



eDaftar MANUAL / Update Company Info

PRoDATA



## **MANUAL – eDaftar UPDATE COMPANY INFO**

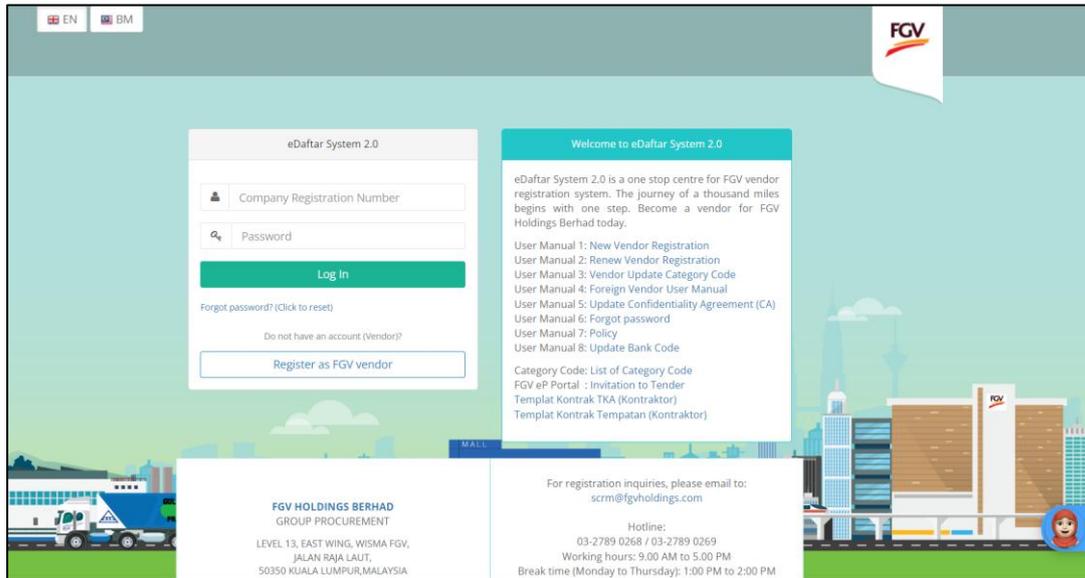
**October 2025  
Version 2.3**



## Table Of Contents

1.	Add New Company Information .....	3
2.	Add New Company Declaration .....	4
3.	Add New Banking Info .....	5

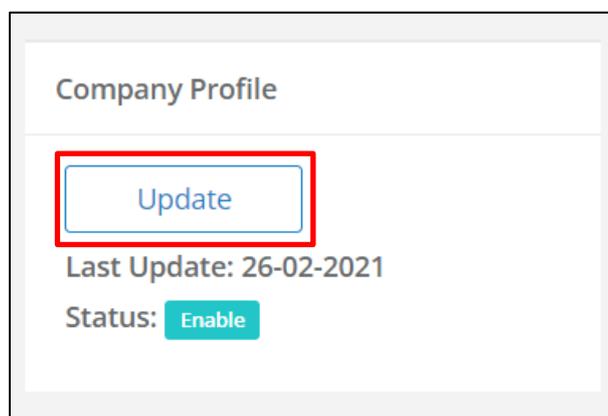
At the eDaftar login screen, please login by using eDaftar username and password. Click button  to proceed.



 **Information**

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

At Home screen, click button  to proceed.



## 1. Add New Company Information

At current company info, vendor can update company information.

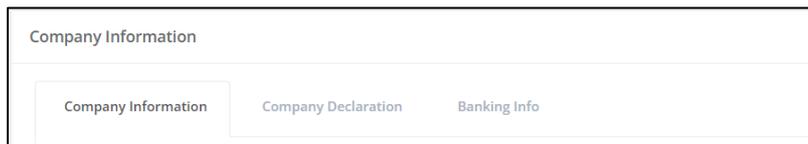
Company Information	Company Declaration	Banking Info
Telephone No. <input type="text" value="01133044741"/> <small>(E.g. 037892663)</small>		Fax No. <input type="text"/> <small>(E.g. 037892664)</small>
E-mail * <input type="text" value="masnurentrise0808@gmail.com"/> <small>(E.g. osman@abc.com)</small>		Website <input type="text"/> <small>(E.g. www.abc.com.my)</small>
MSIC Code <input type="text"/> <small>List of Malaysia Standard Industrial Classification (MSIC)</small>		TIN No. <input type="text"/> <small>Tax Identification Number</small>
Mailing Address * <input type="text" value="PETI, SURAT 62730"/>		Postcode/Zipcode* <input type="text" value="91109"/>
		State * <input type="text" value="Sabah"/>
		City * <input type="text" value="Lahad Datu"/>
<b>Representative 1</b>		
Name * <input type="text" value="SYARIL BIN SULAIMAN"/>		Designation * <input type="text" value="PEMLIK"/>
Mobile Phone No. * <input type="text" value="01133044741"/> <small>(E.g. 013987654321)</small>		
<b>Representative 2</b>		
Name * <input type="text"/>		Designation * <input type="text"/>
Mobile Phone No. * <input type="text"/> <small>(E.g. 013987654321)</small>		
<input type="button" value="Cancel"/> <input type="button" value="Save"/>		

