MANUAL – eDaftar (Vendor)
RENEW VENDOR REGISTRATION

December 2025
Version 2.3

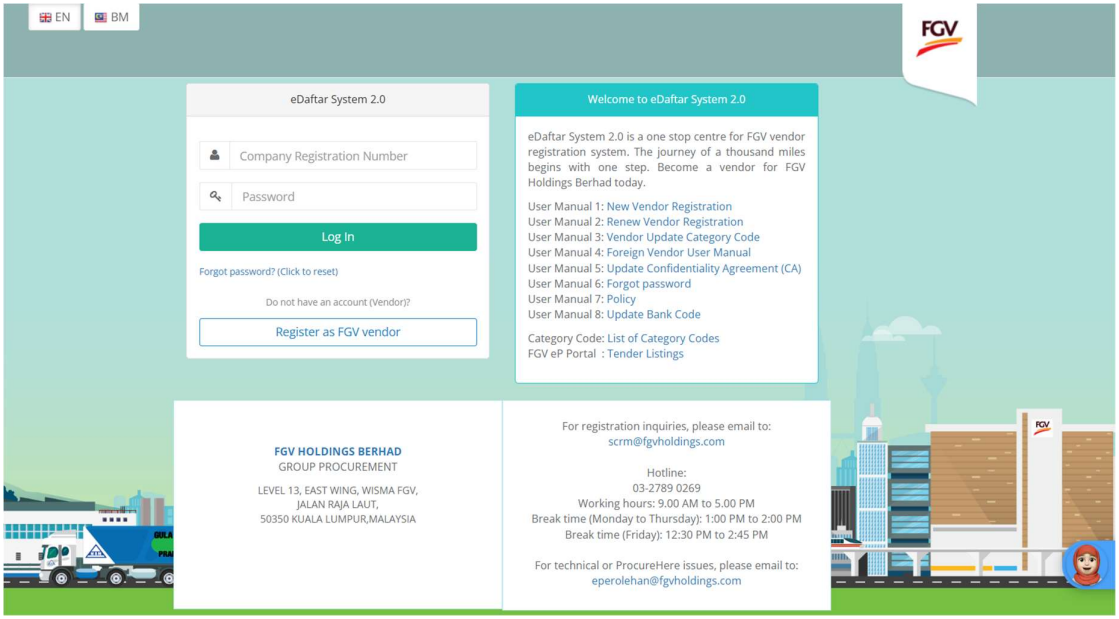
FGV HOLDINGS BERHAD
(Formerly known as Felda Global Ventures Holdings Berhad)
Group Procurement Division, Level 13, Wisma FGV, Jalan Raja Laut, 50350, Kuala Lumpur

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Renew Vendor Registration

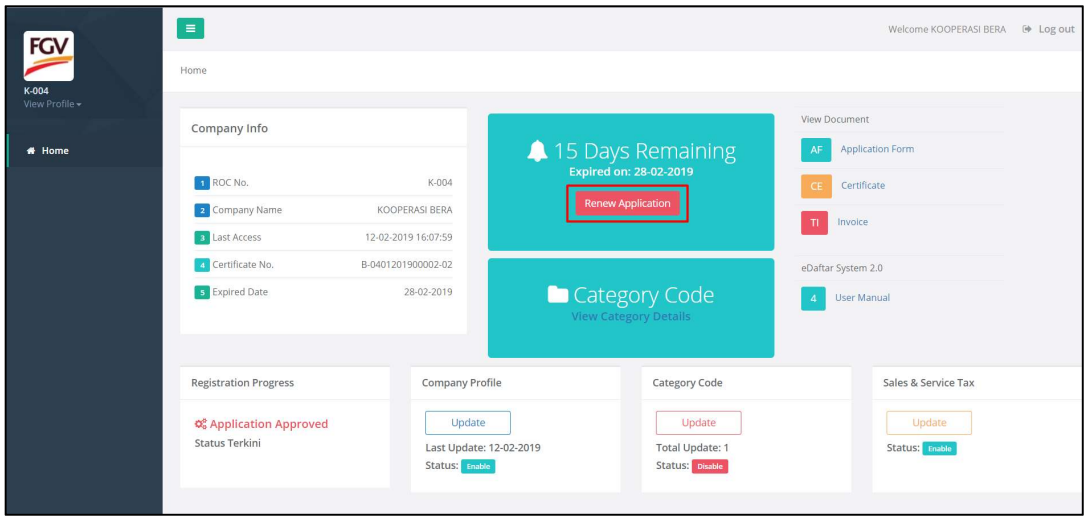
1. At login screen, please login by using eDaftar username and password. Click button Log In to proceed.



Information

Flag	Description
	eDaftar support multiple languages: 1. EN – English 2. BM – Bahasa Malaysia

2. At Home screen, click button Renew Application to proceed renew vendor registration. For ROC/ROB vendors, You will be directed to the SSM e-Info page.

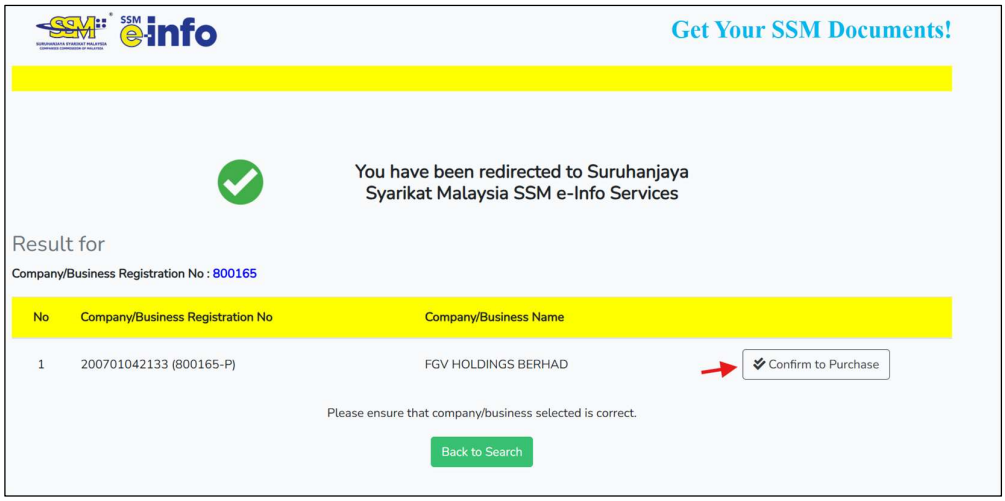


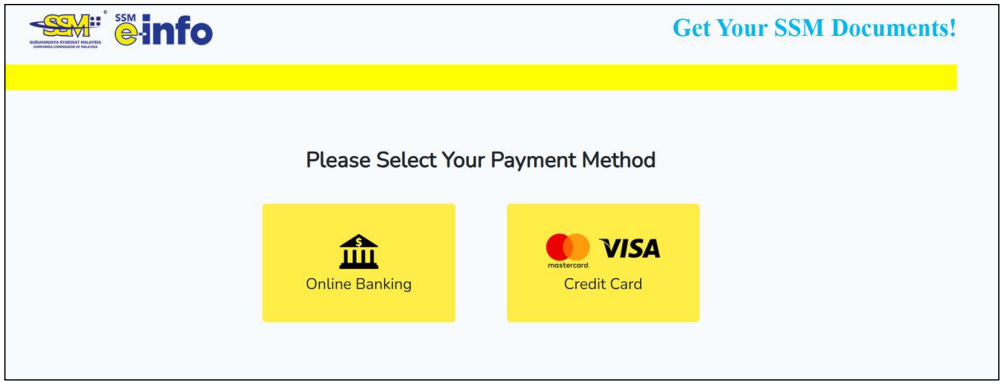
Information

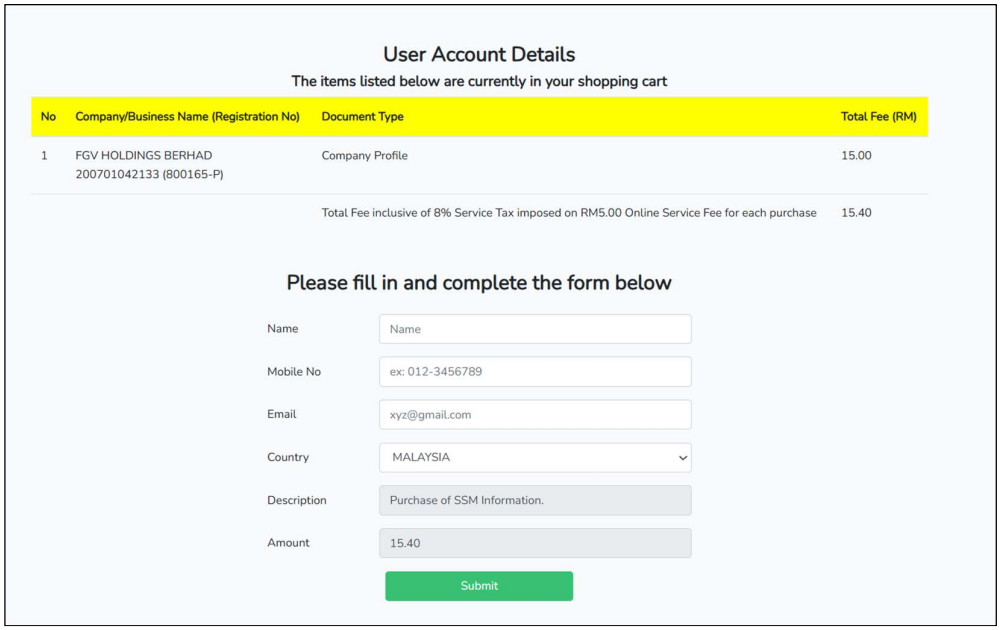
Renewal Condition	Descriptions
Condition 1: Renewal one month before expired	1. Renewal charge: RM 150.00 2. No penalty charge
Condition 2: Renewal after expired date	1. Renewal charge: RM 150.00 2. Penalty charge: RM 150.00
Condition 3: Renewal after one year expired	1. Unable to renew - need to do new registration 2. Charges as new registration
Condition 4: Blacklisted Vendor	1. Unable to renew until duration blacklisted ended

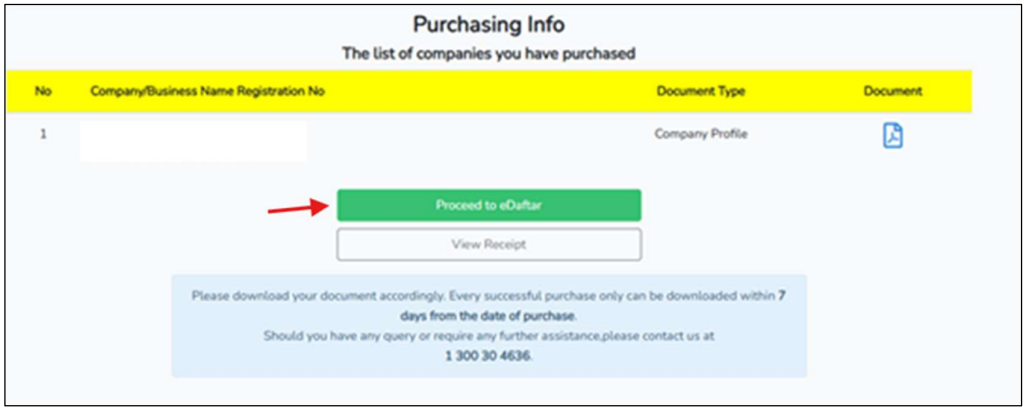
3. Click button 

to proceed and follow the prompts until see button 'Proceed to eDaftar' to complete the transaction. Download the receipt and Download pdf from this page.

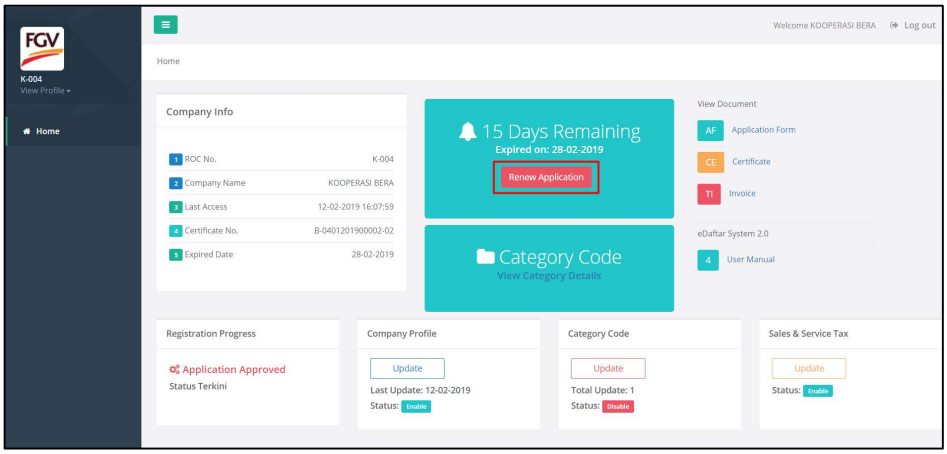








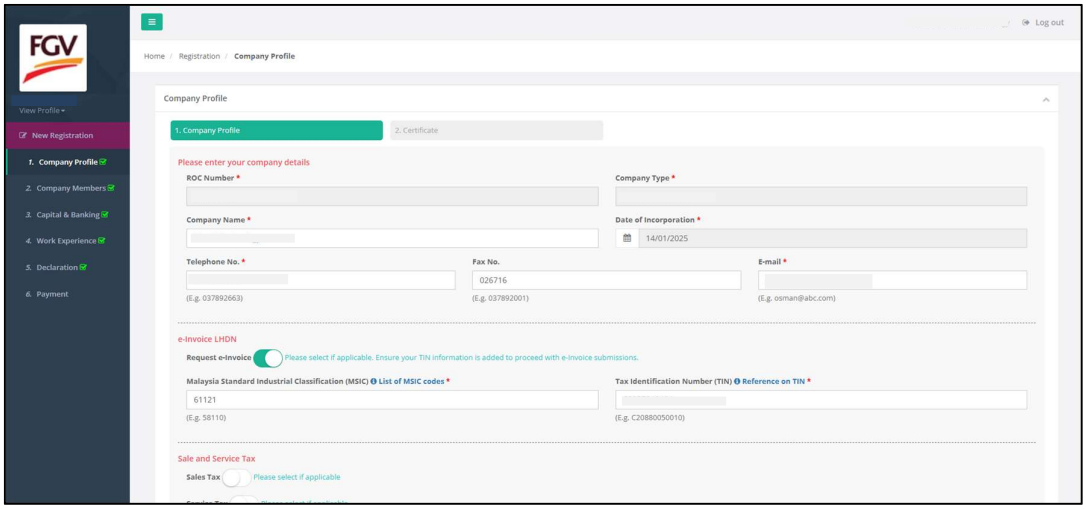
4. For company not registered with SSM, please click button **Renew Application**.



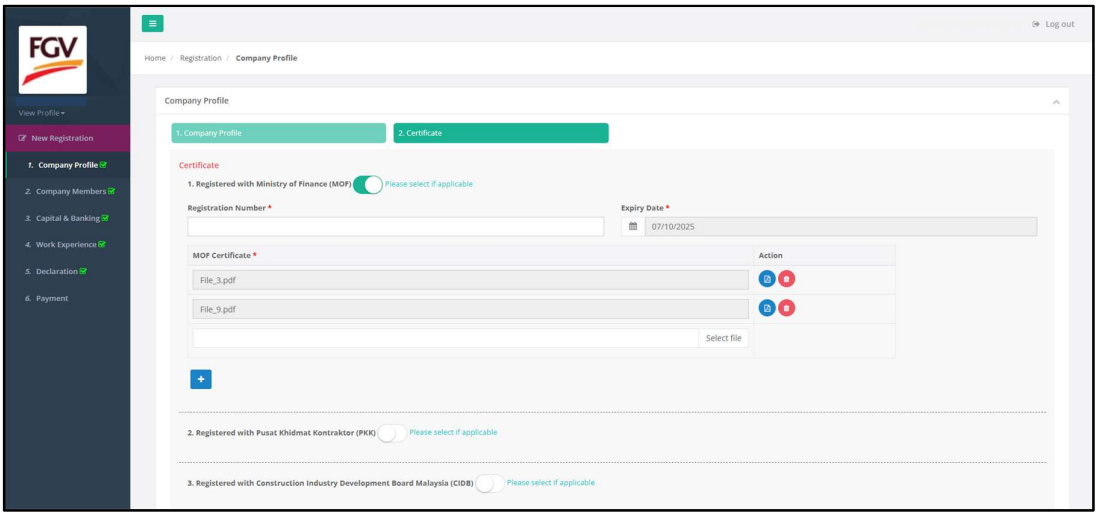
Update Vendor Information

1. At Company Profile section, add **Company Profile, Company Secretary** and **Certificate** information.

- Update Company Profile info.



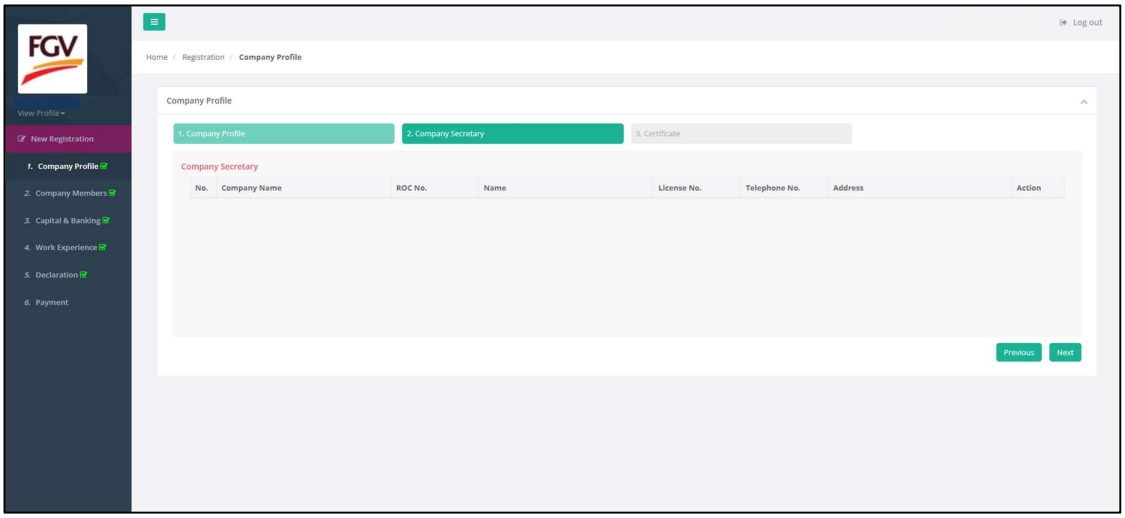
- Update Certificate Info.



Information

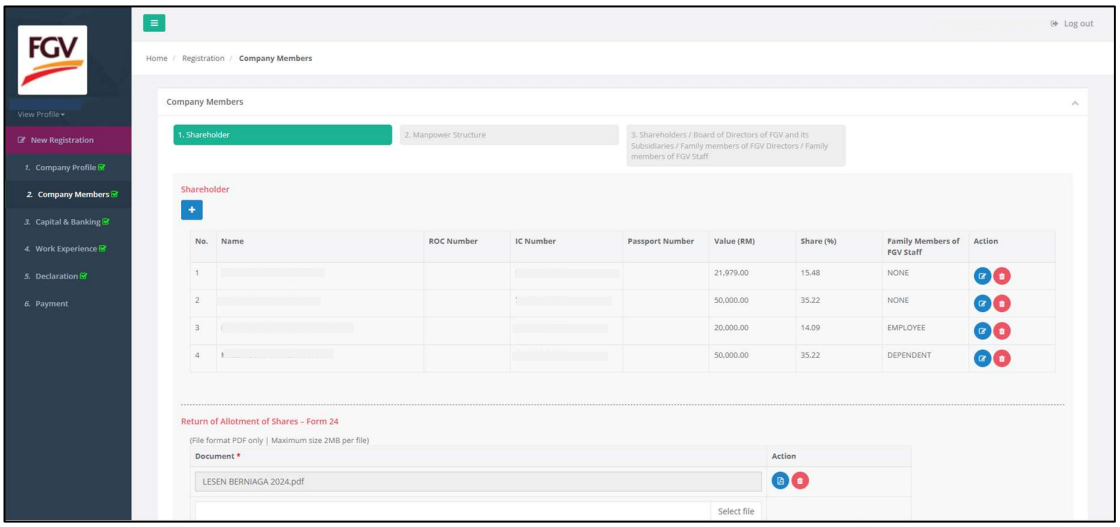
Please upload the latest certificate. eDaftar system will validate the file, if it fails (e.g., size limit exceeded or expired), an error message will appear, and you won't be able to proceed until it's fixed.

- Add Company Secretary info.



Company Secretary Tab available only for company type Bhd and Sdn Bhd

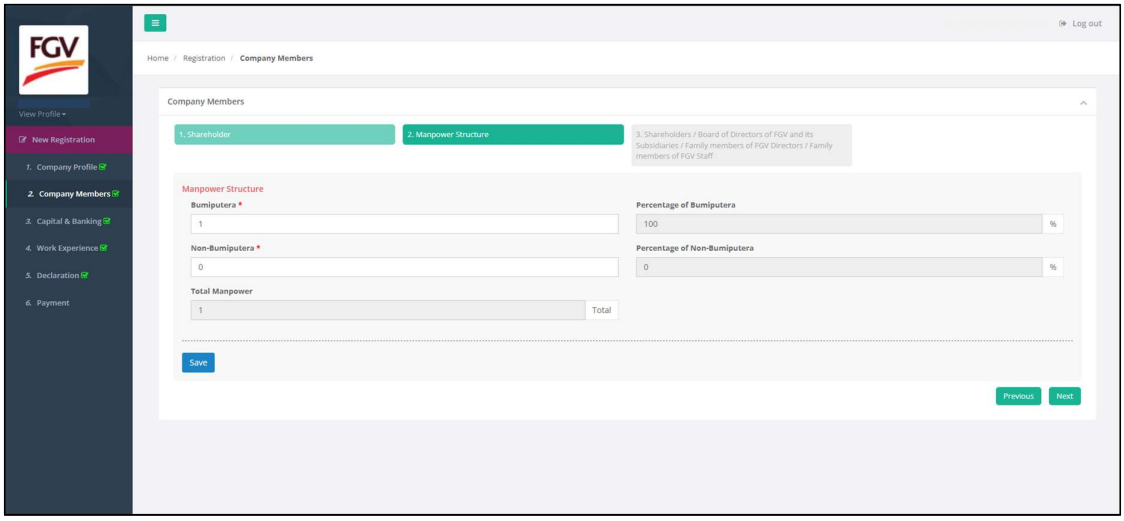
2. At Company Members section, add **Shareholder**, **Board of Director (BOD)** and **Manpower Structure** information and click button Save & Continue .



