
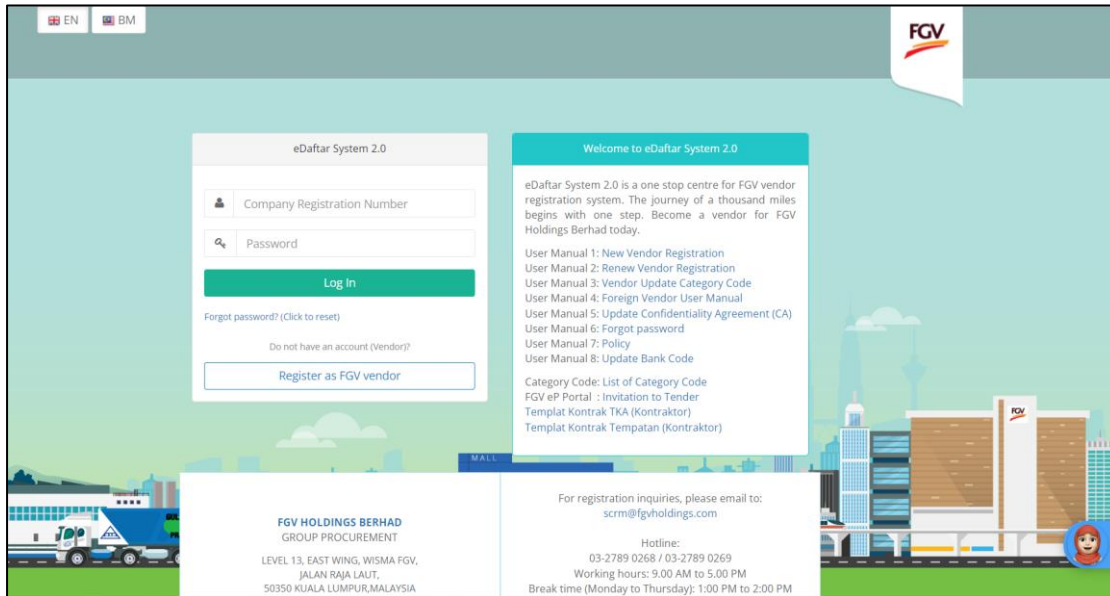





# **MANUAL – eDaftar POLICY**


**June 2024  
Version 2.1 (English)**

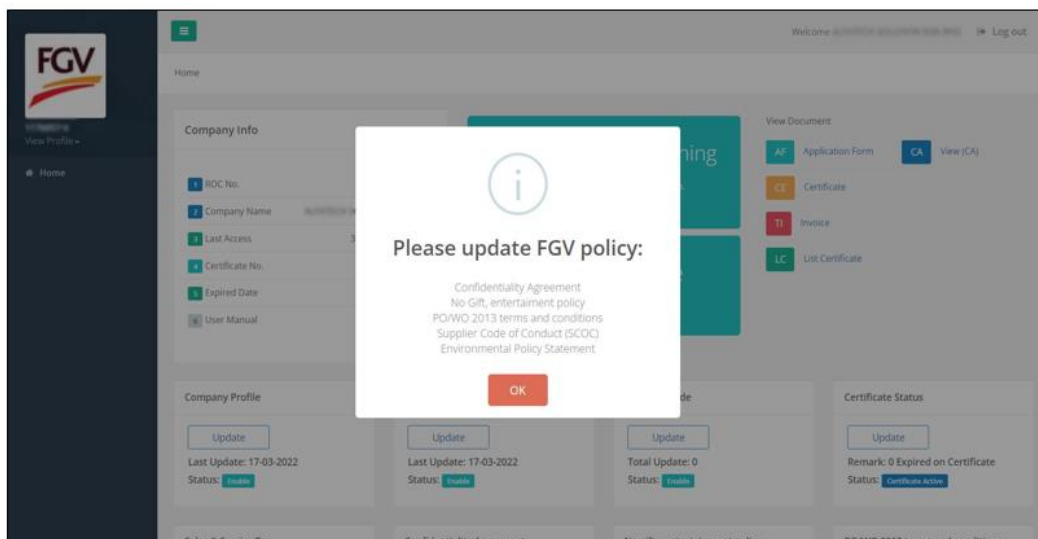
At the eDaftar login screen, please login by using eDaftar username and password. Click button  to proceed.