Click Save after finish fill in company information



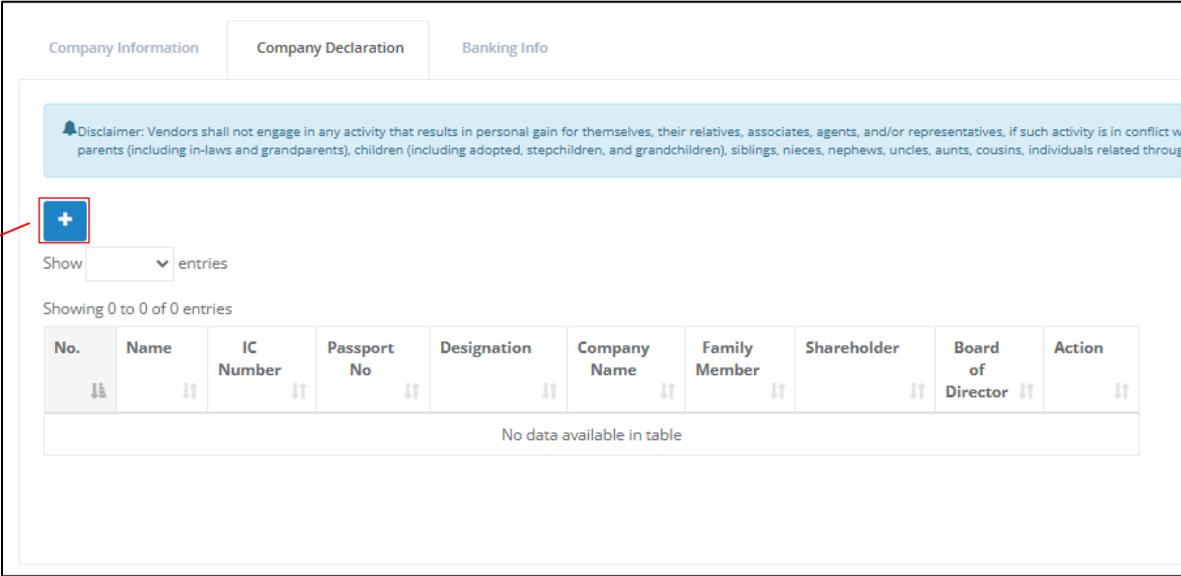
## 2. Add New Company Declaration

At Company Information, click button  to proceed request for update company delcaration.



At current company declaration, vendor can update company declaration. To update current company declaration please click button .

Add  
button



The screenshot shows the 'Company Declaration' tab selected. A blue banner contains a disclaimer: "Disclaimer: Vendors shall not engage in any activity that results in personal gain for themselves, their relatives, associates, agents, and/or representatives, if such activity is in conflict w parents (including in-laws and grandparents), children (including adopted, stepchildren, and grandchildren), siblings, nieces, nephews, uncles, aunts, cousins, individuals related throug". Below the banner is a '+ Add' button, which is highlighted with a red box and a red arrow pointing to the text 'Add button'. Below the button is a 'Show' dropdown menu and the text 'Showing 0 to 0 of 0 entries'. A table with the following columns is shown: No., Name, IC Number, Passport No, Designation, Company Name, Family Member, Shareholder, Board of Director, and Action. The table is currently empty, with the text 'No data available in table' centered below it.

No.	Name	IC Number	Passport No	Designation	Company Name	Family Member	Shareholder	Board of Director	Action
No data available in table									

Add Shareholders / Board of Directors of FGV and its Subsidiaries / Family members of FGV Directors / Family members of FGV Staff

Disclaimer: Vendors shall not engage in any activity that results in personal gain for themselves, their relatives, associates, agents, and/or representatives, if such activity is in conflict with the interests of FGV Group. SHALL NOT Kindly declare any family connections with FGV staff in eDaftar. Family members include spouses, parents (including in-laws and grandparents), children (including adopted, stepchildren, and grandchildren), siblings, nieces, nephews, uncles, aunts, cousins, individuals related through adoption or legal guardianship, and their spouses.

Citizenship Status \*  Citizen  Non Citizen

Name \*

IC Number \*

Designation \*

Company Name \*

Select Company

Family Members of FGV Staff?

Shareholders / Board of Directors of FGV and its Subsidiaries?

Family Members of FGV Directors?

[Back](#) [Save](#)

Update bank information and click button



### 3. Add New Banking Info

At Company Information, click button  to proceed request for update bank.

Company Information

[Company Information](#) [Company Declaration](#) [Banking Info](#)

At current banking info, vendor can update bank information. To update current bank information please click button .

Company Information    Company Declaration    **Banking Info**

Please click the 'SAVE' button to submit your application or your application will be categorized as 'Draft'

No.	Bank Name	Branch	Account No	Balance (Last 3 months)	Fixed Deposit	FGV Preferred Transaction	Status	Action
1	UOB Singapore	Orchard	1298765498	0	5,000.00	Yes	Draft	 

Add button

Edit button

Delete button

Update bank information and click button 

**Edit Bank Information** ✕

**Bank Name\***

**Account No \***       **Branch \***

**Address \***       **Postcode/ Zipcode \***

**State \***       **Country \***

**Balance (Last 3 months)**       **Fixed Deposit**

**FGV Preferred Transaction \***  Yes  No