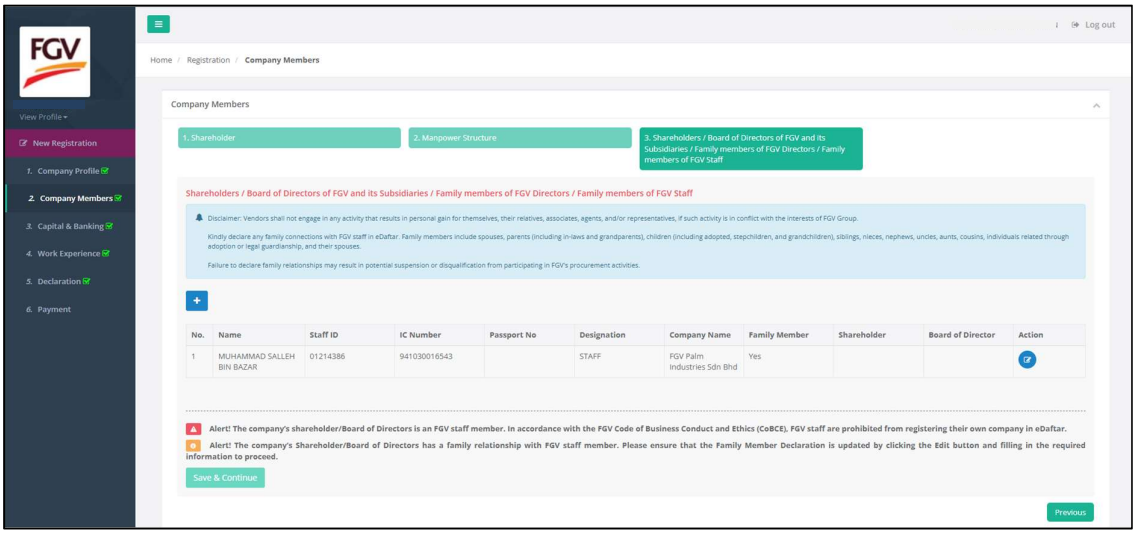
Alert Messages:

- The company's shareholder/Board of Directors is an FGV staff member. In accordance with the FGV Code of Business Conduct and Ethics (CoBCE), FGV staff are prohibited from registering their own company in eDaftar.
- The company's Shareholder/Board of Directors has a family relationship with FGV staff member. Please ensure that the Family Member Declaration is updated by clicking the Edit button and filling in the required information to proceed.

- Add Manpower Structure info.



- Add Shareholders / Board of Director of FGV and its Subsidiaries / Family members of FGV Directors / Familiy members of FGV Staff info (if applicable)

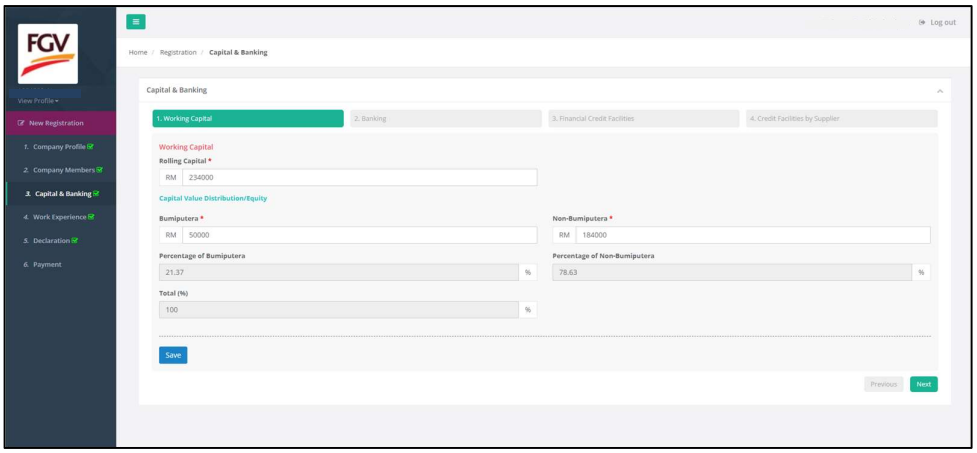


3. For company not register with SSM, please upload file **Return of Allotment of Shares – Form 24.**
If Form 24 is unavailable, the Certificate of Registration, Certificate of Incorporation, Trading License or other relevant supporting documents may be uploaded.

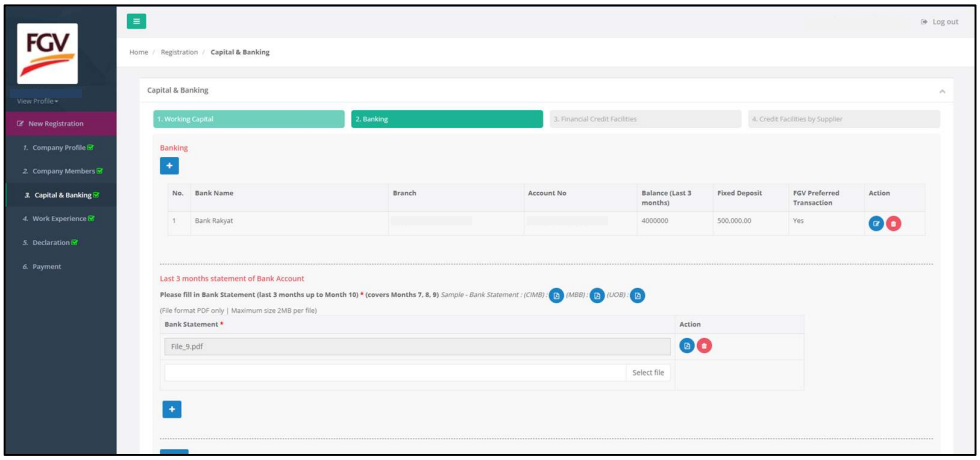


4. At Capital & Banking section, add **Working Capital, Banking, Financial Credit Facilities, and Credit Facilities by Supplier** information and click button Save & Continue .

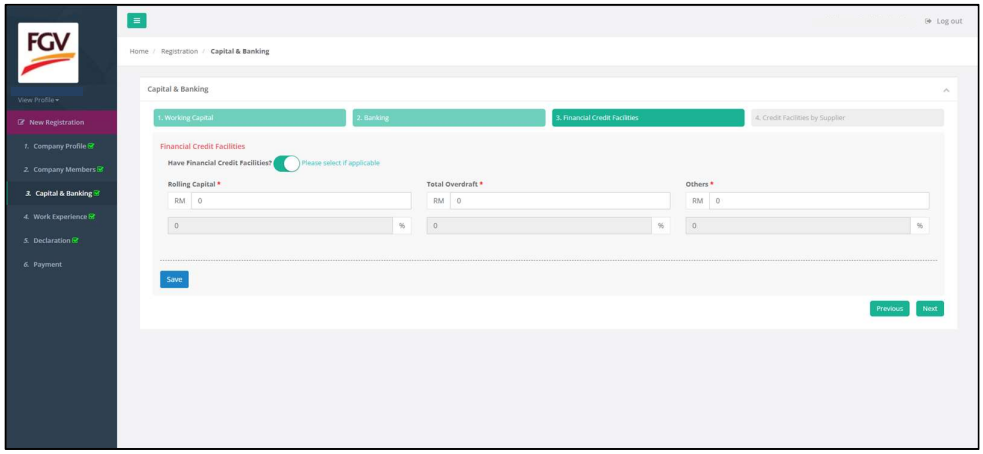
- Update Working Capital info.



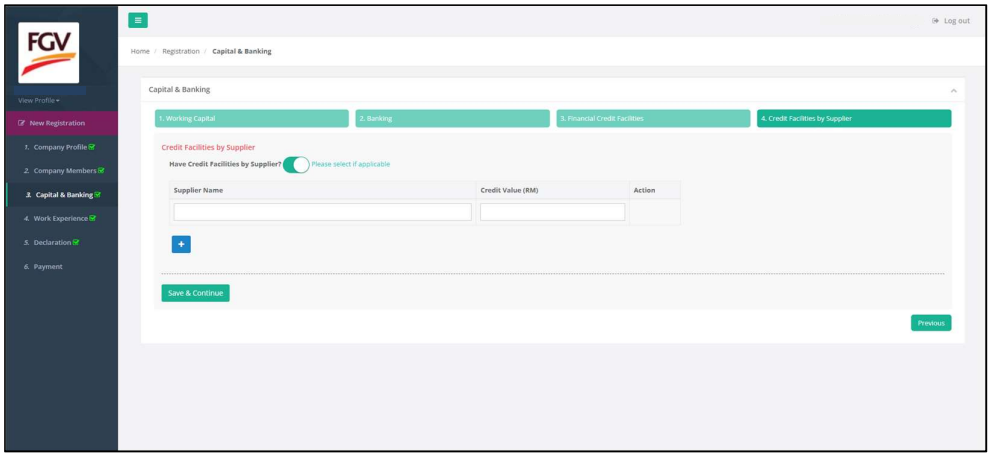
- Update Banking info.



- Update Financial Credit Facilities info (if applicable).

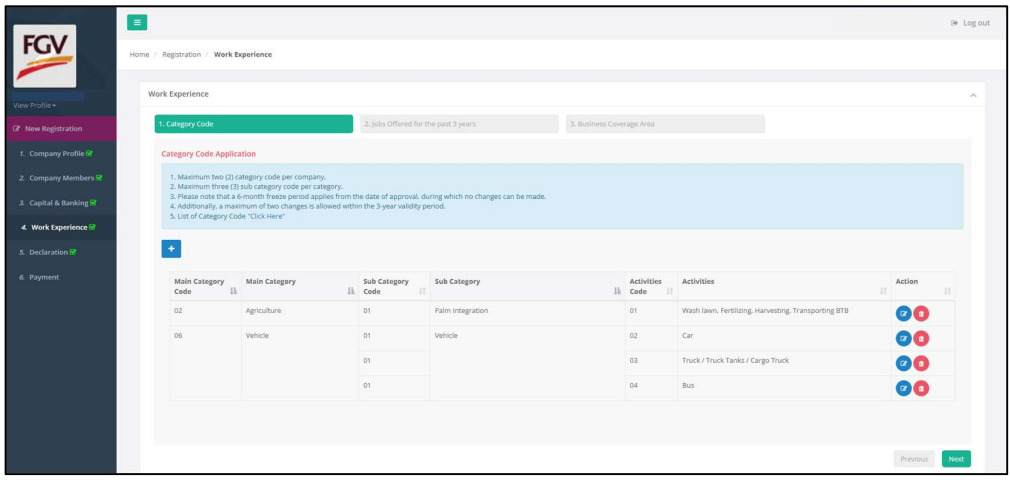


- Update Credit Facilities by Supplier info (if applicable).

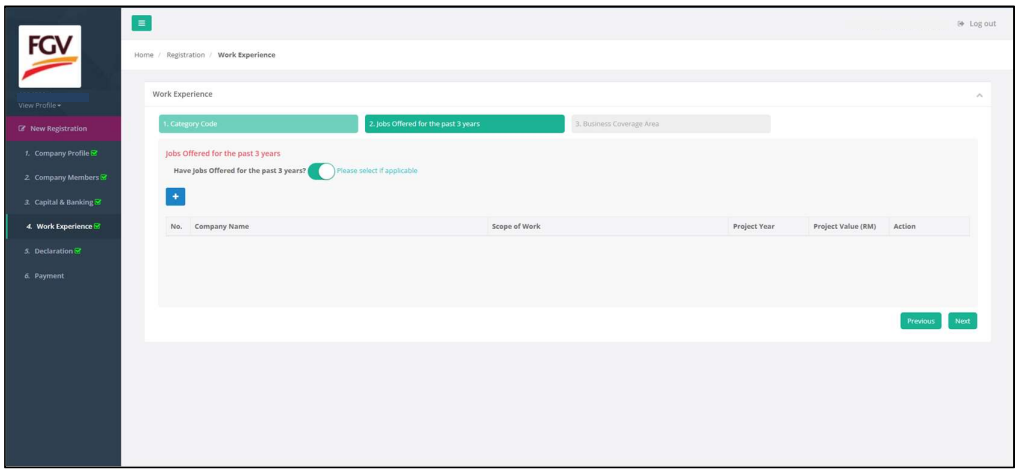


5. At Work Experience section, add **Category Code**, **Job Offered for the past 3 years**, and **Business Coverage Area** information and click button Save & Continue .

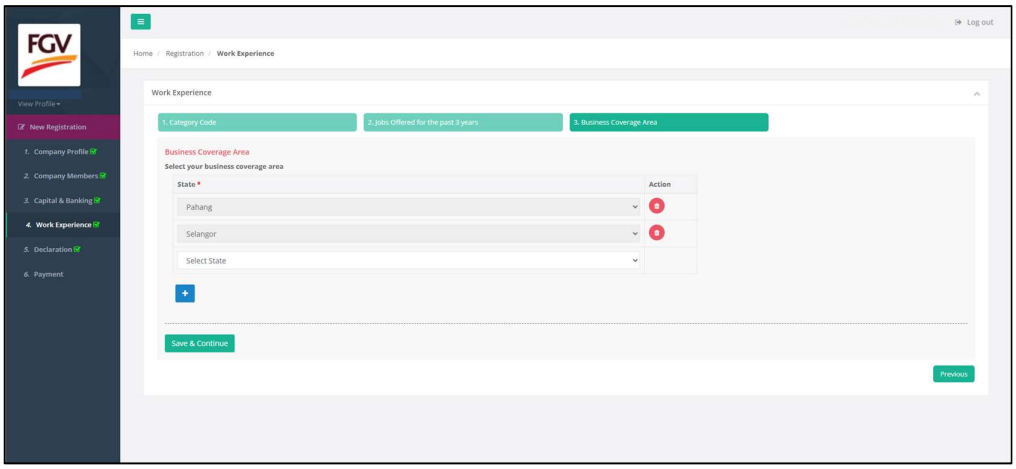
- Update Category Code info.



- Update Jobs Offered for the past 3 years info.

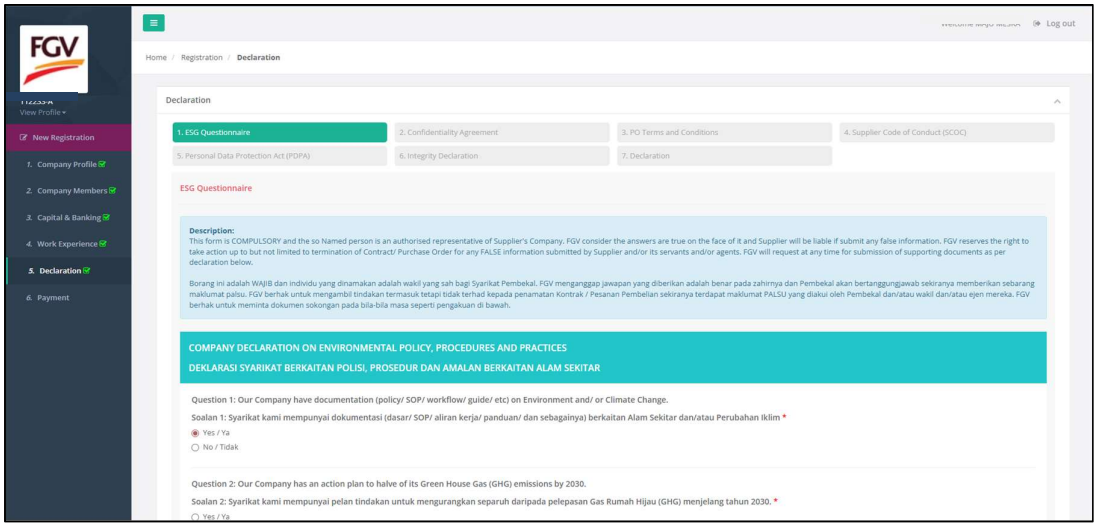


- Update Business Coverage Area info.

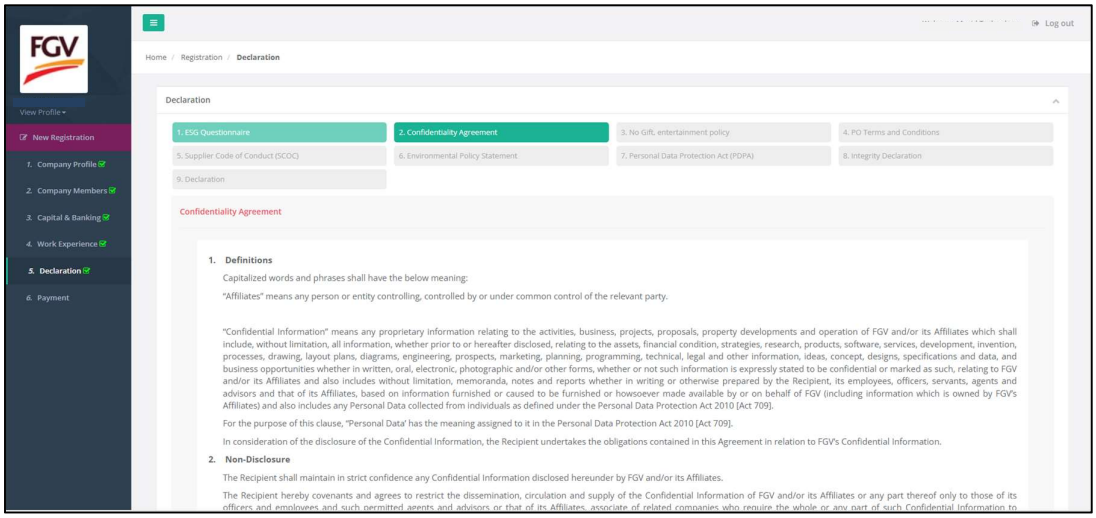


6. At Declaration section, add the following information and click button.

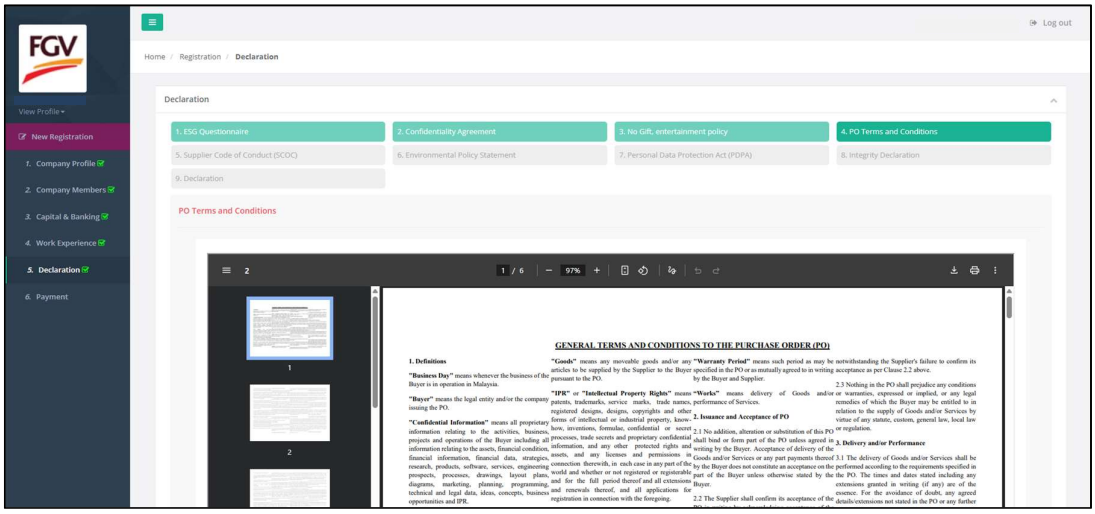
- ESG Questionnaire



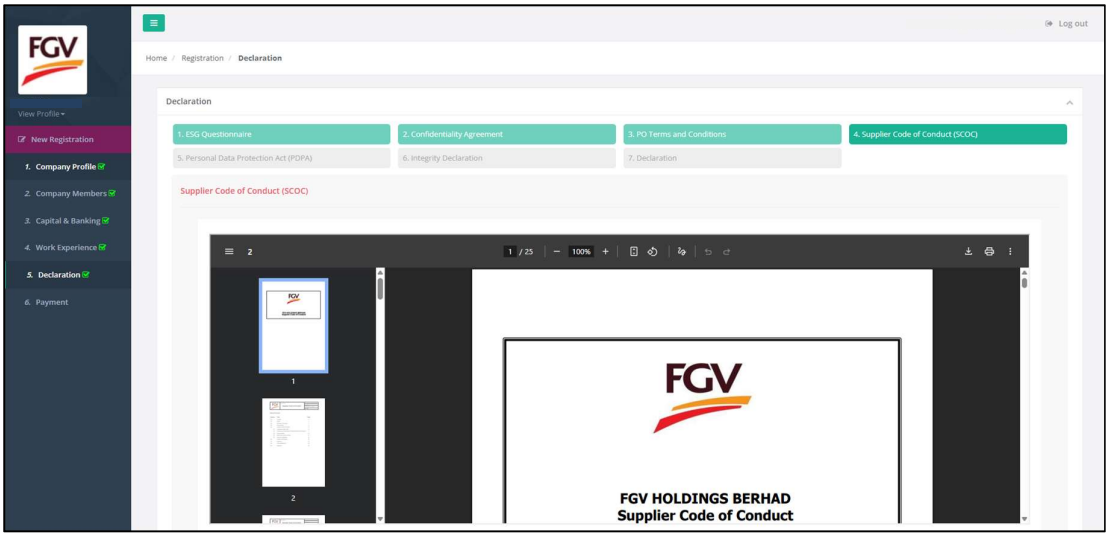
- Confidentiality Agreement



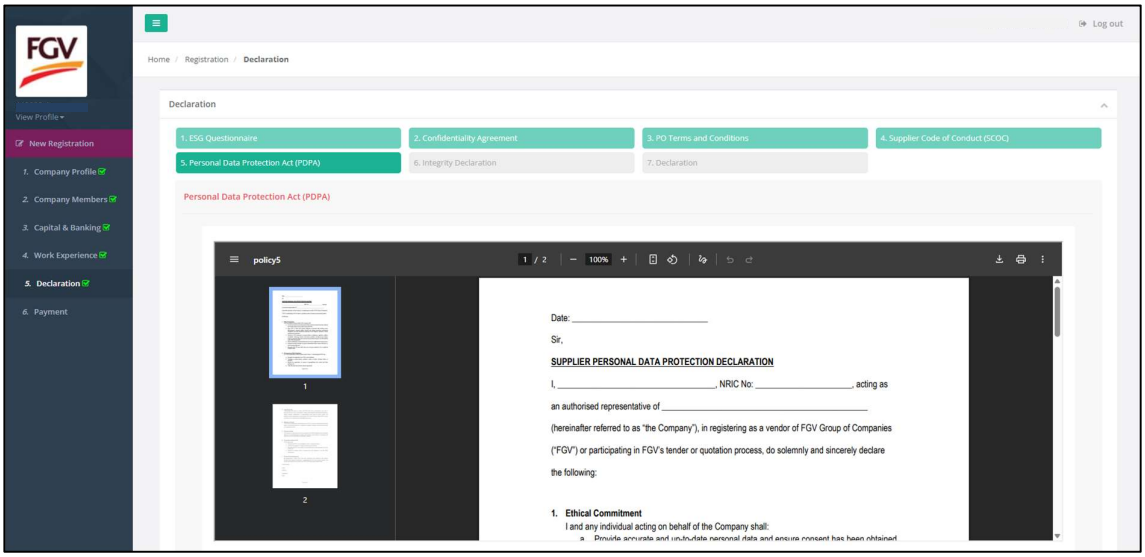
- PO Terms and Conditions



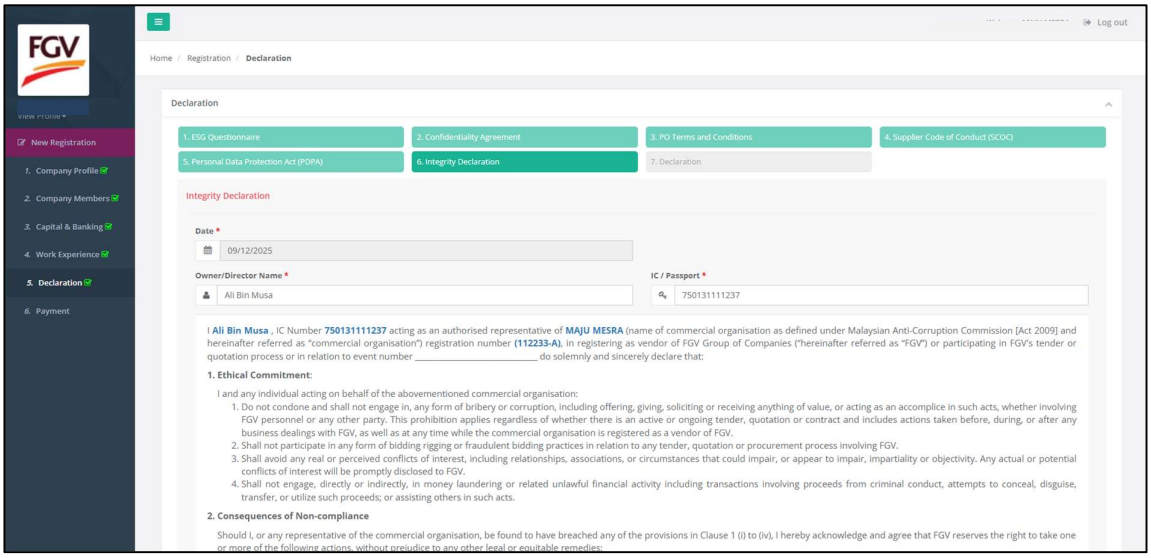
- Supplier Code of Conduct (SCOC)