 **Information**

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

After login, the pop-up message will appear if FGV policy not updated. Click button  to proceed.



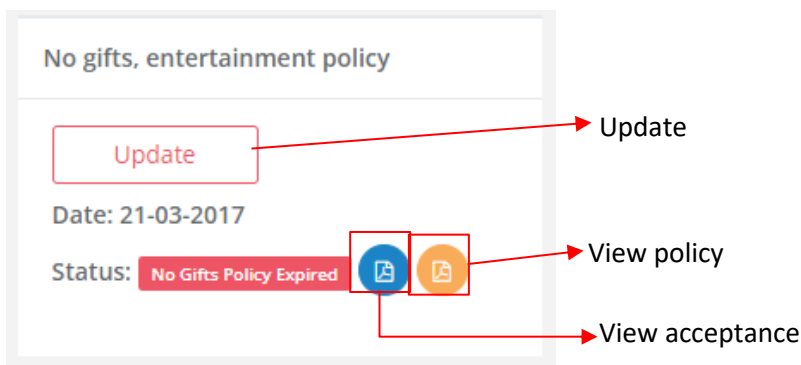
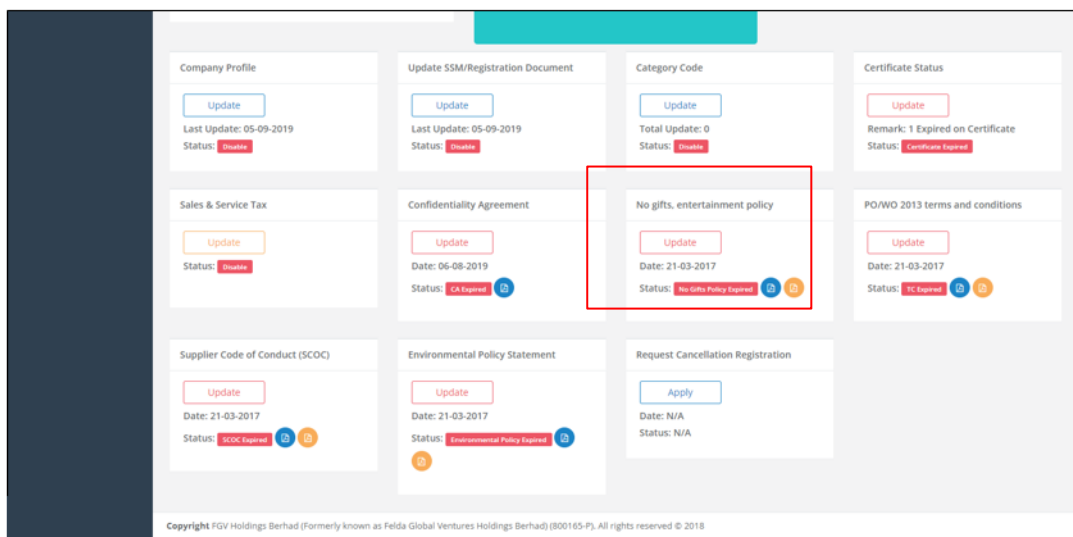


Please be informed that all FGV Policies has to be digitally accepted by one of the

- Board of Directors
- Shareholders
- Capital/Equity/Owners of the Company.

