K-003
2 Company Name	Kooperasi Anjung Felda
3 Last Access	31-01-2019 15:44:15
4 Certificate No.	B-1401201900015-02
5 Expired Date	14-01-2022

35 Months Remaining
 Expired on: 14-01-2022
 Counting months to renew registration.

Category Code
[View Category Details](#)


View Document

- AF Application Form
- CE Certificate
- TI Invoice

eDaftar System 2.0

- 4 User Manual

Save PDF



FGV Vendor Registration

Payment Details

Payment Method	Transaction No	Amount Paid
FPX	ED20190100012	150.00

Company Details

ROC No:	K-003
Company Name:	Kooperasi Anjung Felda
Company Type:	Cooperative
Date of Incorporation:	30/11/-0001
Telephone No:	0312345678
Fax No:	
Email:	admin@koopanjungfelda.com
Registered Address:	Level 17W, Wisma FGV, Jalan Raja Laut
Postcode:	50350
City:	Setiawangsa
State:	Wilayah Persekutuan Kuala Lumpur
Correspondence Address:	Level 17W, Wisma FGV, Jalan Raja Laut
Postcode:	50350
City:	Setiawangsa
State:	Wilayah Persekutuan Kuala Lumpur

23. View Certificate: Home > Certificate

Home

Company Info

1 ROC No.	K-003
2 Company Name	Kooperasi Anjung Felda
3 Last Access	31-01-2019 15:44:15
4 Certificate No.	B-1401201900015-02
5 Expired Date	14-01-2022

35 Months Remaining
 Expired on: 14-01-2022
 Counting months to renew registration.

View Document

- AF Application Form
- CE Certificate
- TI Invoice

eDaftar System 2.0

- 4 User Manual

Category Code
[View Category Details](#)

CERTIFICATE



FGV HOLDINGS BERHAD 800165-P
 (Formerly known as Felda Global Ventures Holdings Berhad)

VENDOR REGISTRATION DECLARATION

REGISTRATION REFERENCE NO. : B-1401201900015-02
VALIDITY PERIOD : 01/04/2018 - 14/01/2022

It is hereby acknowledged that the vendors set out below have been registered with FGV HOLDINGS BERHAD and are eligible to participate in quotation / tender offers at FGV Group Companies.

NAME AND REGISTERED ADDRESS
Kooperasi Anjung Felda (Company No. : K-003)
Level 17W, Wisma FGV, Jalan Raja Laut

CATEGORY CODE IS AS FOLLOW :

<u>CATEGORY CODE</u>	<u>DESCRIPTION</u>	<u>GRADE</u>
0301	Materials & Stationery	

Important:
 Application for renewal of certificate shall be made at least 30 days before the expiry date of the certificate.



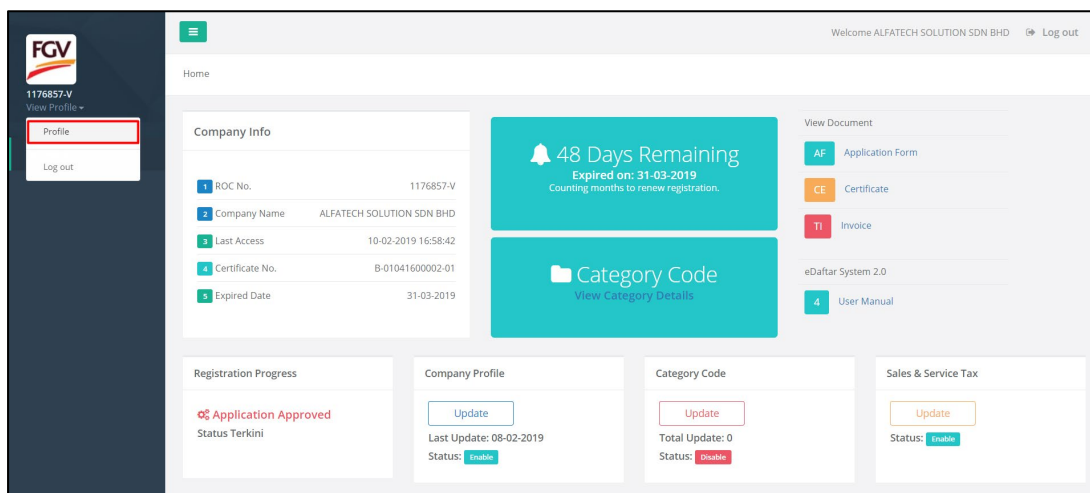
Issued date: 07/02/2019



LIST OF REGISTERED ACTIVITIES

Category	Sub Category	Activities
02 - Agriculture Pertanian	03 - Production of Agricultural Products Pengeluaran Hasil Pertanian	03 - Seed Collecting Mengutip Biji Relai
	05 - Establishment & Nursery Care Penubuhan & Penjagaan Tapak Semaian	01 - Palm Oil Sawit

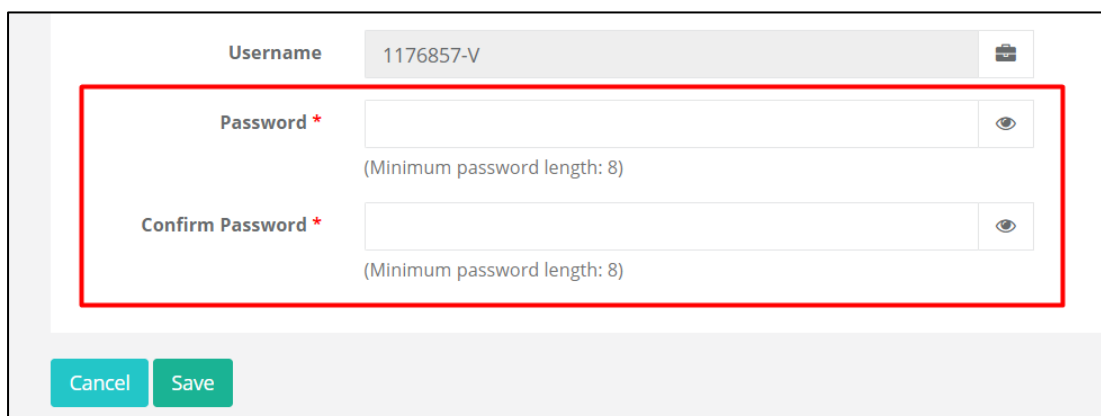
24. To reset password: Home > Profile



The screenshot shows the user profile page for 'ALFATECH SOLUTION SDN BHD'. The 'Company Info' section includes: ROC No. 1176857-V, Company Name ALFATECH SOLUTION SDN BHD, Last Access 10-02-2019 16:58:42, Certificate No. B-01041600002-01, and Expired Date 31-03-2019. A notification indicates '48 Days Remaining' until 31-03-2019. The 'Registration Progress' section shows 'Application Approved' with 'Status Terkini'. Other sections include 'Company Profile', 'Category Code', and 'Sales & Service Tax', each with an 'Update' button.

25. Update new password and click button

Save



The screenshot shows the password update form. The 'Username' field is pre-filled with '1176857-V'. The 'Password' and 'Confirm Password' fields are empty and have a red box around them. Below each password field is the text '(Minimum password length: 8)'. At the bottom, there are 'Cancel' and 'Save' buttons.

-END-