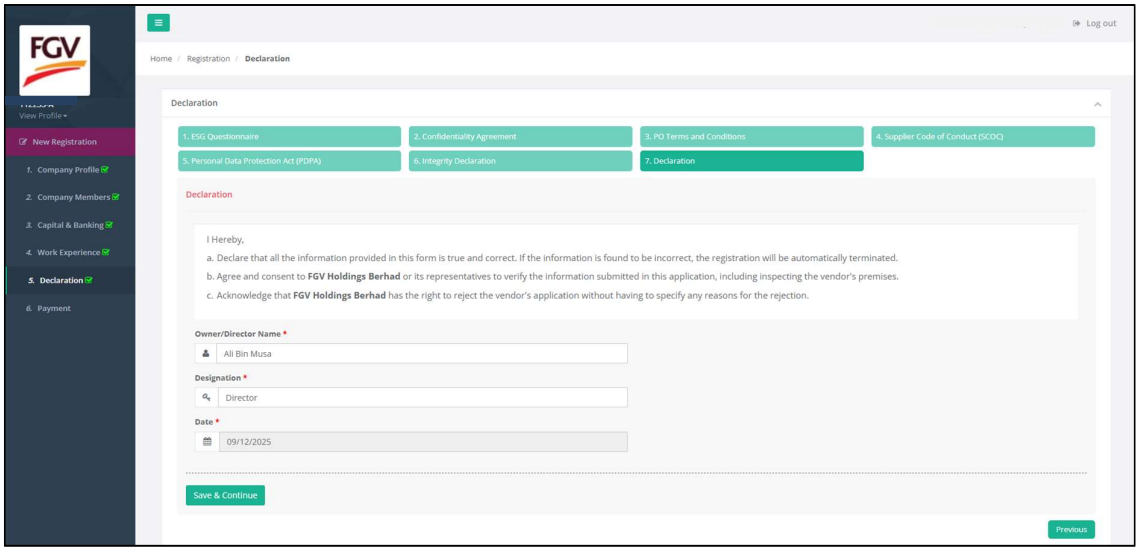
- Personal Data Protection Act (PDPA)



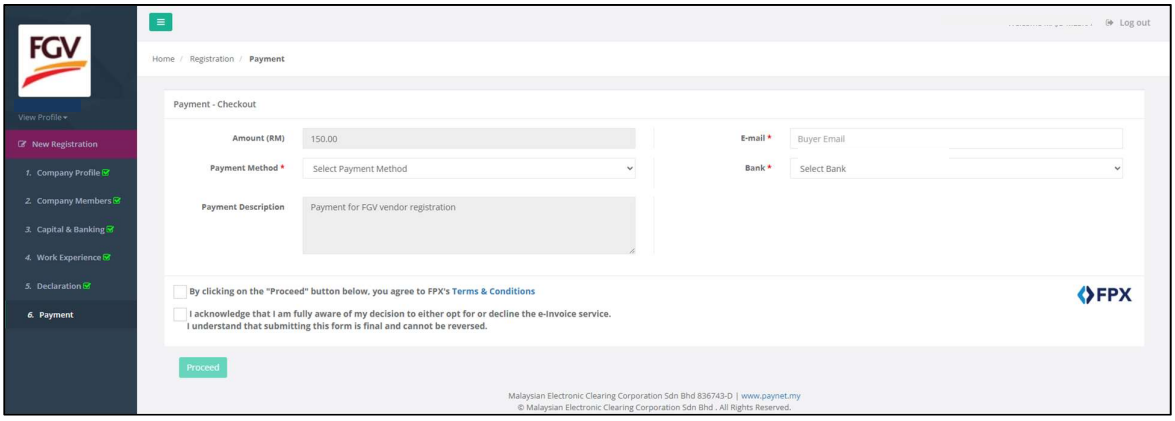
- Integrity Declaration



- Declaration



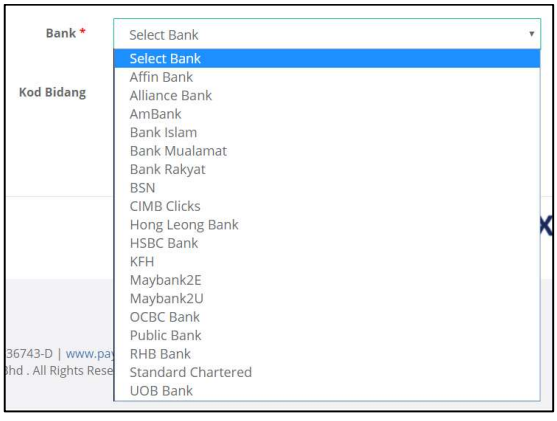
7. At Payment checkout page, user need to key-in on the following information:
   a. User email
   b. Payment method (Personal Banking/Corporate Banking)
   c. Select Bank



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

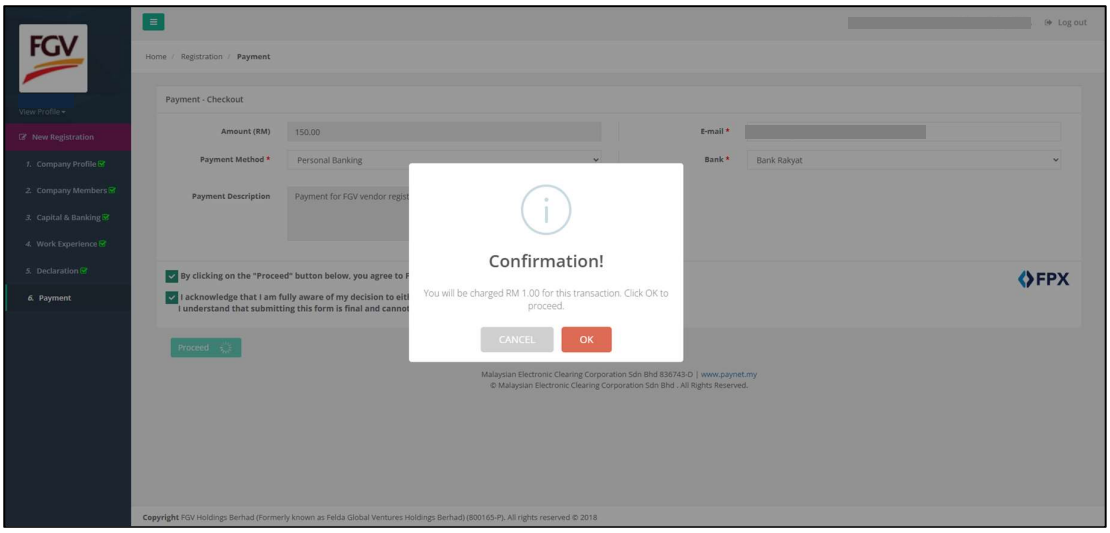


9. Select list of bank.

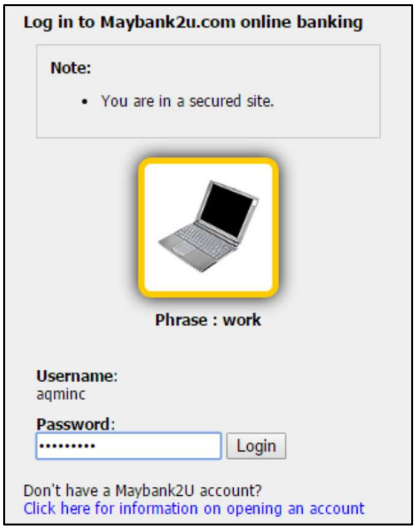


10. Tick checkbox “Agree to FPX’s Terms & Conditions” and click button **Proceed** for payment process.





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



12. Select respective account.



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

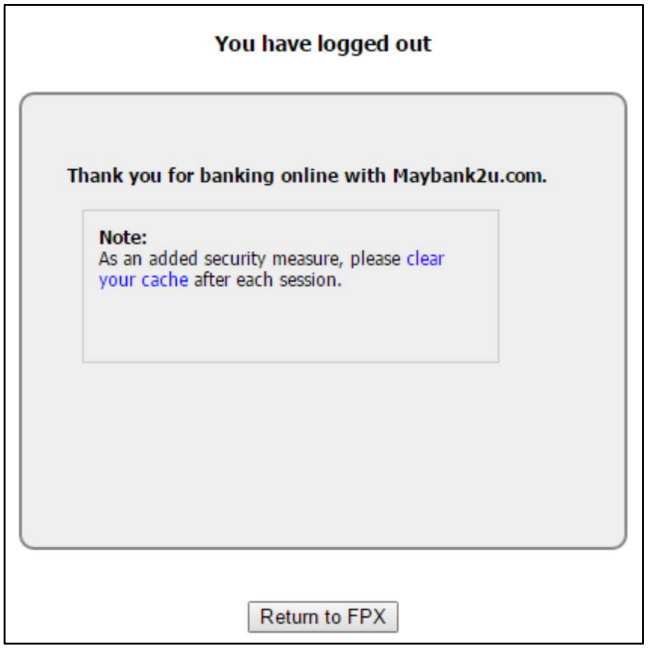


Alert. TAC number will be send to your registered mobile phone number

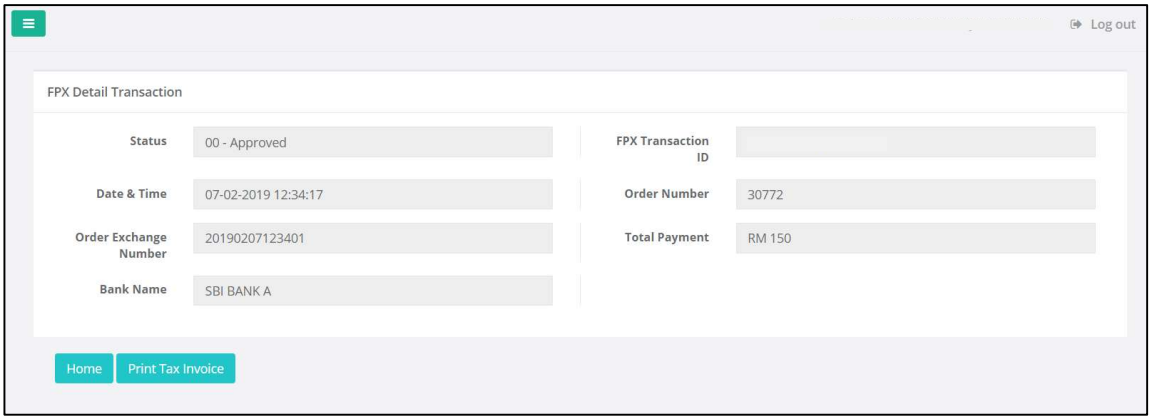
14. Once payment successful, click button **Proceed.**



15. Click button **Return to FPX**

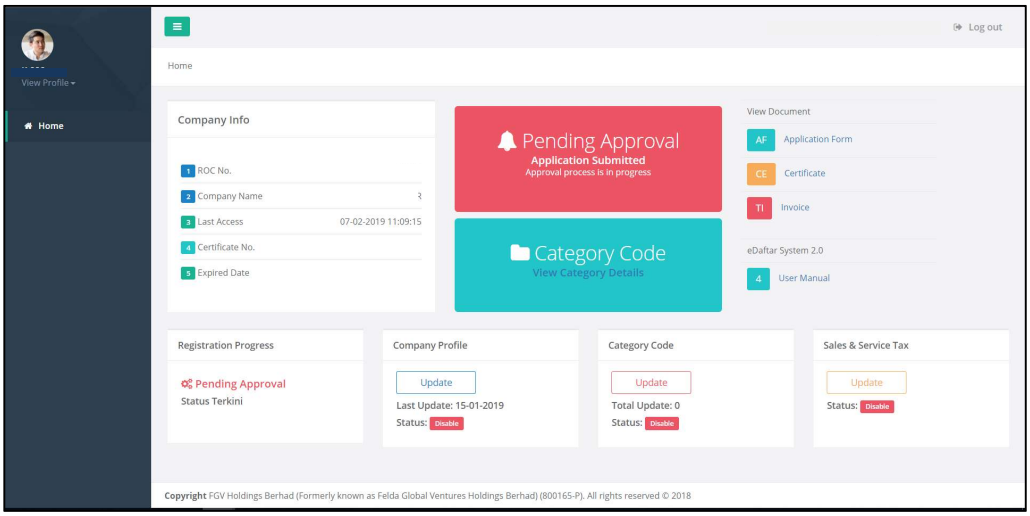


16. Once payment process completed. System will redirect to eDaftar FPX Detail Transaction. Click button **Print Invoice** to view and save payment receipt.



Application Submitted

1. Return to Home eDaftar



2. Information at eDaftar Home menu

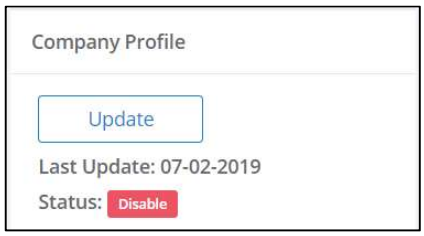
   i. Registration Progress

   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

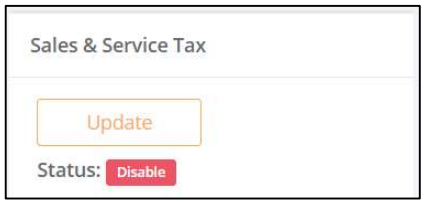
Please be informed that any addition or change of category codes can only be made after SIX (6) MONTHS from the issuance date of FGV Vendor Certificate and is limited to TWO (2) changes within a three-year period.

Kindly be reminded that vendors can only select
- Two (2) Main Category
- Three (3) Sub Category for each main category
- More than three (3) Activities



iv. Sales and Service Tax

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



v. Certificate Status

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



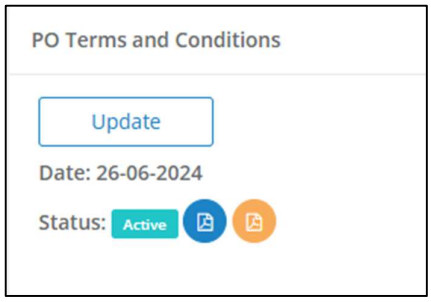
vi. Confidentiality Agreement

Confidentiality Agreement section for vendor to agree and accept.



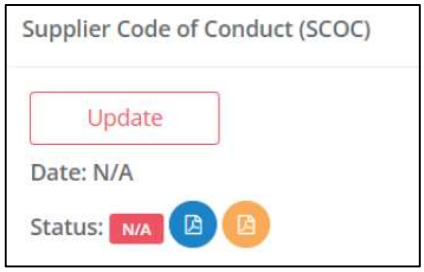
vii. PO terms and conditions

PO terms and conditions section for vendor to agree and accept.



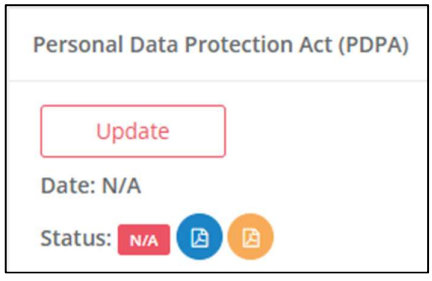
viii. Supplier Code of Conduct (SCOC)

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



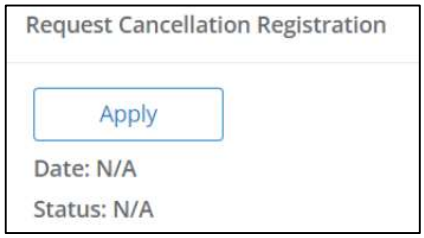
ix. Personal Data Protection Act (PDPA)

Personal Data Protection Act (PDPA) section for vendor to cancel registration.



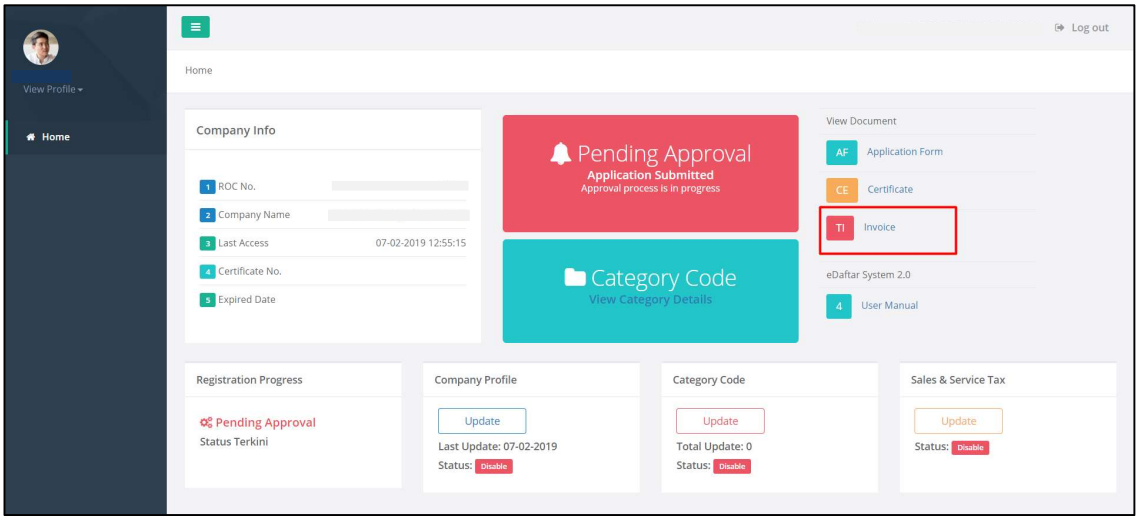
x. Request Cancellation Registration

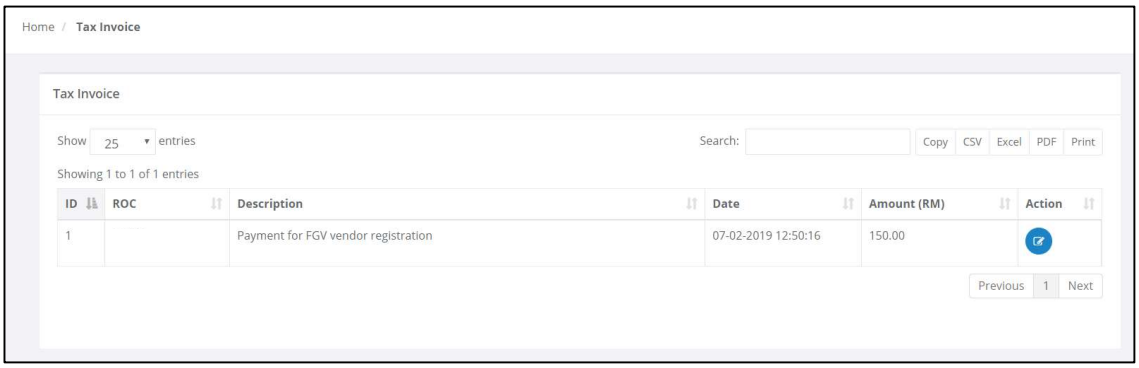
Request Cancellation Registration section for vendor to cancel registration.



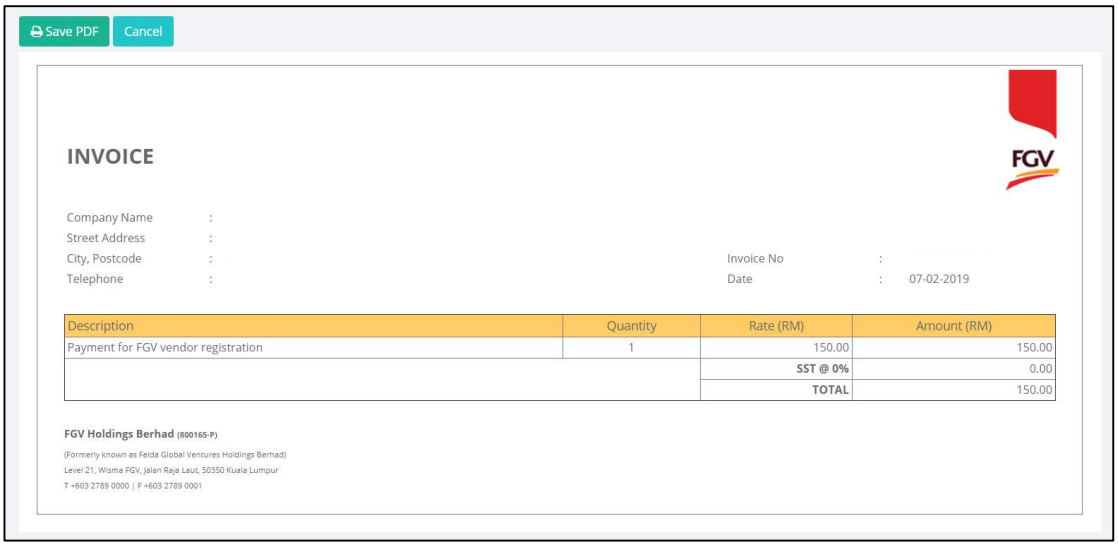
View Invoice

1. To view Invoice: Home > Invoice



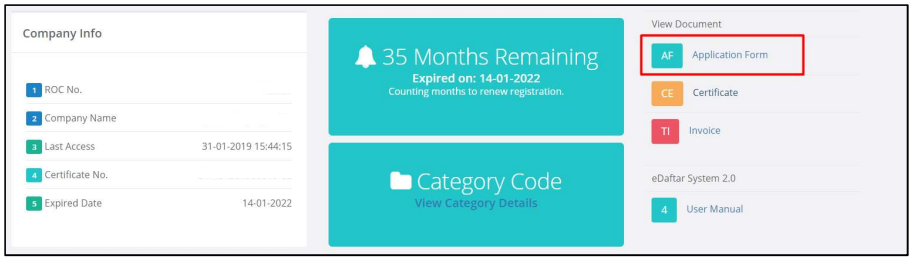


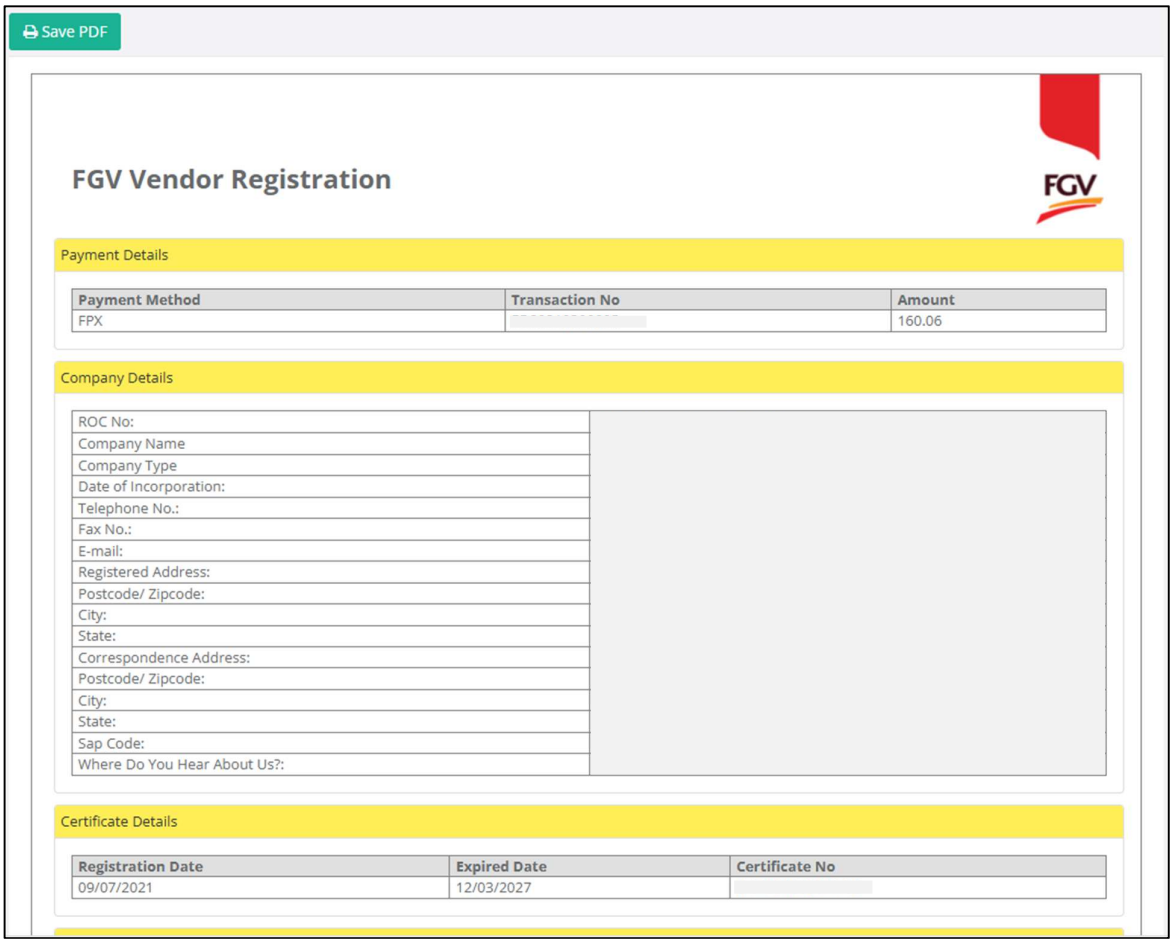
2. View invoice or save invoice to PDF



View Application Form

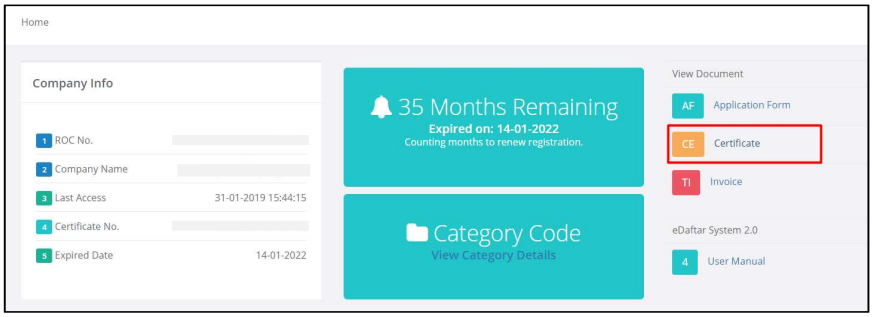
1. View Application Form: Home > Application Form

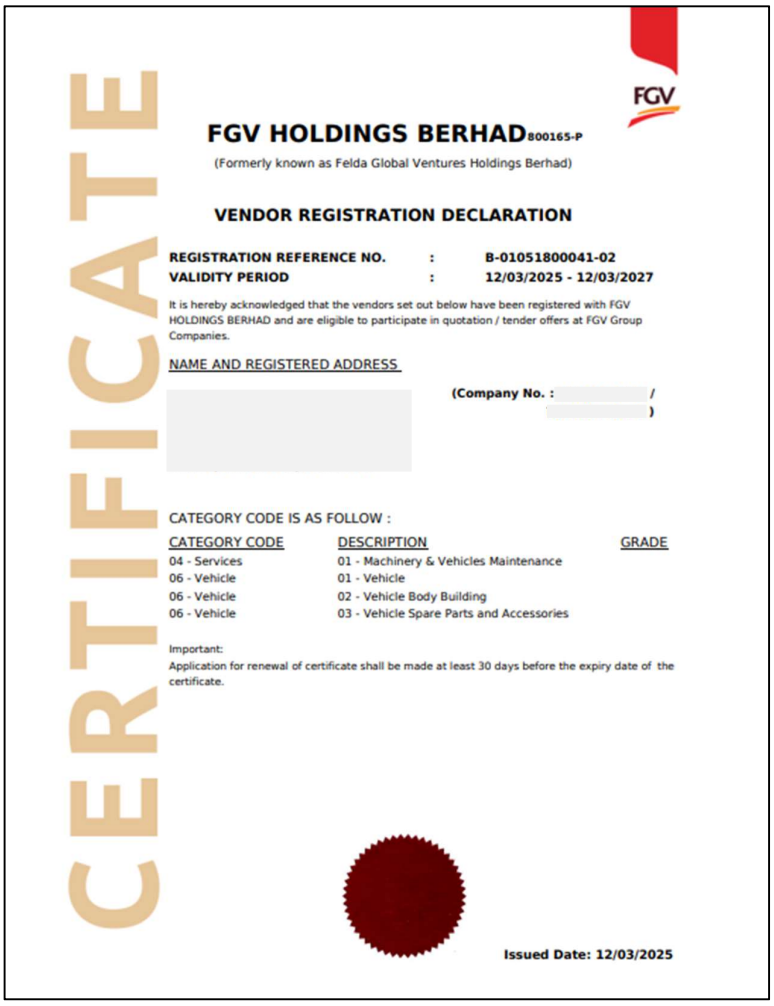




View Certificate

1. View Certificate: Home > Certificate





CERTIFICATE

FGV HOLDINGS BERHAD 800165-P

(Formerly known as Felda Global Ventures Holdings Berhad)

VENDOR REGISTRATION DECLARATION

REGISTRATION REFERENCE NO. : B-01051800041-02
VALIDITY PERIOD : 12/03/2025 - 12/03/2027

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

(Company No. : /)

CATEGORY CODE IS AS FOLLOW :

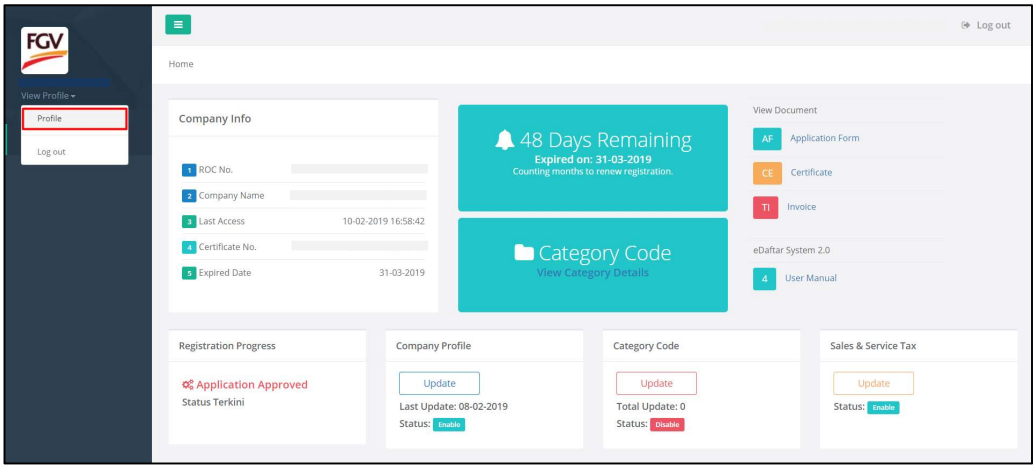
CATEGORY CODE	DESCRIPTION	GRADE
04 - Services	01 - Machinery & Vehicles Maintenance	
06 - Vehicle	01 - Vehicle	
06 - Vehicle	02 - Vehicle Body Building	
06 - Vehicle	03 - Vehicle Spare Parts and Accessories	

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

Issued Date: 12/03/2025

Reset Password

1. To reset password: Home > Profile

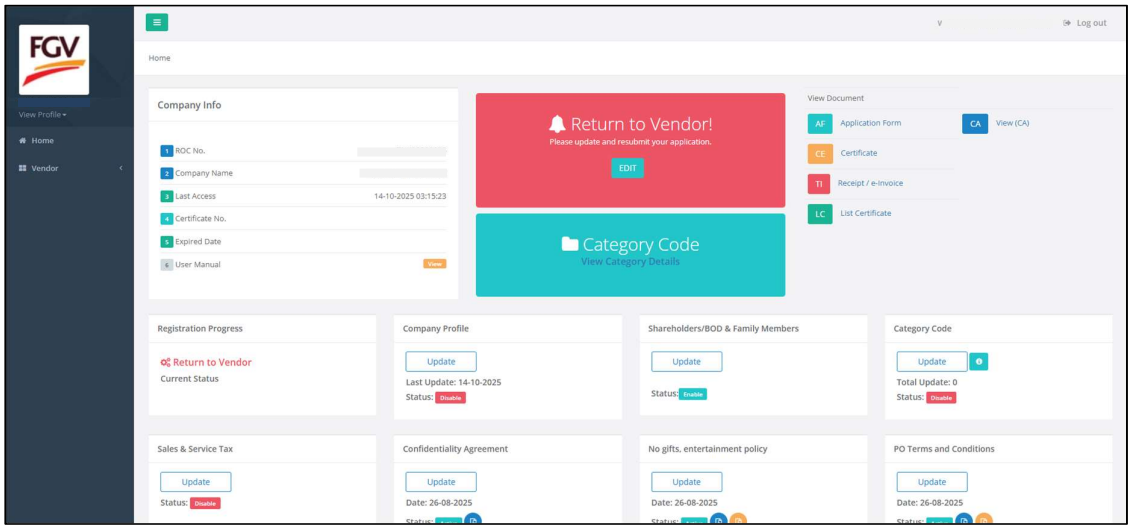


2. Update new password and click button Save

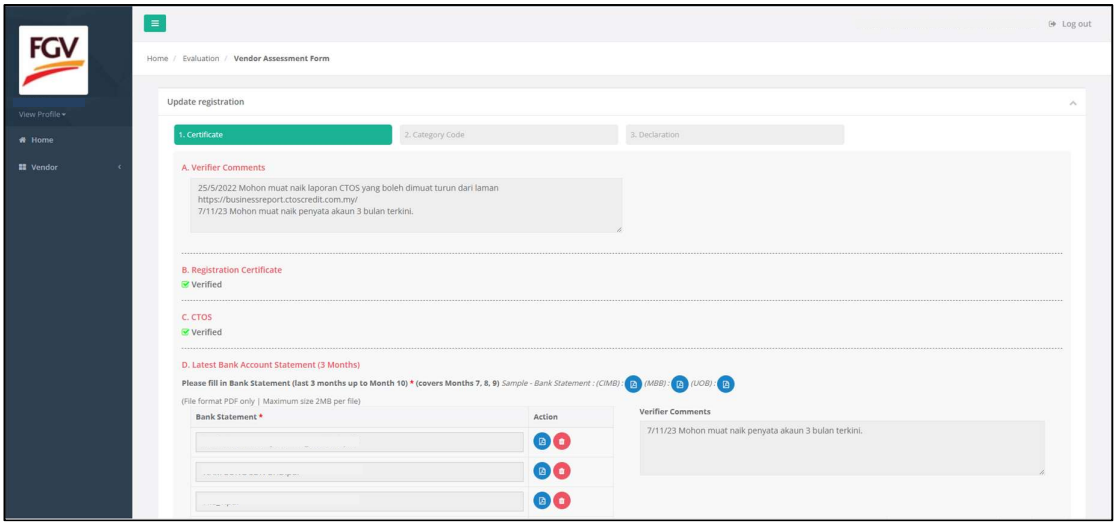


Update Application

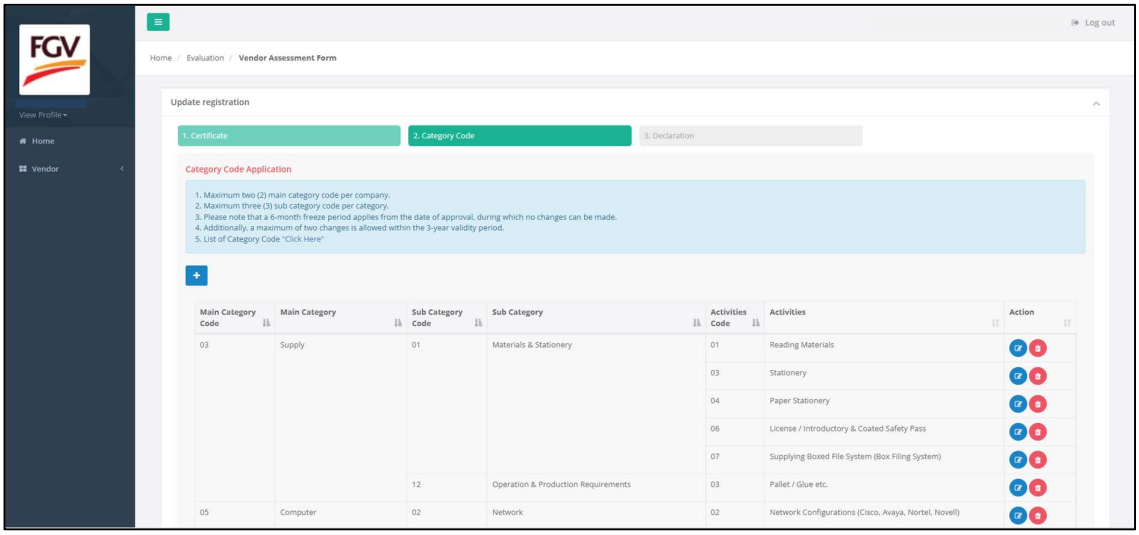
1. For Application Reject. Click EDIT button to update application.



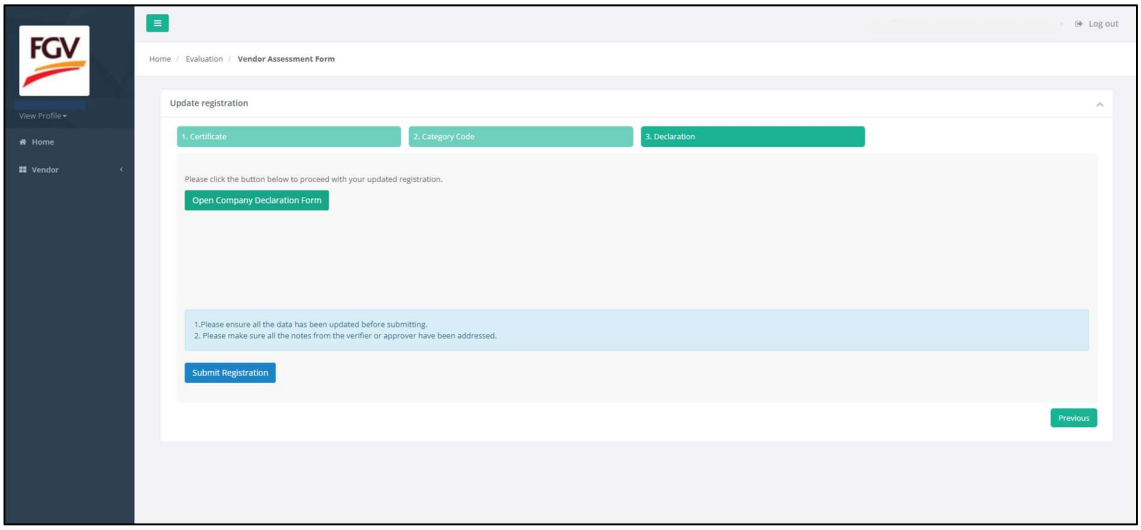
- Update Certificate info.



- Update Category Code info.

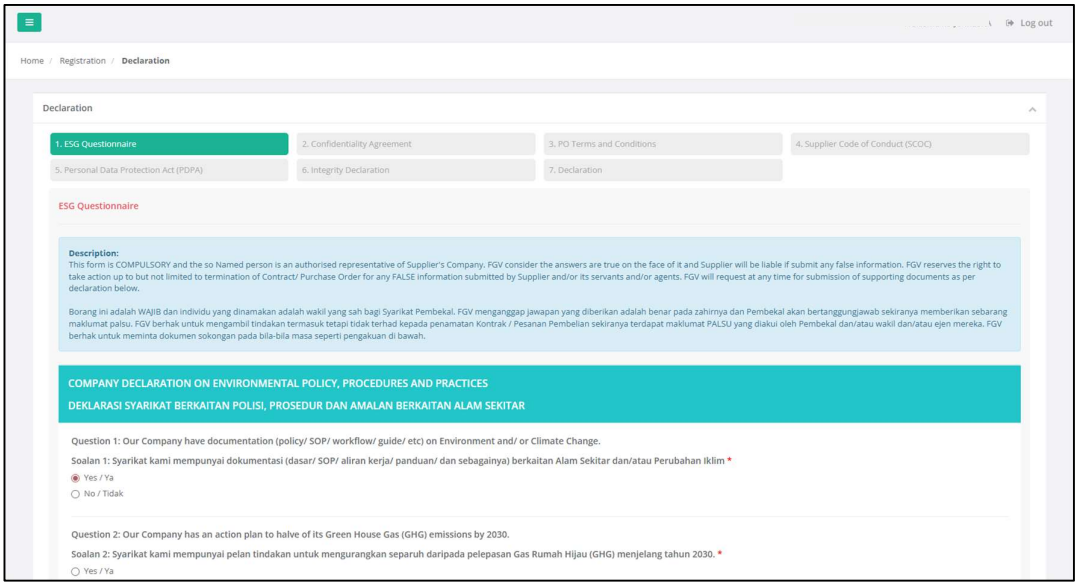


2. For Declaration click Open Company Declaration Form button to update declaration. To submit application, click Submit Registration .

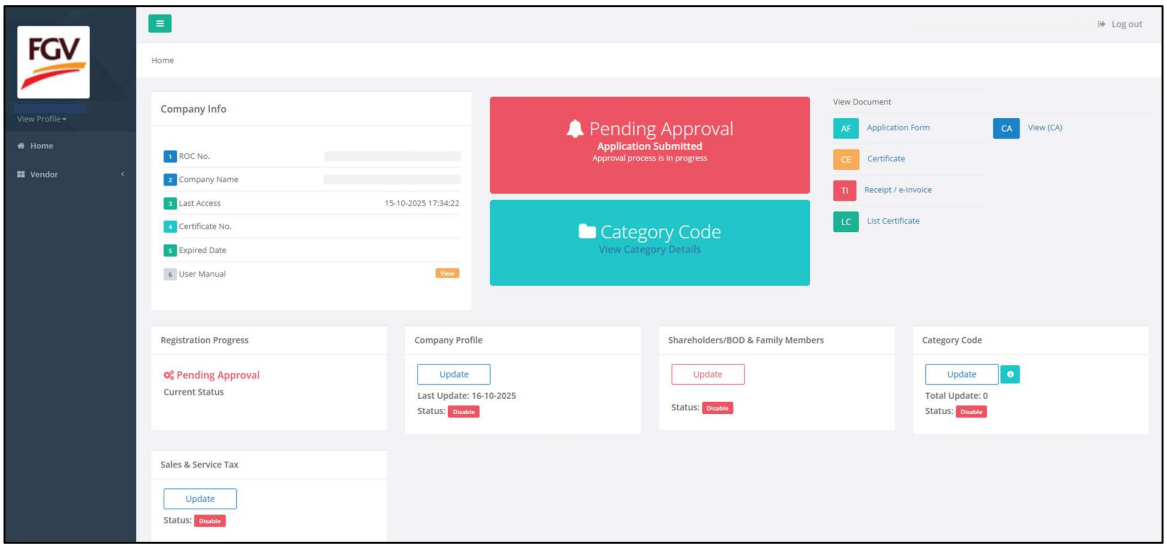


Note: Please ensure all the data has been updated before submitting and make sure all the notes from the verifier have been addressed.

- Update Declaration info.



3. After submit application, return to Home.



Note: Application will be processed within 6 working days

-END-

PANDUAN eDaftar (Pembekal)

PEMBAHARUAN PENDAFTARAN PEMBEKAL

Disember 2025
BM Versi 1.0

FGV HOLDINGS BERHAD
(Dahulu dikenali sebagai Felda Global Ventures Holdings Berhad)
Bahagian Kumpulan Perolehan, Tingkat 13, Wisma FGV, Jalan Raja Laut, 50350, Kuala Lumpur

Kandungan

1. Pembaharuan Pendaftaran Pembekal 2

2. Kemas kini Maklumat Pembekal 6

3. Permohonan Telah Dihantar 21

4. Semak Invois 25

5. Lihat Borang Permohonan 27

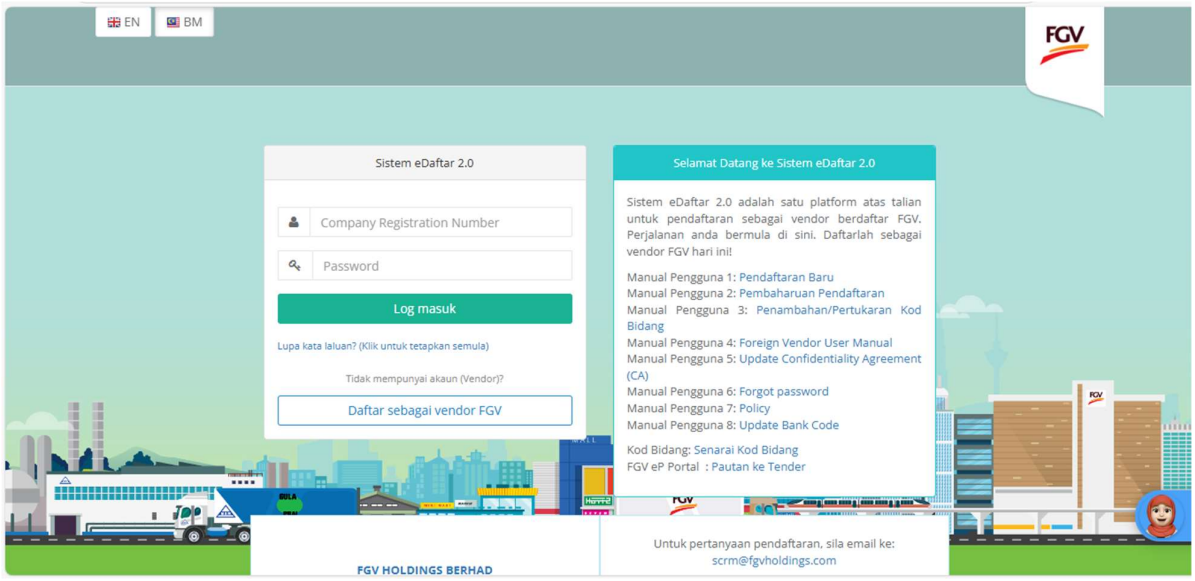
6. Lihat Sijil 28

7. Tetapan Semula Kata Laluan 29

8. Kemaskini Permohonan 30

Pembaharuan Pendaftaran Pembekal

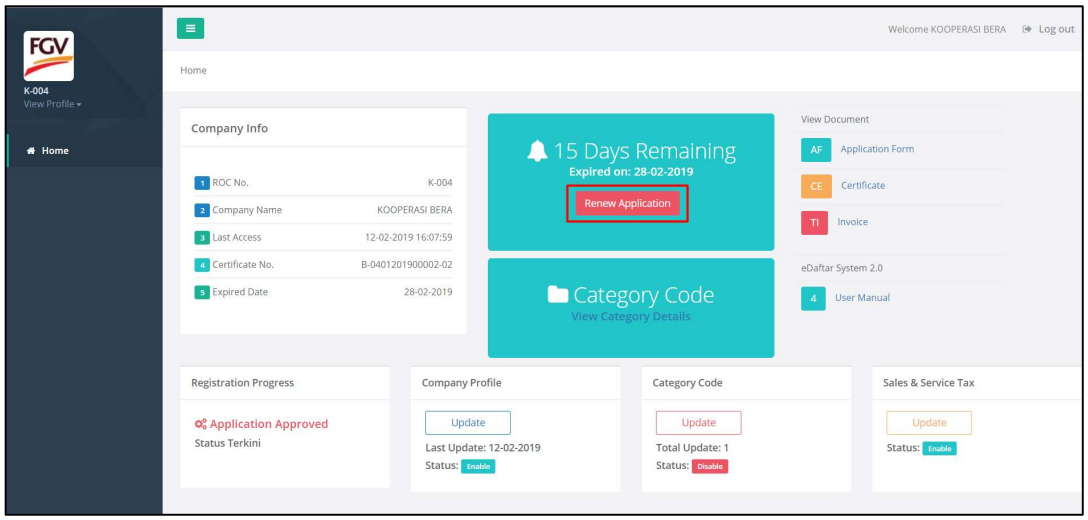
1. Pada skrin log masuk, sila log masuk dengan menggunakan nama pengguna dan kata laluan eDaftar. Klik butang Log masuk untuk meneruskan.



Maklumat

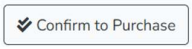
Bendera	Keterangan
	eDaftar menggunakan pelbagai bahasa: 1. EN – English 2. BM – Bahasa Malaysia

2. Pada skrin Utama, klik butang Renew Application untuk meneruskan pembaharuan pendaftaran pembekal. Untuk pembekal ROC/ROB, Anda akan diarahkan ke halaman maklumat SSM e-Info.

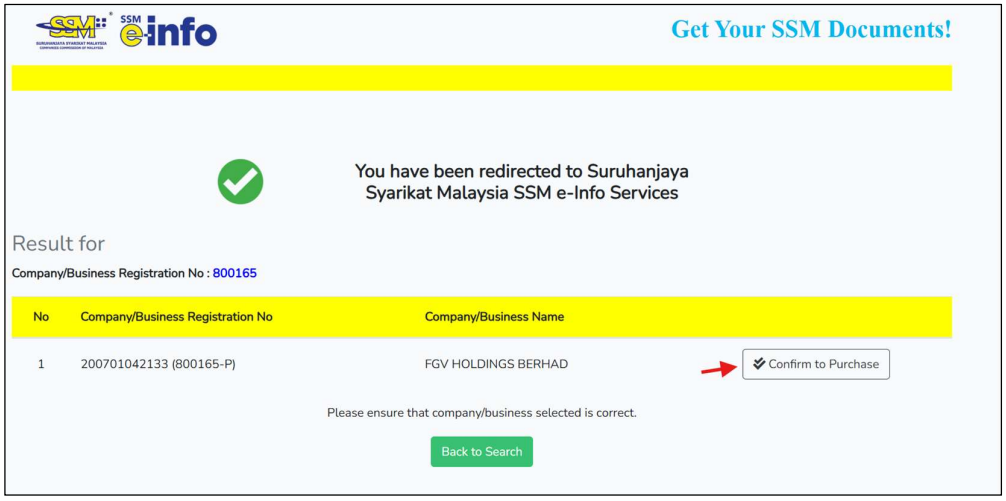


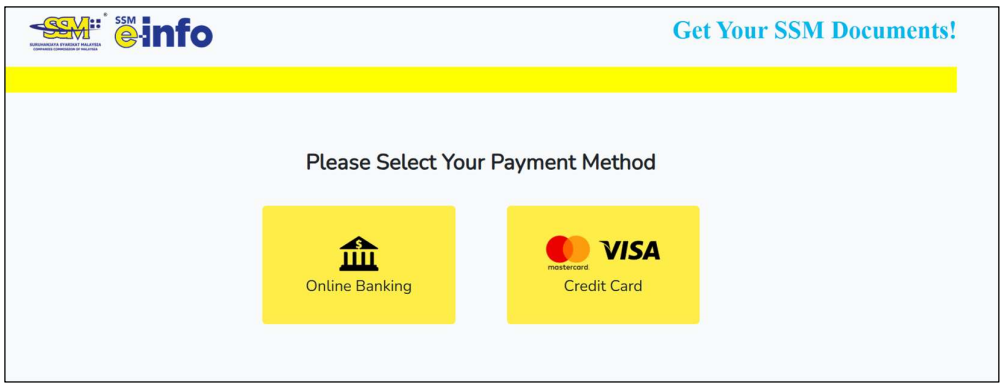
Maklumat

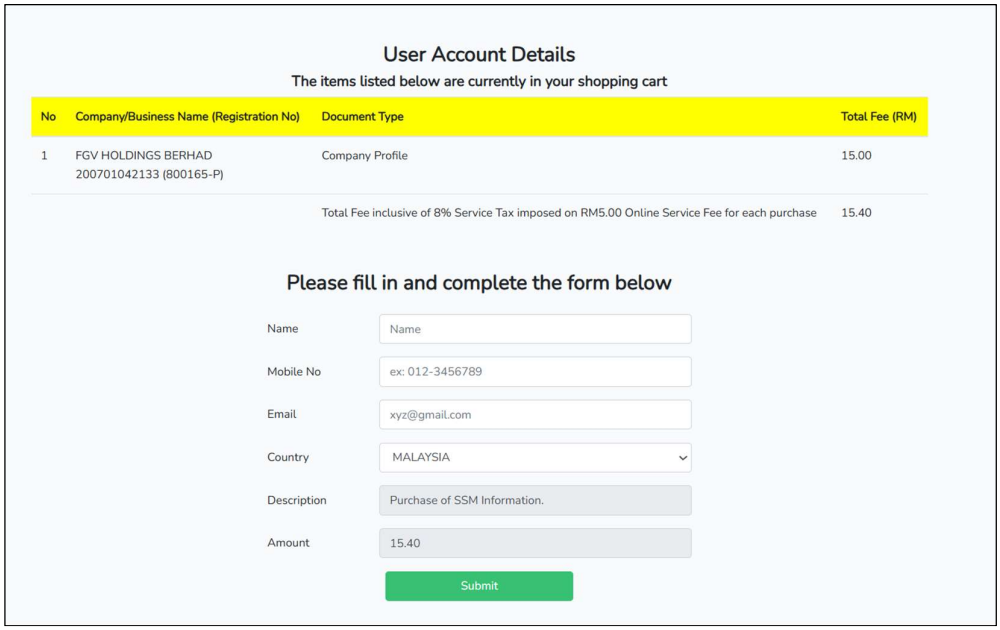
Syarat Pembaharuan	Keterangan
Syarat 1: Pembaharuan satu bulan sebelum tamat tempoh	1. Caj pembaharuan: RM 150.00 2. Tiada caj penalti
Syarat 2: Pembaharuan selepas tarikh tamat tempoh	1. Caj pembaharuan: RM 150.00 2. Tiada caj penalti: RM 150.00
Syarat 3: Pembaharuan selepas satu tahun tamat tempoh	1. Tidak boleh mohon semula - perlu membuat pendaftaran baharu 2. Caj seperti pendaftaran baharu
Syarat 4: Pembekal Disenarai Hitam	1. Tidak boleh memohon semula sehinnga tempoh penyenaraihitaman tamat

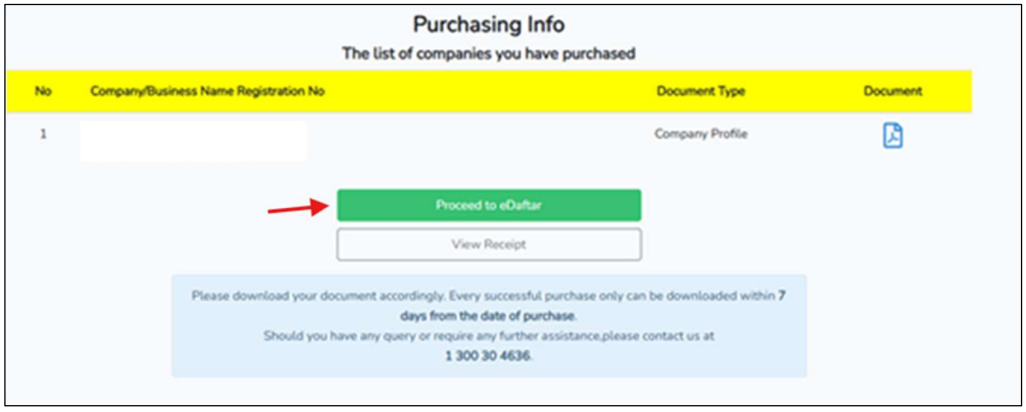
3. Klik butang 

untuk meneruskan dan ikuti arahan sehingga melihat butang 'Teruskan ke eDaftar' untuk melengkapkan transaksi. Muat turun resit dan Muat turun pdf dari halaman ini.

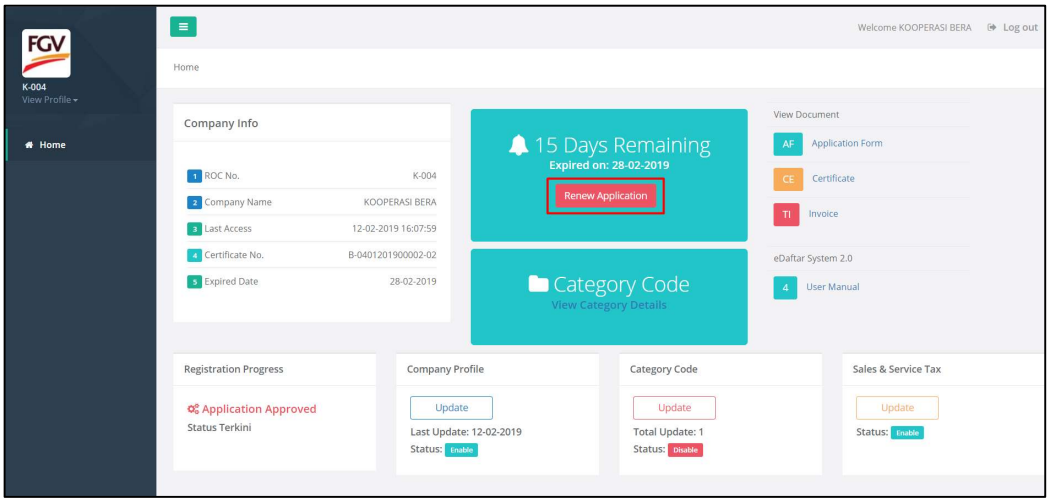








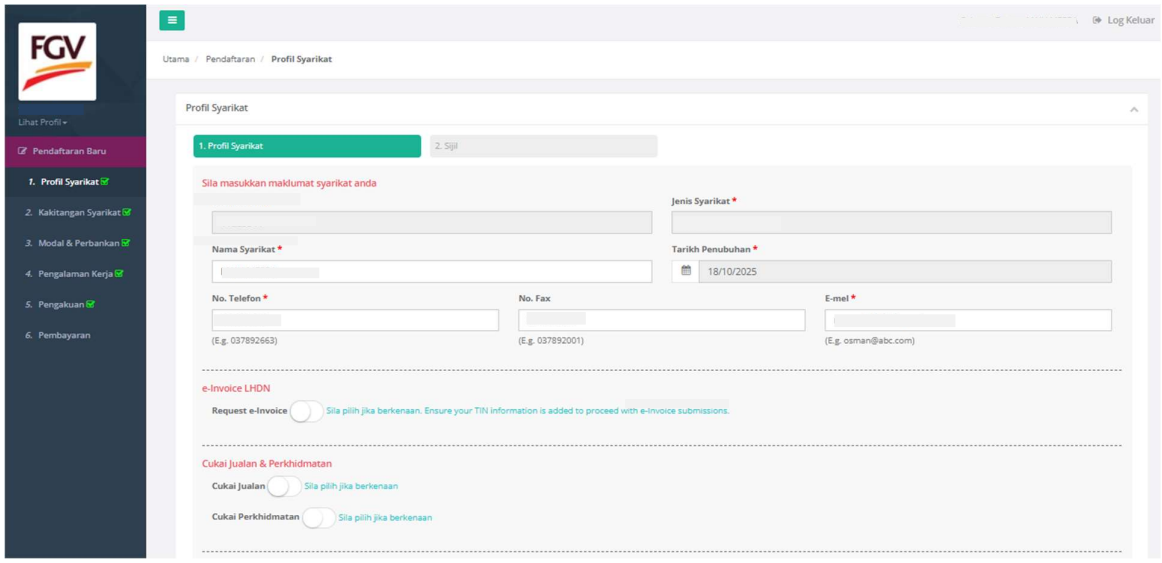
4. Untuk syarikat yang tidak berdaftar dengan SSM, sila klik butang **Pembaharuan** (Renew Application).



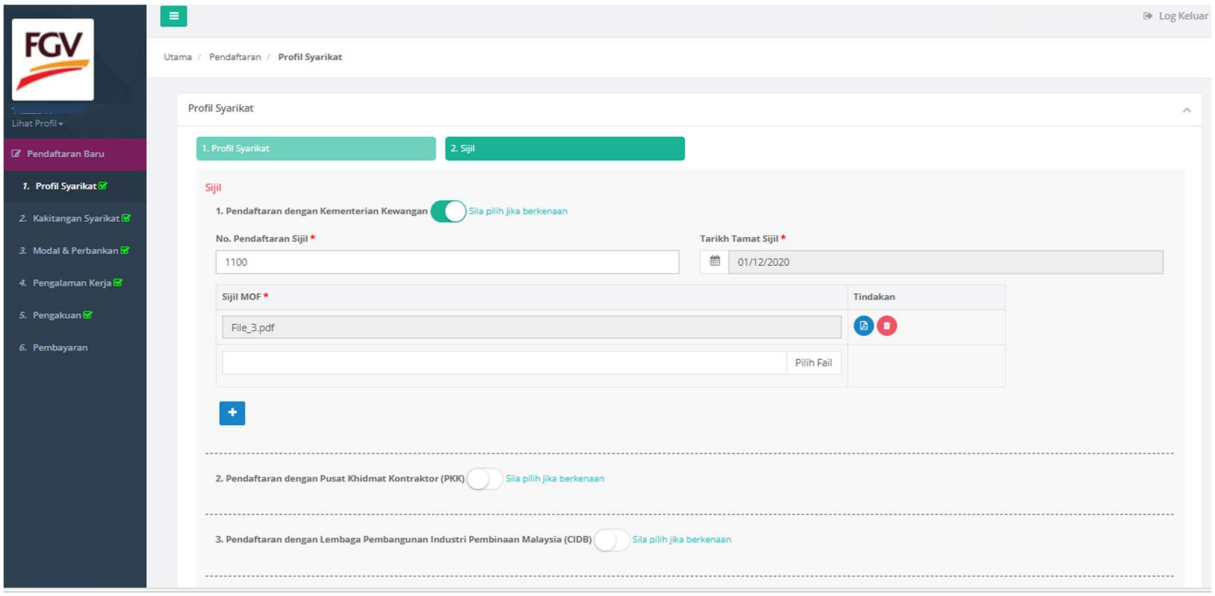
Kemas kini Maklumat Pembekal

1. Di bahagian Profil Syarikat, tambah maklumat **Profil Syarikat**, **Setiausaha Syarikat** dan **Sijil**

- Kemaskini maklumat Profil Syarikat.



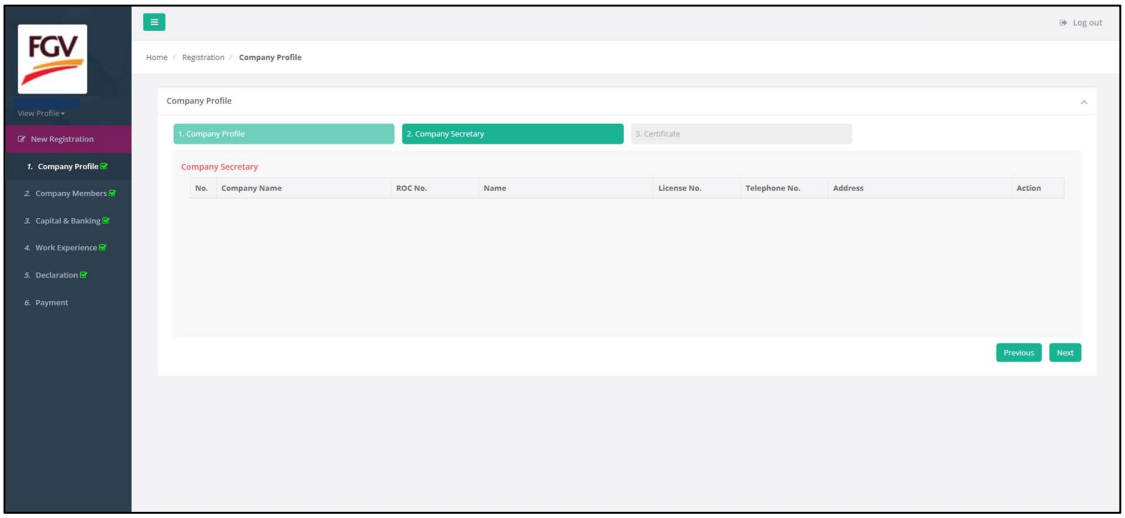
- Kemaskini maklumat Sijil.



Maklumat

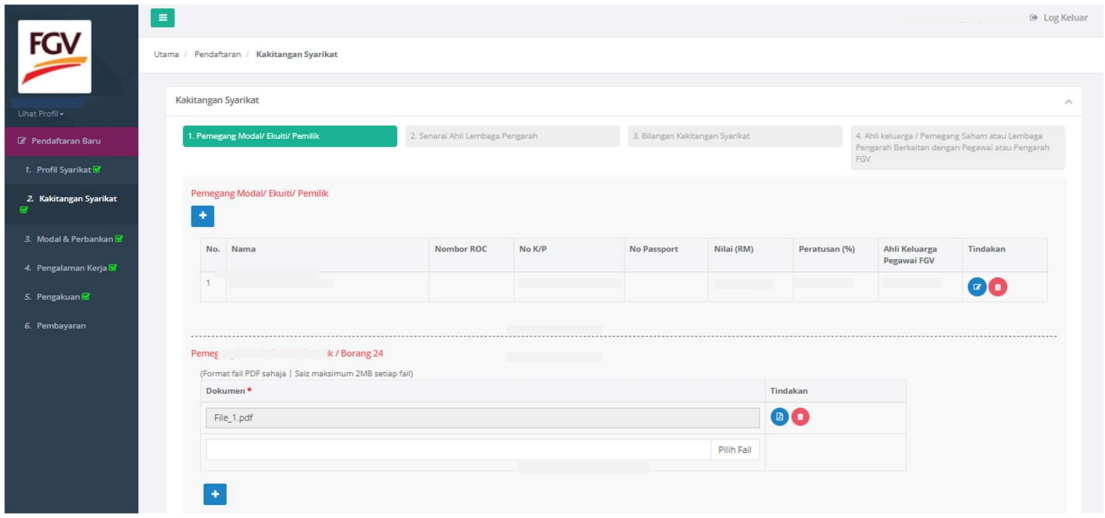
Sila muat naik sijil terkini. Sistem eDaftar akan mengesahkan fail, jika gagal (cth., had saiz terlampaui atau tamat tempoh), mesej ralatakan muncul, dan anda tidak boleh meneruskan sehingga ia dibetulkan.

- Tambah maklumat Setiausaha Syarikat.



Tab Setiausaha Syarikat hanya tersedia untuk jenis syarikat Bhd dan Sdn Bhd

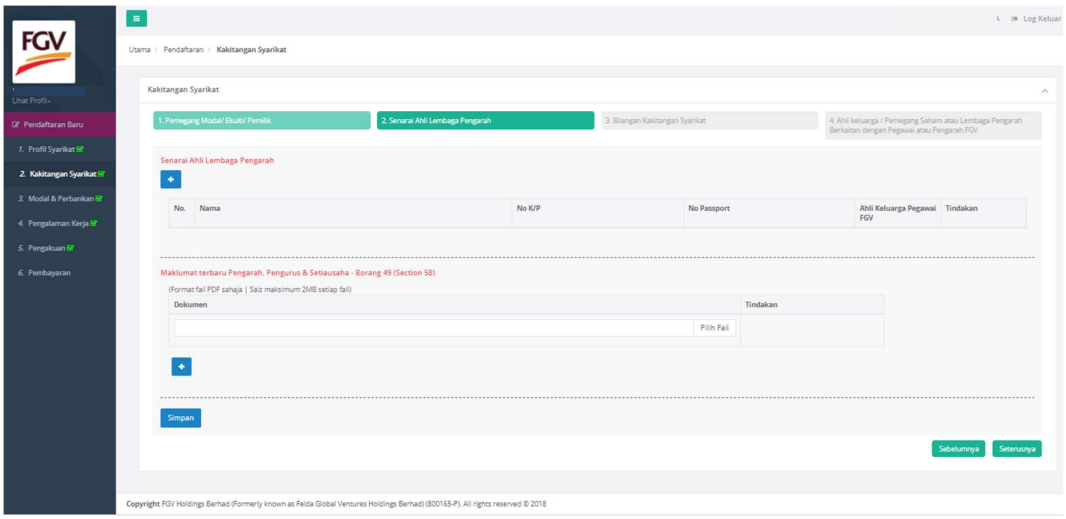
2. Di bahagian Ahli Syarikat, tambah maklumat Pemegang Saham, Lembaga Pengarah (BOD) dan Struktur Tenaga Kerja dan klik butang Simpan & Teruskan .



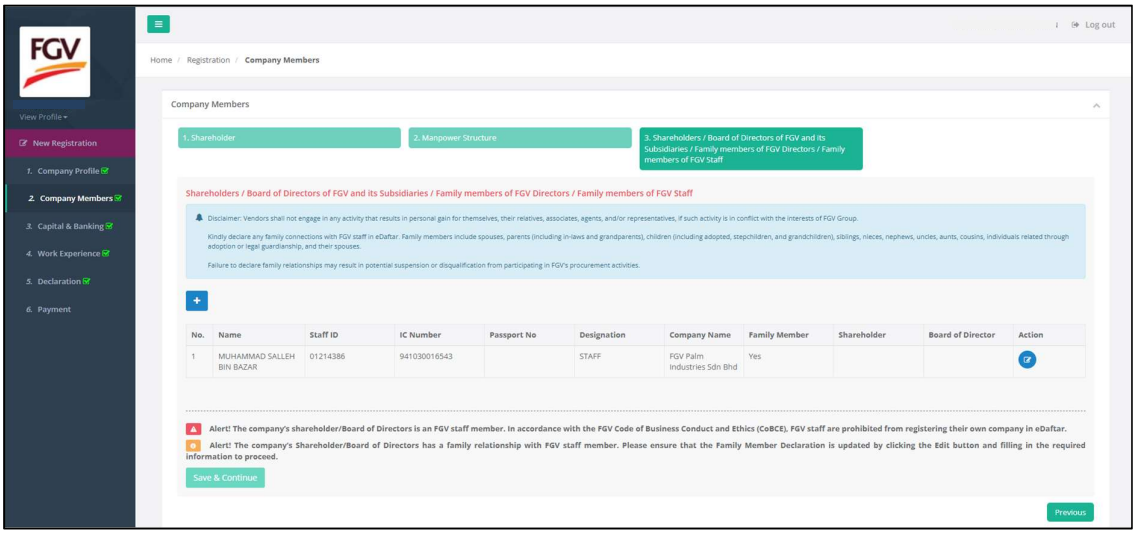
Amaran:

- Pemegang saham/Lembaga Pengarah syarikat adalah kakitangan FGV. Selaras dengan Kod Perlakuan Perniagaan dan Etika FGV (CoBCE), kakitangan FGV dilarang mendaftarkan syarikat sendiri dalam eDaftar.
- Pemegang Saham/Lembaga Pengarah syarikat mempunyai hubungan keluarga dengan kakitangan FGV. Sila pastikan Pengisytiharan Ahli Keluarga dikemaskini dengan mengklik butang Edit dan mengisi maklumat yang diperlukan untuk meneruskan.

- Tambah maklumat Struktur Tenaga Kerja.



- Tambah maklumat Pemegang Saham / Lembaga Pengarah FGV dan Anak Syarikatnya / Ahli keluarga Pengarah FGV / Ahli keluarga Kakitangan FGV (jika berkenaan).

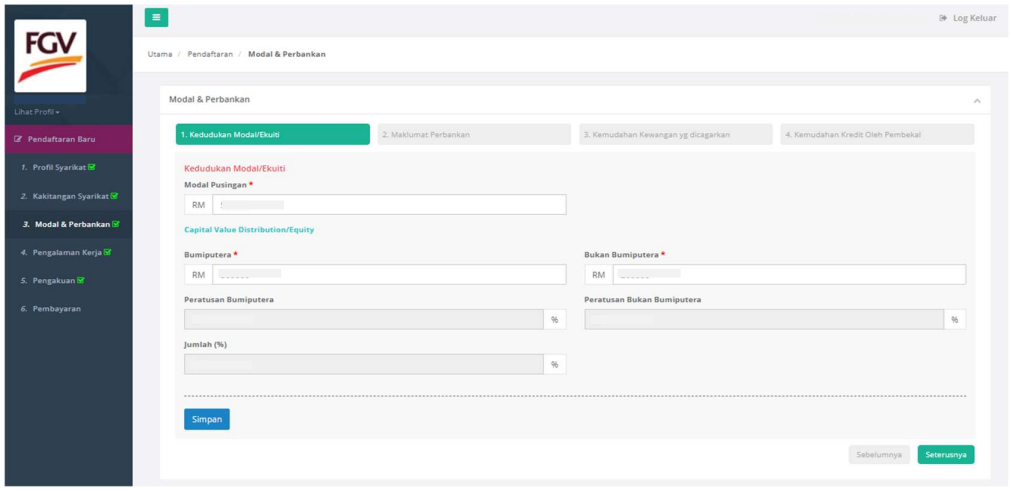


3. Untuk syarikat tidak berdaftar dengan SSM, sila muat naik fail **Pulangan Peruntukan Saham – Borang 24.** Sebagai alternatif, anda boleh memuat naik atau menambah Lesen Perniagaan sebagai dokumen sokongan.

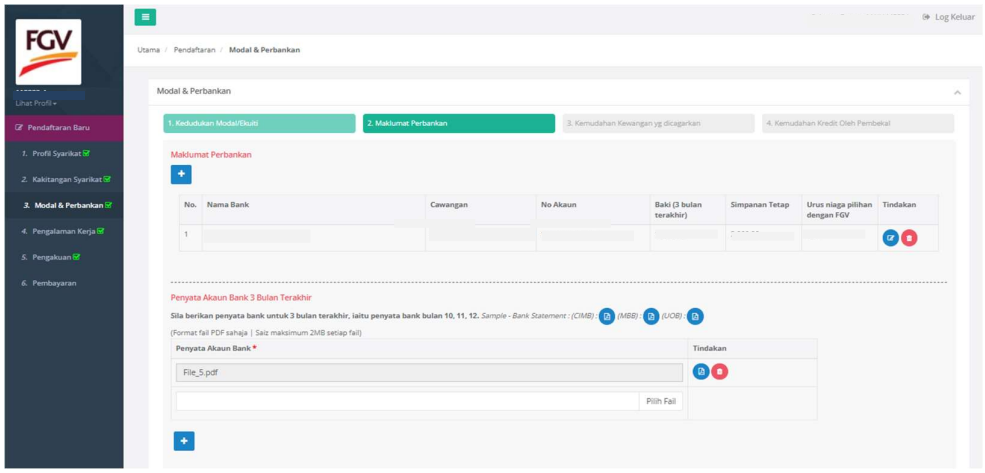


4. Di bahagian Modal & Perbankan, tambah maklumat **Modal Kerja, Perbankan, Kemudahan Kredit Kewangan, dan Kemudahan Kredit oleh Pembekal** dan klik butang Simpan & Teruskan .

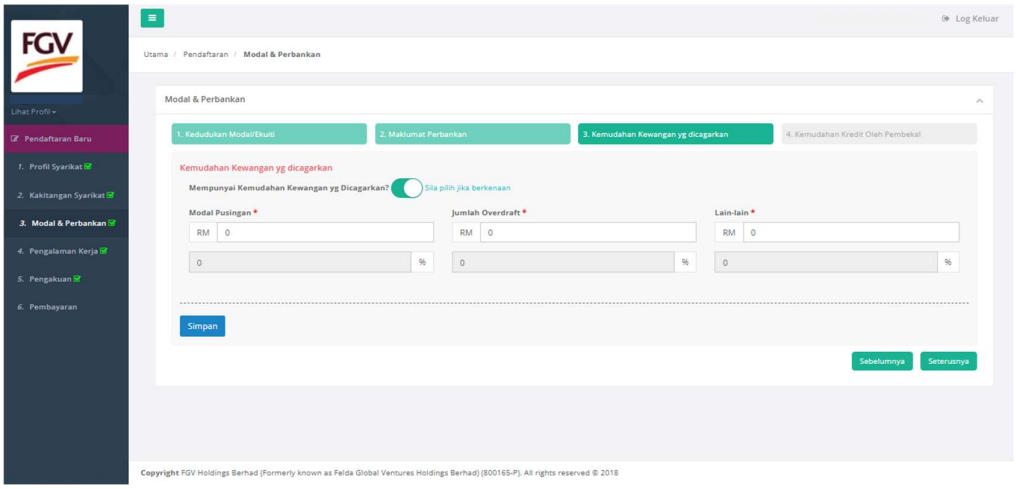
- Kemaskini maklumat Modal Kerja.



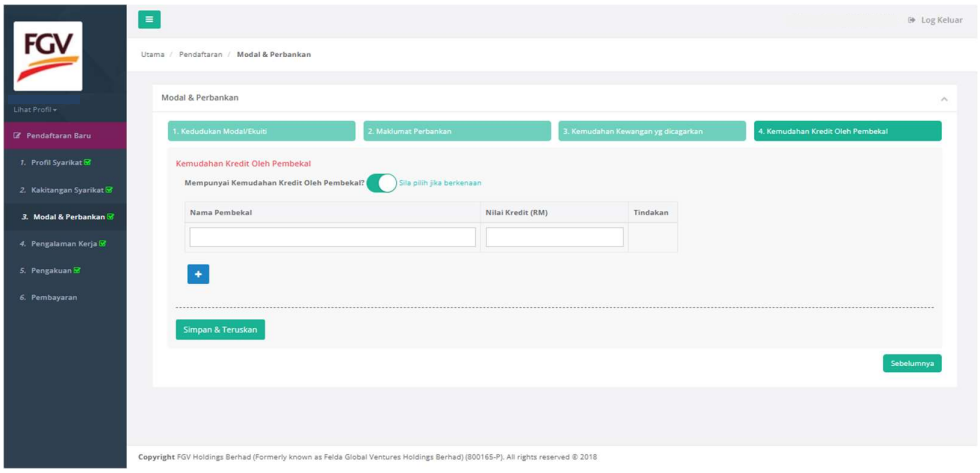
- Kemaskini maklumat Perbankan.



- Kemaskini maklumat Kemudahan Kredit Kewangan (jika berkenaan).

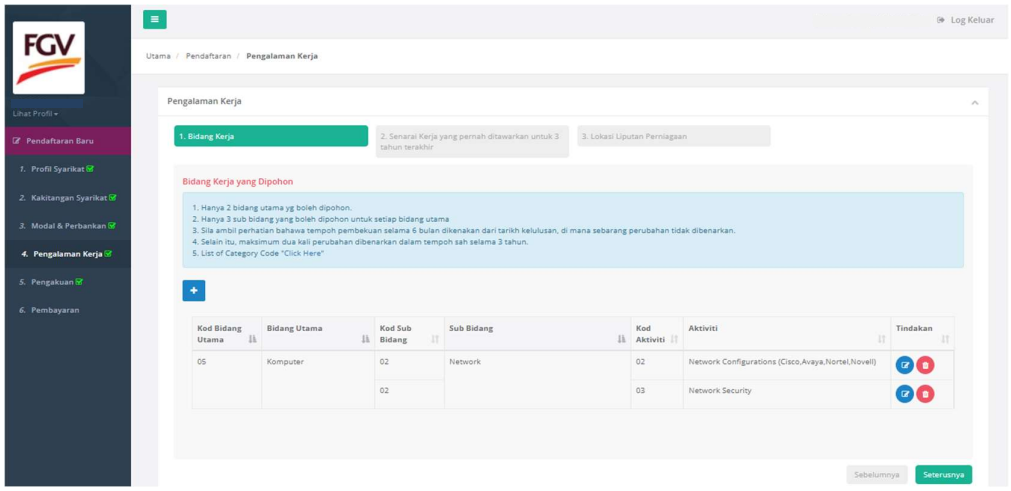


- Kemaskini maklumat Kemudahan Kredit oleh Pembekal (jika berkenaan).

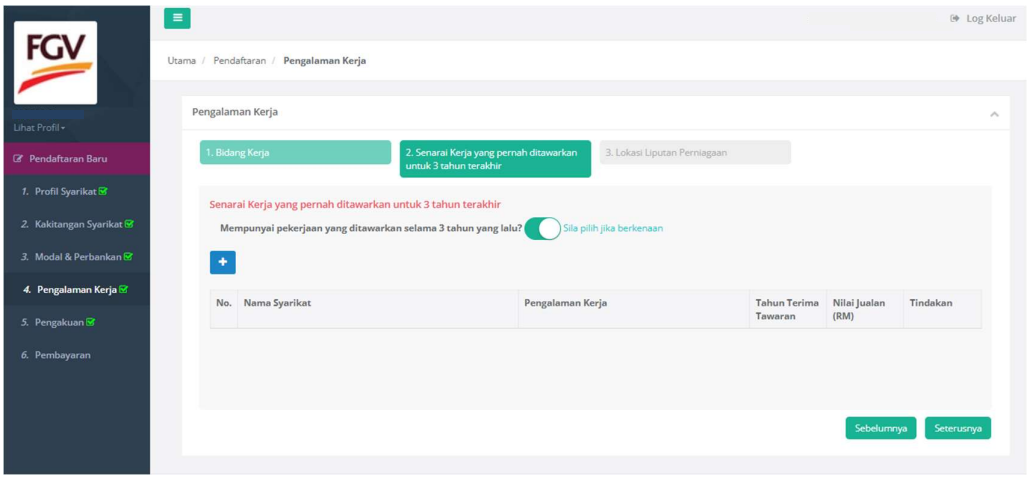


5. Di bahagian Pengalaman Kerja, tambah maklumat Kod Kategori, Kerja Ditawarkan untuk 3 Tahun Lepas, dan Kawasan Liputan Perniagaan dan klik butang Simpan & Teruskan.

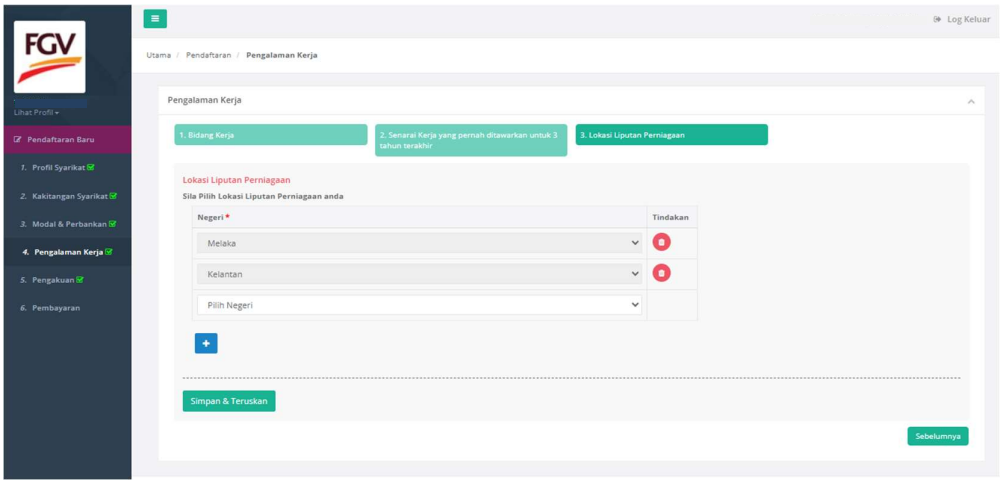
- Kemaskini maklumat Kod Kategori.



- Kemaskini maklumat Kerja Ditawarkan untuk 3 Tahun Lepas.

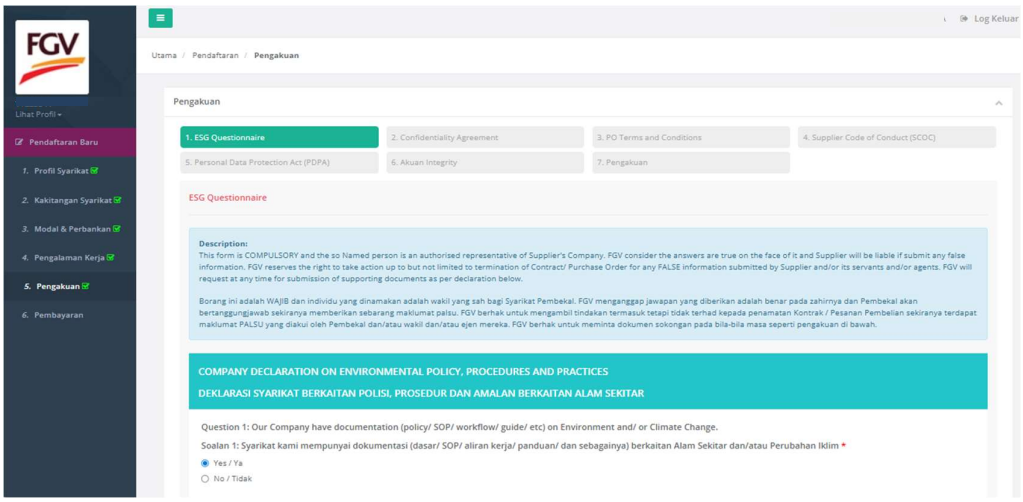


- Kemaskini maklumat Kawasan Liputan Perniagaan.

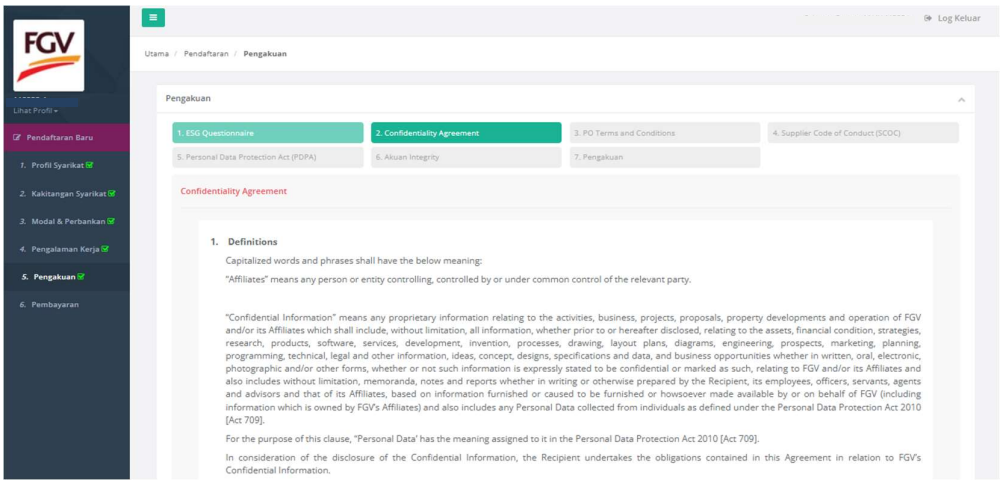


6. Di bahagian Pengisytiharan, tambah maklumat berikut dan klik butang.

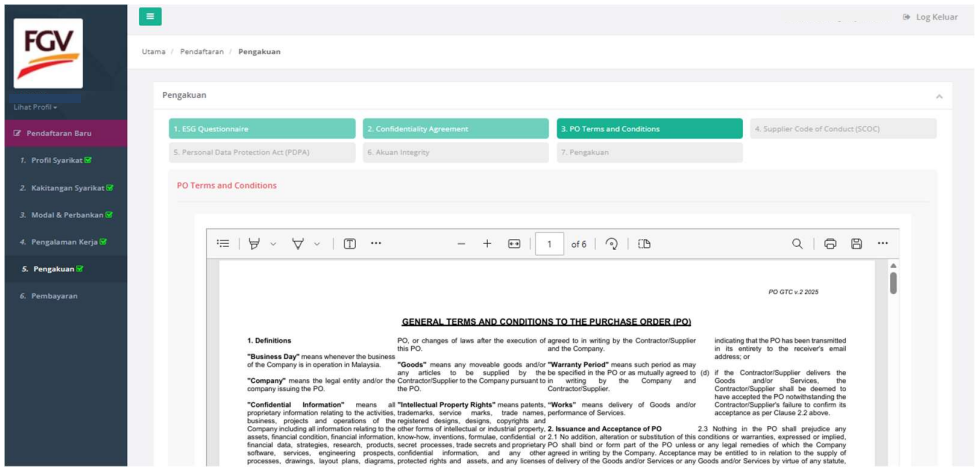
- Soal Selidik ESG



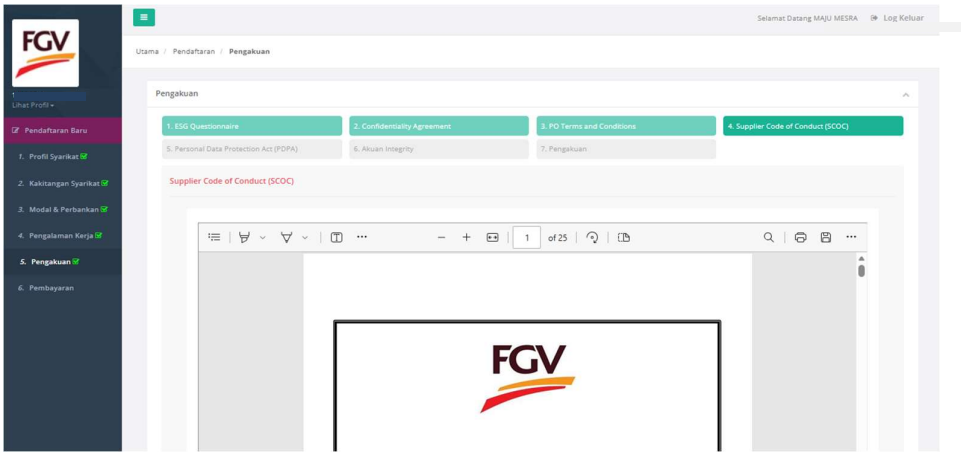
- Perjanjian Kerahsiaan



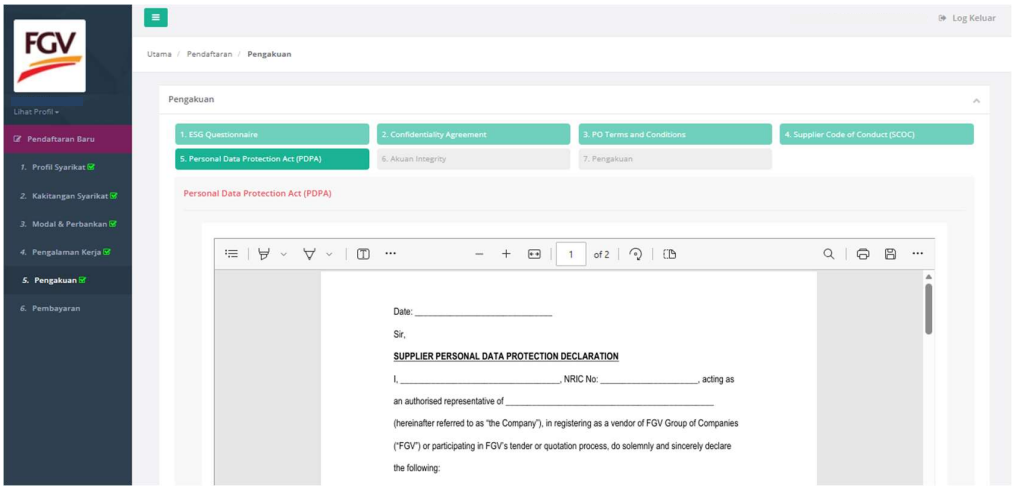
- Terma dan Syarat PO



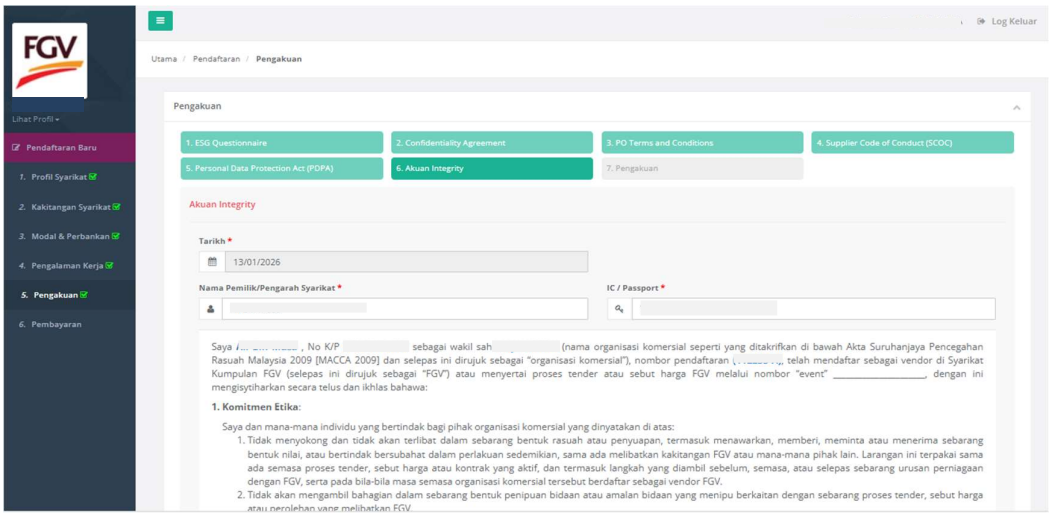
- Kod Tingkah Laku Pembekal (SCOC)



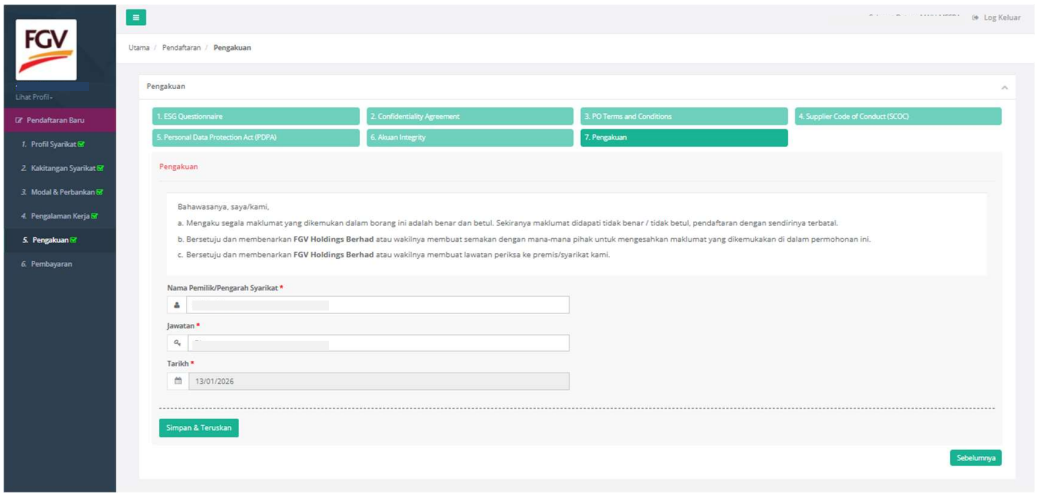
- Personal Data Protection Act (PDPA)



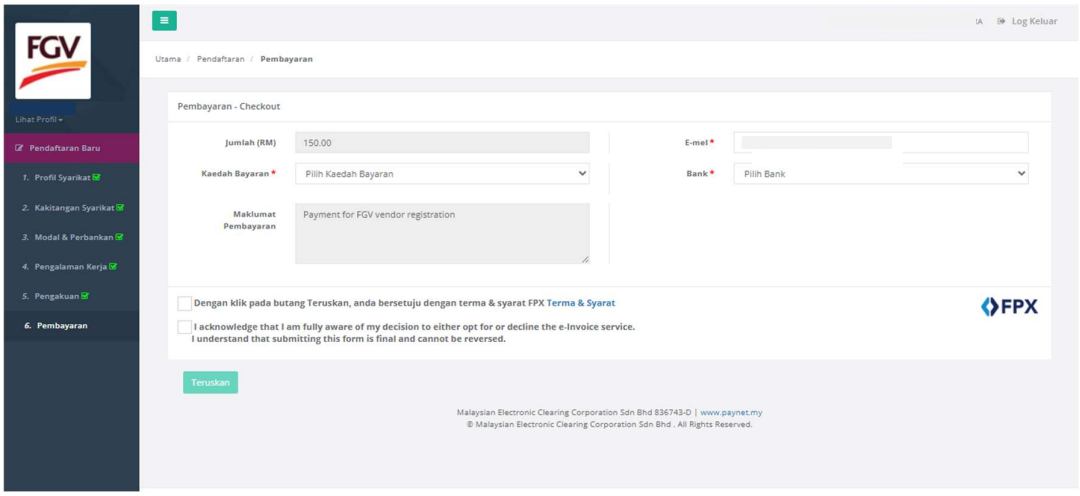
- Pengisytiharan Integriti



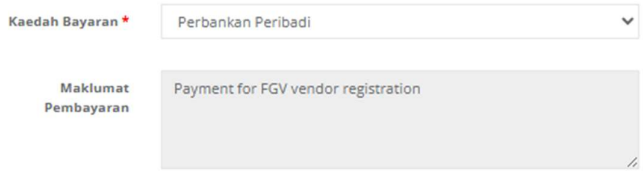
- Pengisytiharaan



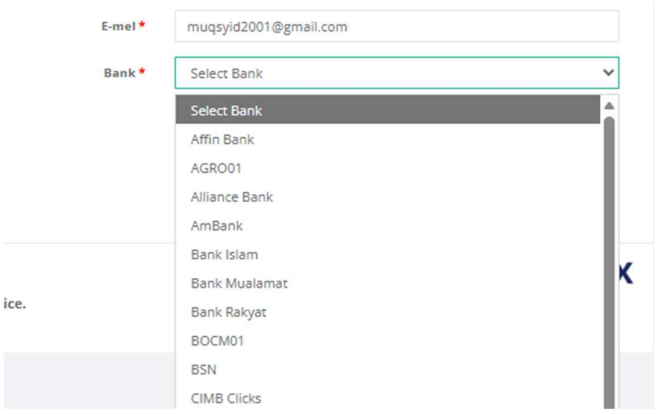
7. Pada halaman pembayaran (Payment checkout), pengguna perlu memasukkan maklumat berikut:
   a. Email pengguna
   b. Kaedah pembayaran (Perbankan Peribadi/Perbankan Korporat)
   c. Pilih Bank



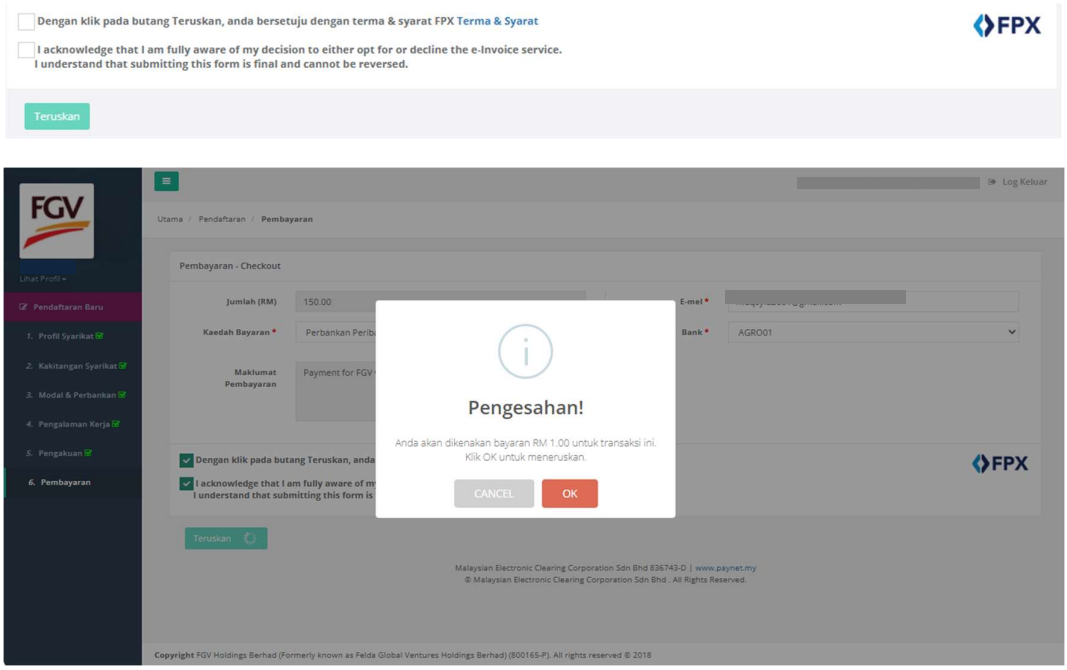
8. Pilih Kaedah pembayaran (Perbankan Peribadi/Perbankan Korporat).



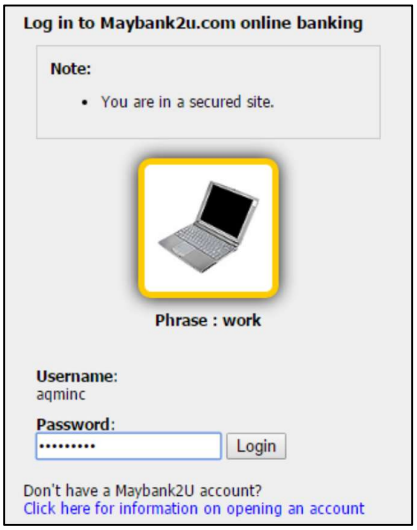
9. Pilih senarai bank.



10. Tandai kotak "Setuju dengan Terma & Syarat FPX" dan klik butang **Teruskan (Proceed)** untuk proses pembayaran.



11. Pada Bayaran Atas Talian melalui FPX, log masuk ke sistem perbankan dalam talian.



12. Pilih akaun yang berkenaan.



13. Klik butang **Minta TAC (Request for TAC)** untuk melengkapkan proses pembayaran.

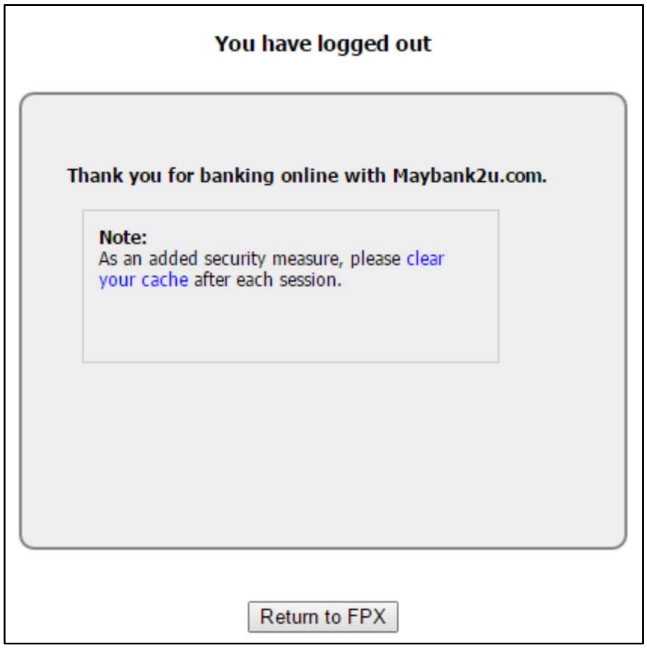


Amaran. Nombor TAC akan dihantar ke nombor telefon bimbit anda yang berdaftar

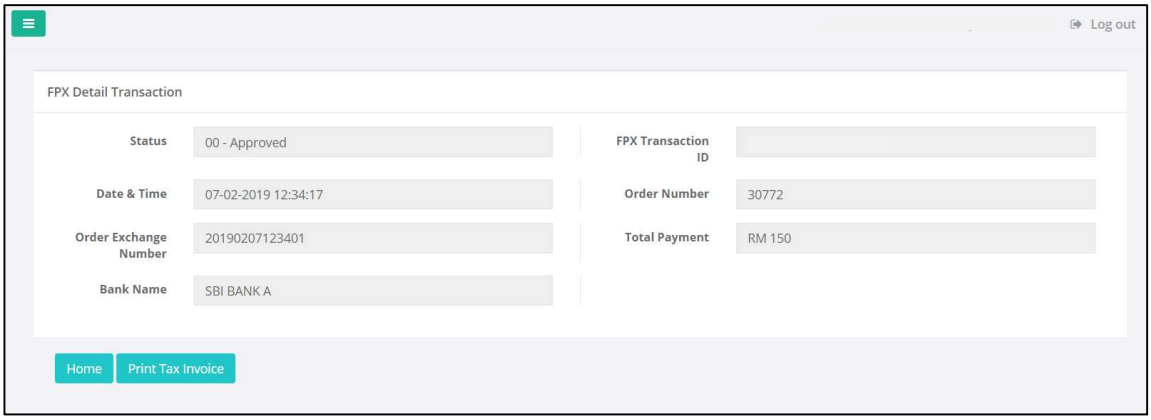
14. Setelah pembayaran berjaya, klik butang **Teruskan (Proceed).**



15. Klik butang **Kembali ke FPX (Return to FPX)**

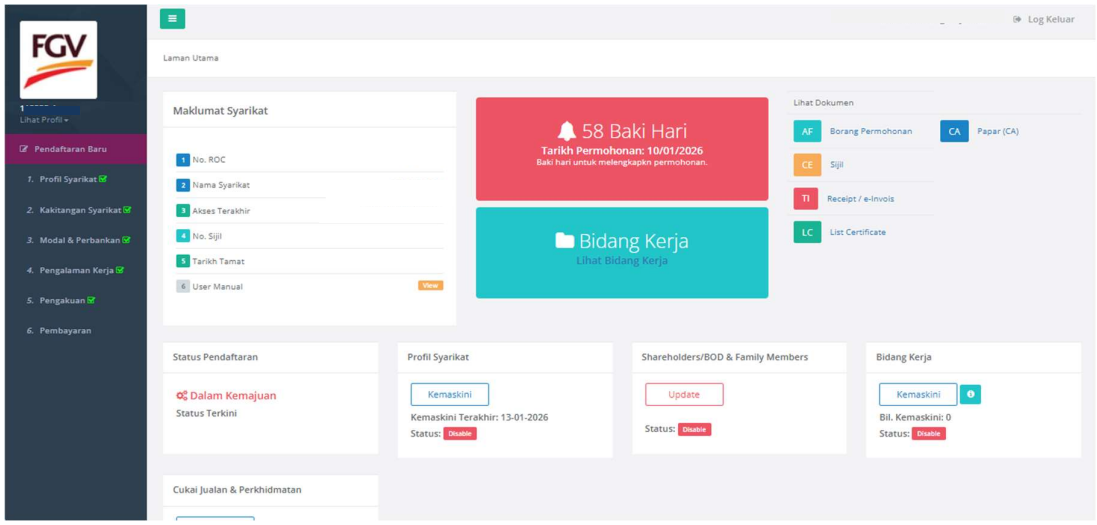


16. Setelah proses pembayaran selesai. Sistem akan mengalihkan ke Butiran Transaksi FPX eDaftar. Klik butang **Cetak Invois (Print Invoice)** untuk melihat dan menyimpan resit pembayaran.



Permohonan Telah Dihantar

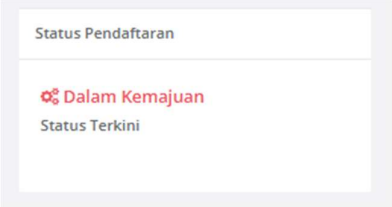
1. Kembali ke eDaftar Utama



2. Maklumat di menu eDaftar Utama

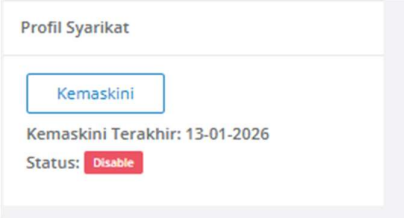
i. Perkembangan Pendaftaran

Bahagian Perkembangan Pendaftaran akan menunjukkan status pendaftaran semasa.



ii. Profil Syarikat

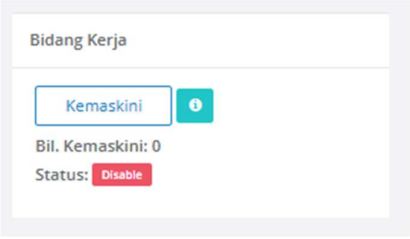
Bahagian Profil Syarikat untuk pembekal mengemaskini maklumat umum syarikat dan maklumat wakil.



iii. Kategori Kod

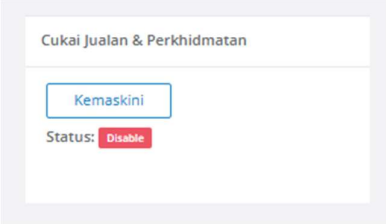
Sila maklum bahawa sebarang penambahan atau pertukaran kod kategori hanya boleh dibuat selepas ENAM (6) BULAN dari tarikh pengeluaran Sijil Pembekal FGV dan terhad kepada DUA (2) perubahan dalam tempoh tiga tahun.

Sila ingat bahawa vendor hanya boleh memilih
- Dua (2) Kategori Utama
- Tiga (3) Sub Kategori untuk setiap kategori utama
- Lebih daripada tiga (3) Aktiviti



iv. Cukai Jualan dan Perkhidmatan

Bahagian Cukai Jualan & Perkhidmatan (SST) untuk vendor mengemaskini maklumat SST syarikat. Status Diaktifkan hanya selepas permohonan diluluskan.



v. Status Sijil

Bahagian Status Sijil untuk pembekal mengemaskini pensijilan dan maklumat berkaitan.



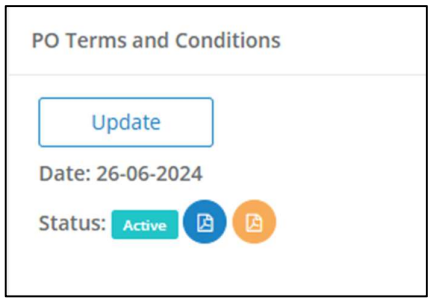
vi. Perjanjian Kerahsiaan

Bahagian Perjanjian Kerahsiaan untuk vendor bersetuju dan menerima.



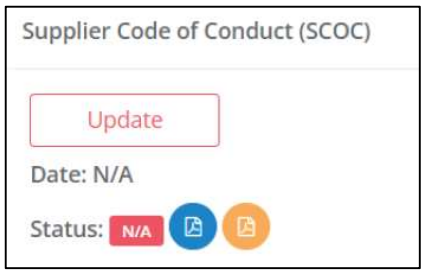
vii. Terma dan syarat PO

Bahagian terma dan syarat PO untuk pembekal bersetuju dan menerima.



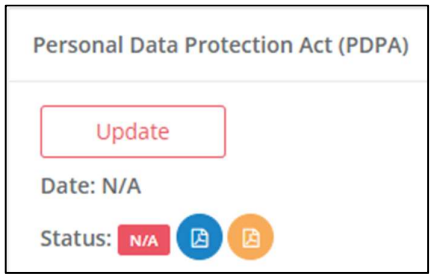
viii. Kod Tingkah Laku Pembekal (SCOC)

Bahagian Kod Tingkah Laku Pembekal (SCOC) untuk vendor bersetuju dan Menerima.



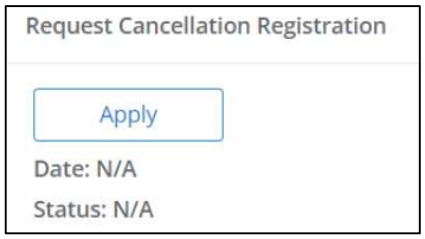
ix. Akta Perlindungan Data Peribadi (PDPA)

Bahagian Akta Perlindungan Data Peribadi (PDPA) untuk vendor membatalkan pendaftaran.



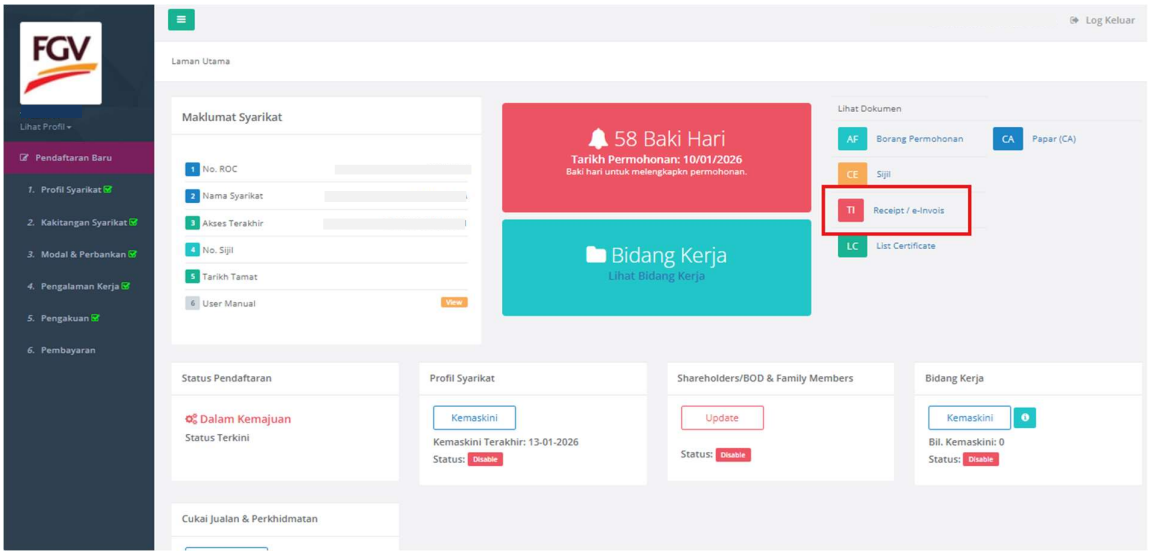
x. Permintaan Pembatalan Pendaftaran

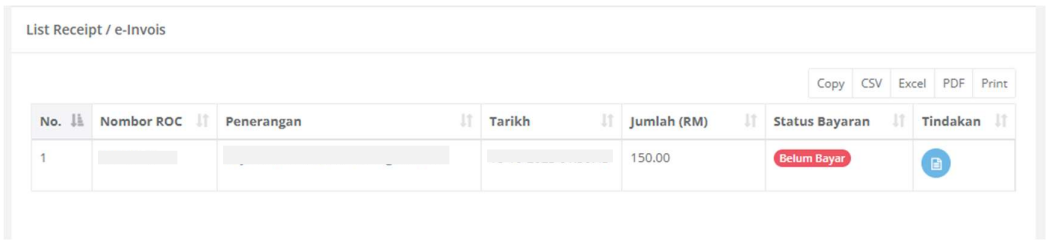
Bahagian Permintaan Pembatalan Pendaftaran untuk vendor membatalkan pendaftaran.



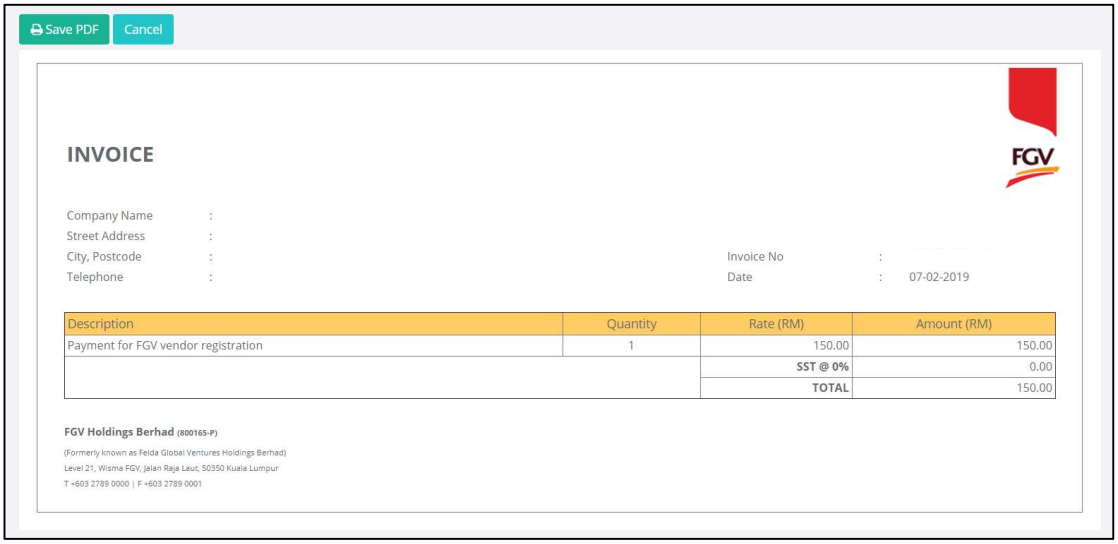
Semak Invois

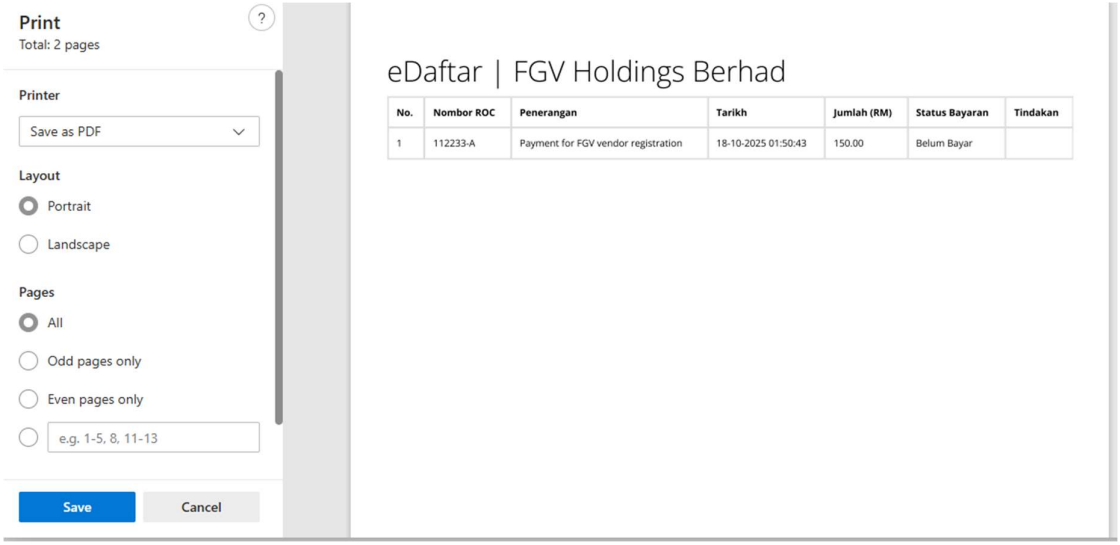
1. Untuk melihat Invois: Utama > Invois





2. Lihat invois atau simpan invois ke PDF

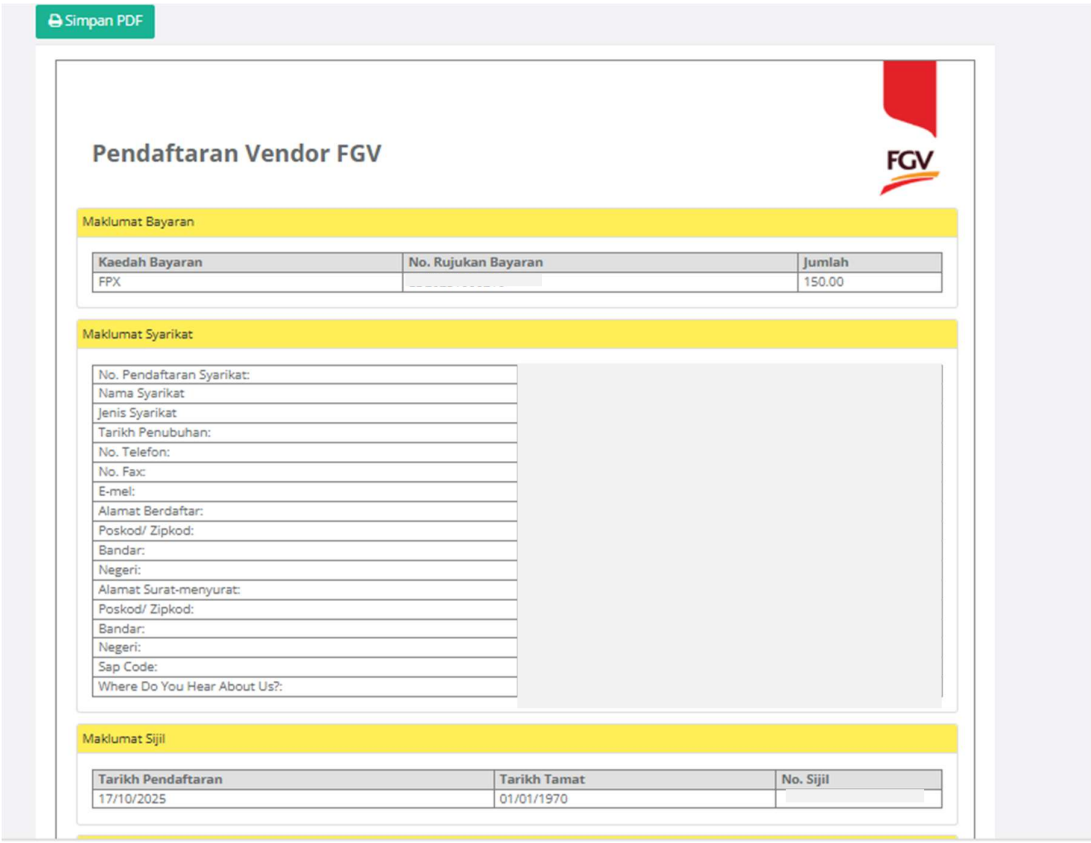




Lihat Borang Permohonan

1. Lihat Borang Permohonan: Utama > Borang Permohonan (Application Form)

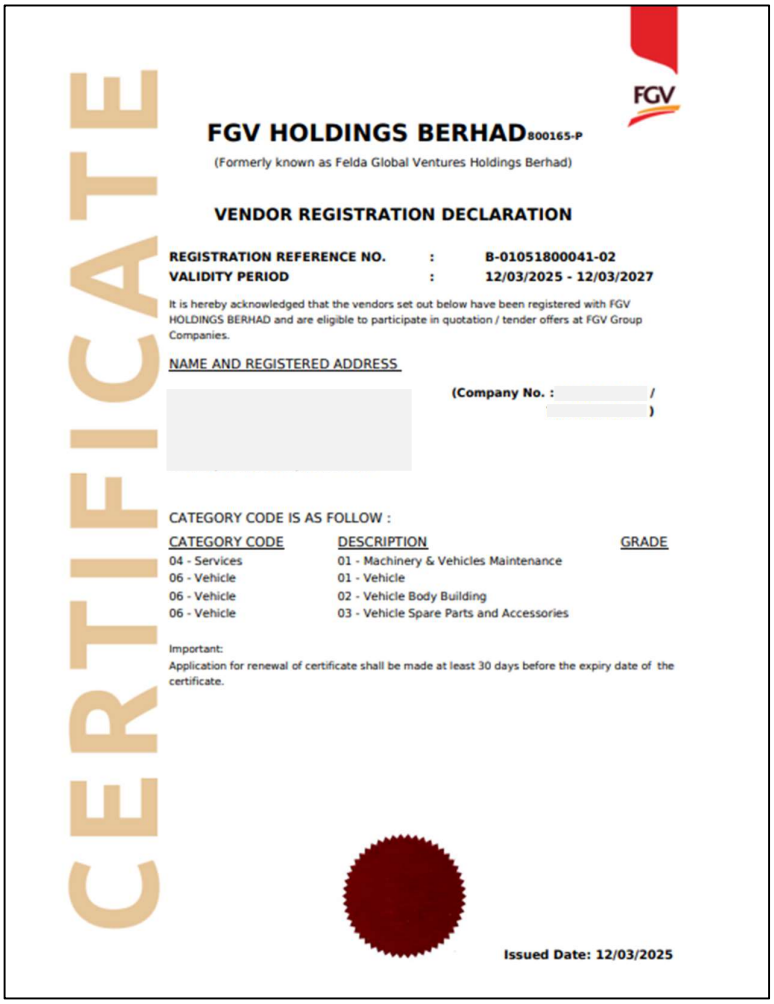




Lihat Sijil

1. Lihat Sijil: Utama > Sijil





CERTIFICATE

FGV

FGV HOLDINGS BERHAD 800165-P

(Formerly known as Felda Global Ventures Holdings Berhad)

VENDOR REGISTRATION DECLARATION

REGISTRATION REFERENCE NO. : B-01051800041-02
VALIDITY PERIOD : 12/03/2025 - 12/03/2027

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

(Company No. : /)

CATEGORY CODE IS AS FOLLOW :

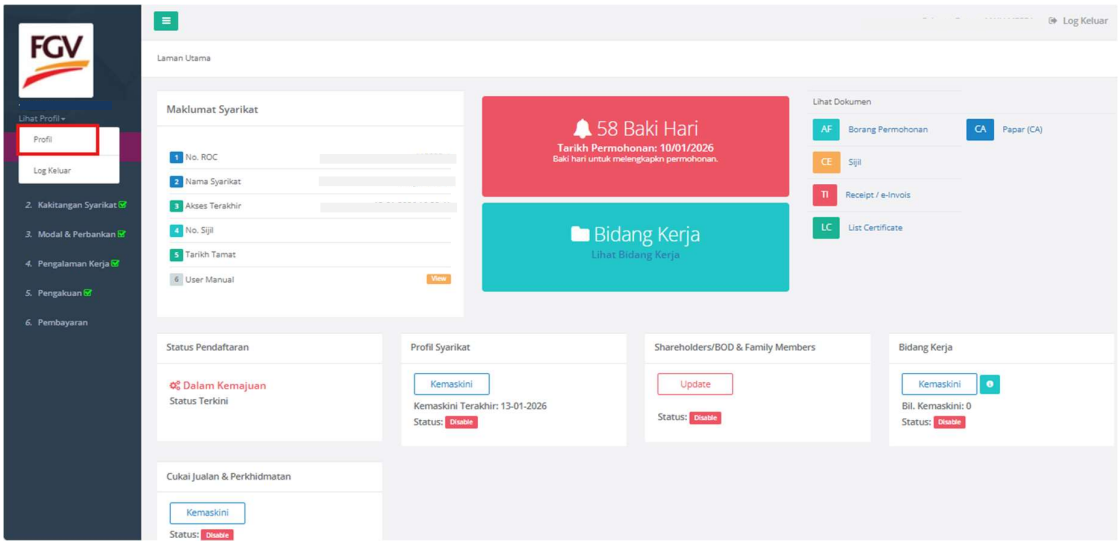
CATEGORY CODE	DESCRIPTION	GRADE
04 - Services	01 - Machinery & Vehicles Maintenance	
06 - Vehicle	01 - Vehicle	
06 - Vehicle	02 - Vehicle Body Building	
06 - Vehicle	03 - Vehicle Spare Parts and Accessories	

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

Issued Date: 12/03/2025

Tetapan Semula Kata Laluan

1. Untuk menetapkan semula kata laluan: Utama > Profil



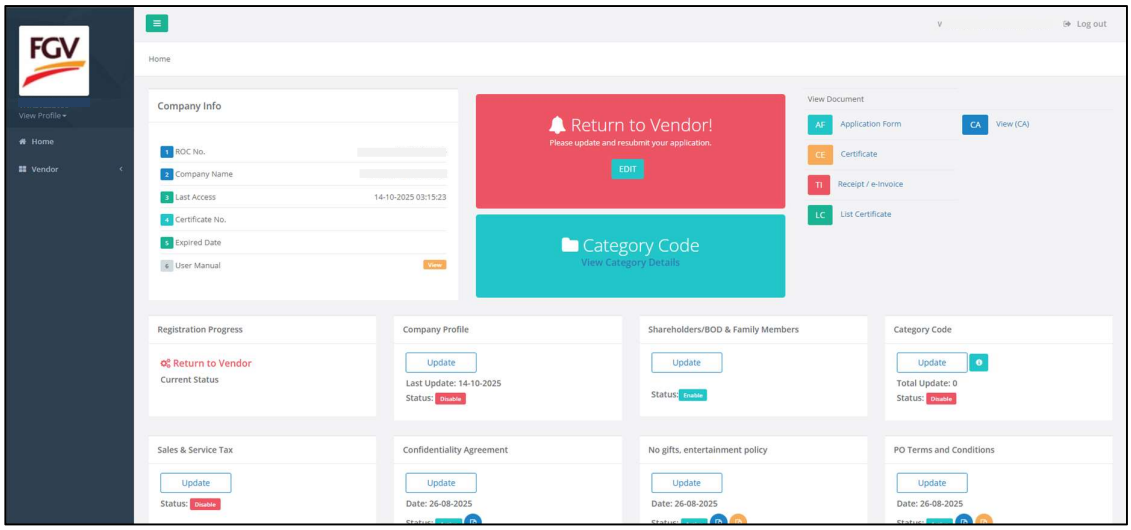
2. Kemas kini kata laluan baharu dan klik butang Simpan



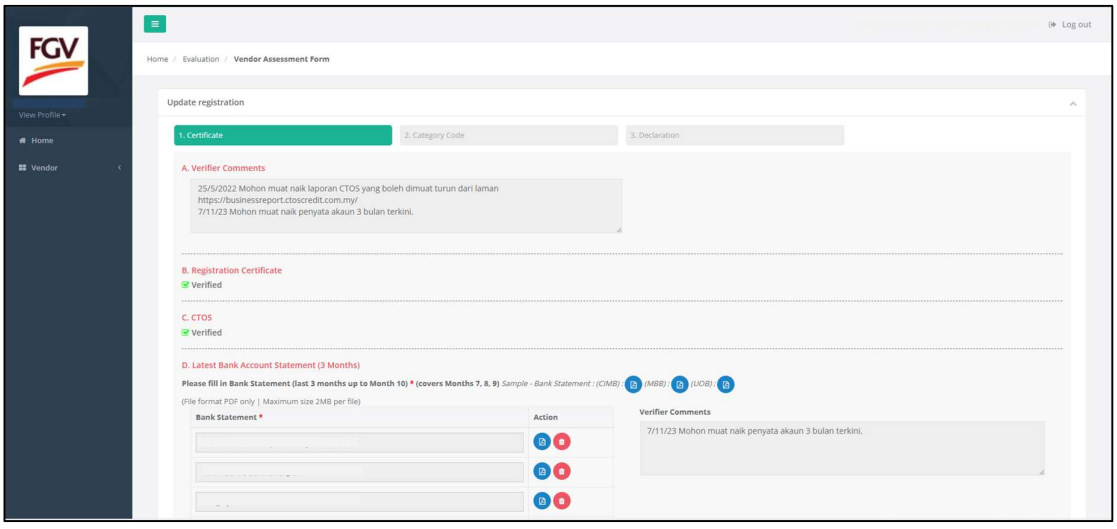


Kemas kini Permohonan

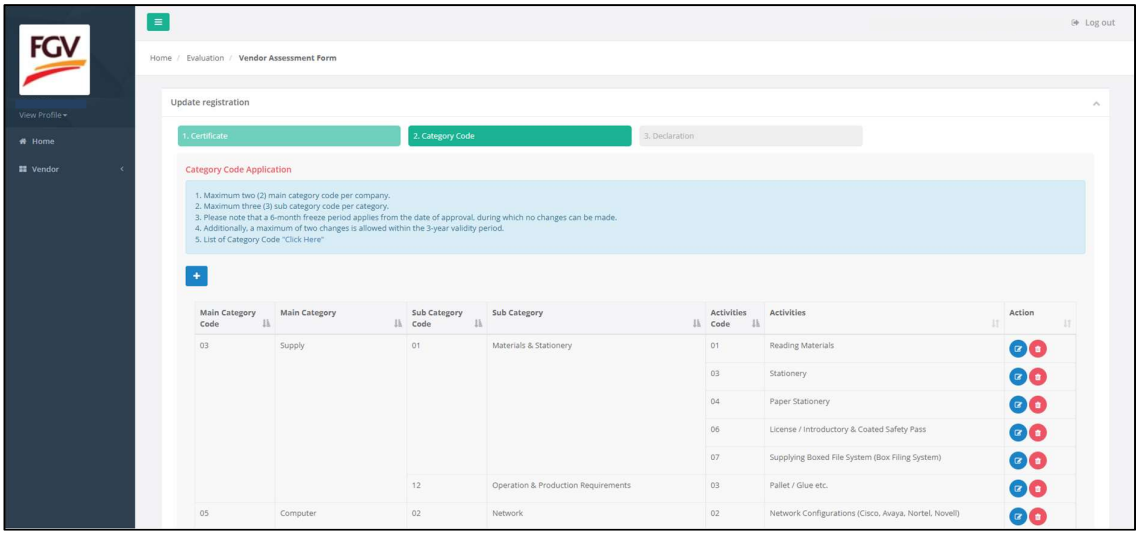
1. Untuk permohonan ditolak. Klik butang EDIT untuk mengemaskini permohonan.



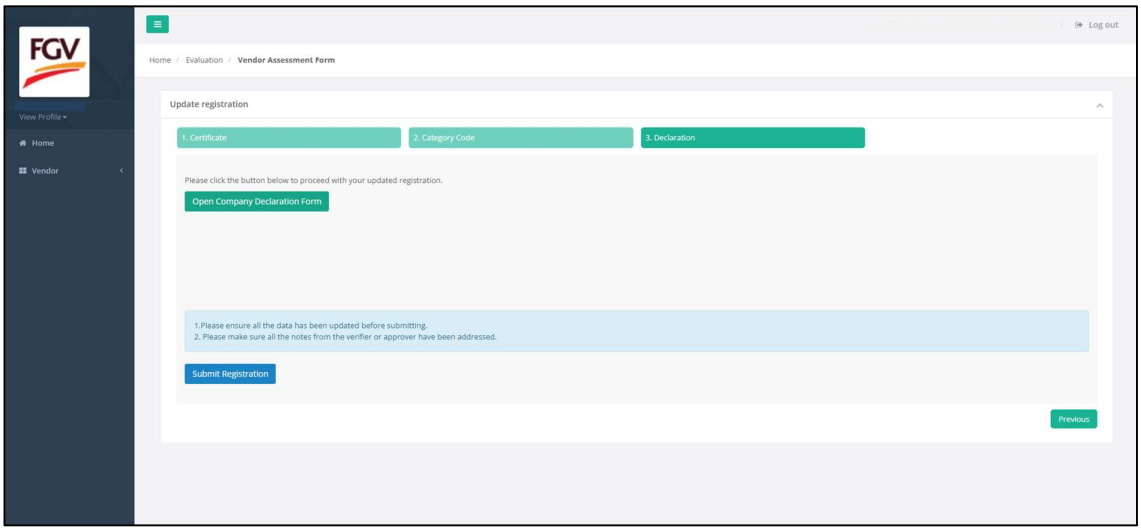
- Kemas kini maklumat Sijil.



- Kemas kini maklumat Kod Kategori.

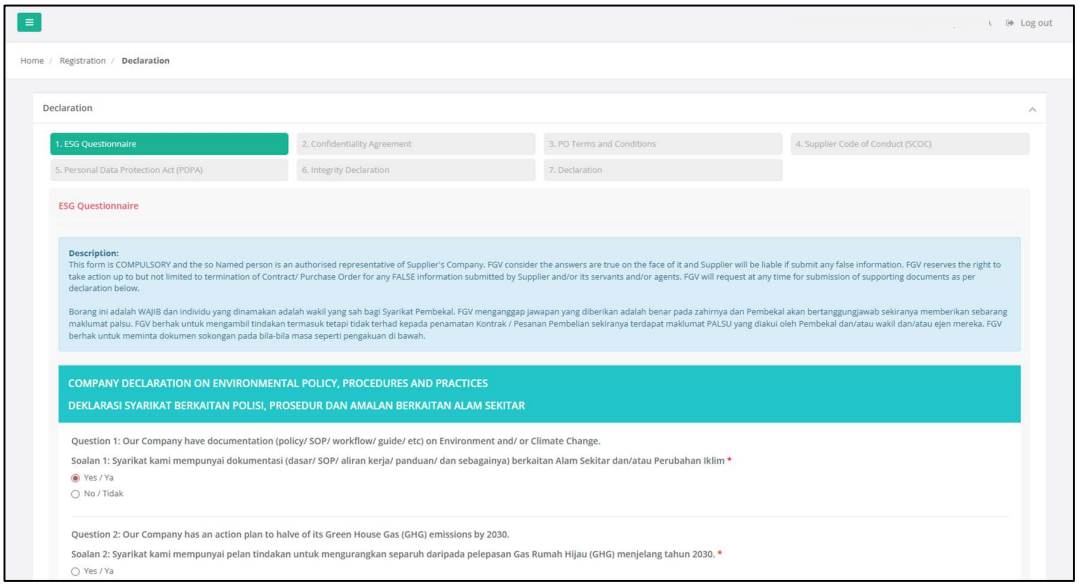


2. Untuk Pengisytiharan klik butang Open Company Declaration Form untuk mengemaskini pengisytiharan. Untuk hantar permohonan, klik butang Submit Registration .

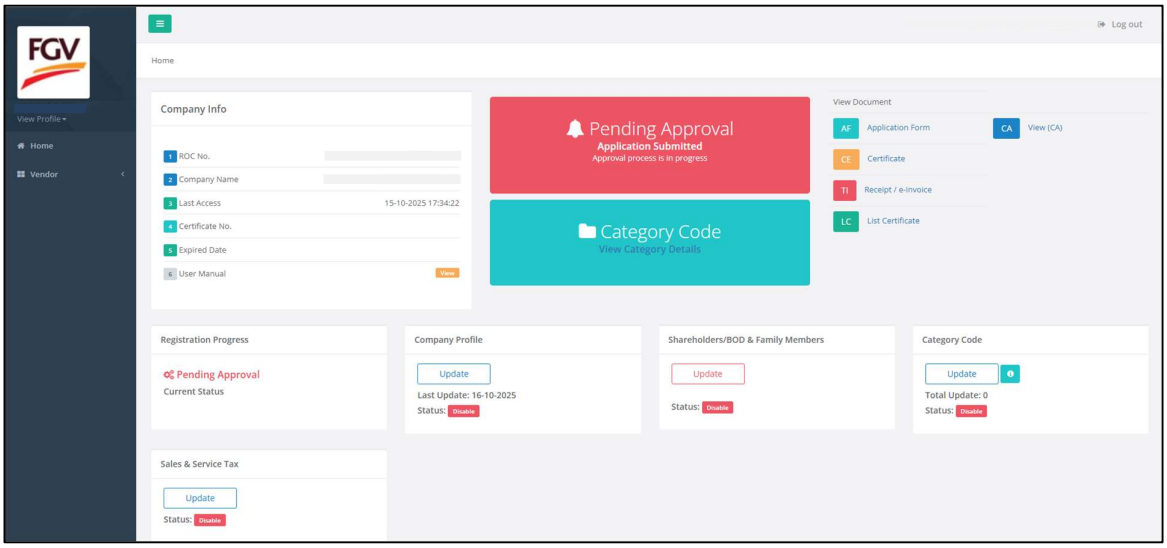


Nota: Sila pastikan semua data telah dikemaskini sebelum menghantar dan pastikan semua nota dari pengesah telah ditangani.

- Kemas kini maklumat Pengisytiharan.



3. Selepas hantar permohonan, kembali ke Utama.



Nota: Permohonan akan diproses dalam tempoh 6 hari bekerja

-TAMAT-