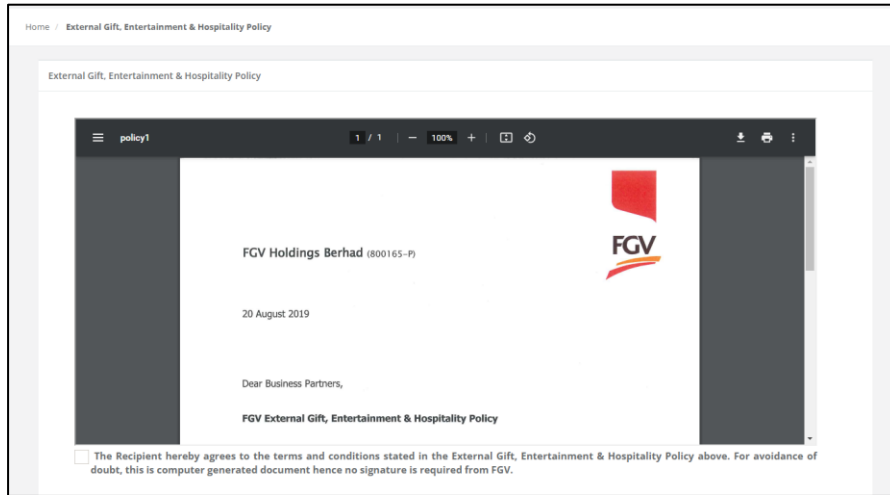
### 1. No Gifts, Entertainment Policy

At eDaftar Home > No gifts, entertainment policy section.



#### 1.1 Update No Gifts, Entertainment Policy

Click button  to update No gifts, entertainment policy information.



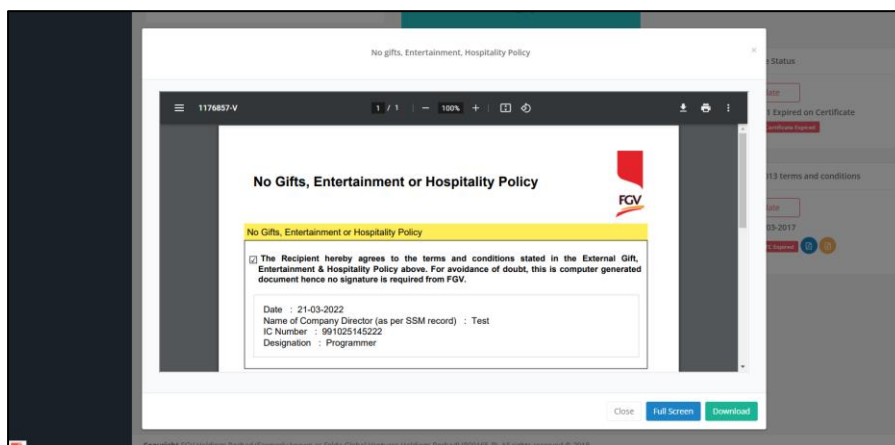
Read the policy then tick the checkbox acceptance and fill in . Then click the ‘Save’ button.

\* The Recipient hereby agrees to the terms and conditions stated in the External Gift, Entertainment & Hospitality Policy above. For avoidance of doubt, this is computer generated document hence no signature is required from FGV.


<b>Date *</b> <input type="text" value="13/06/2024"/>	<b>Owner/Director Name *</b> <input type="text" value="MUHAMMAD BIN AHMAD"/>
<b>IC / Passport *</b> <input type="text" value="520315111009"/>	<b>Designation *</b> <input type="text" value="Director"/>

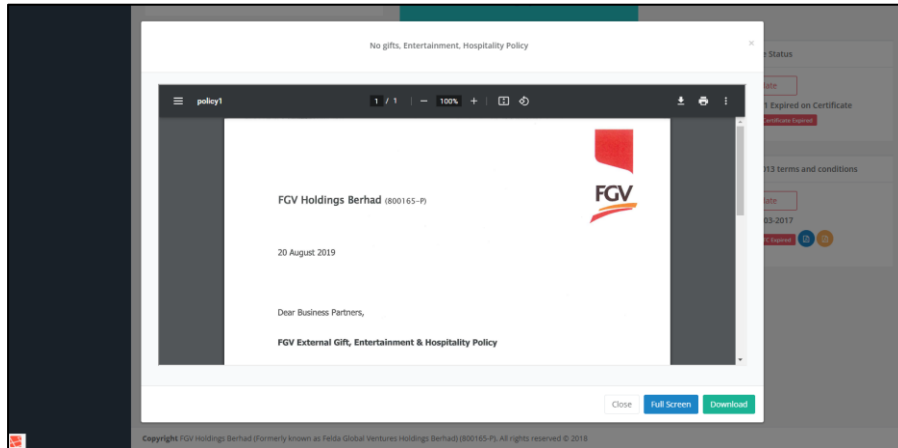
### 1.2 View Acceptance

Click button  for view acceptance.



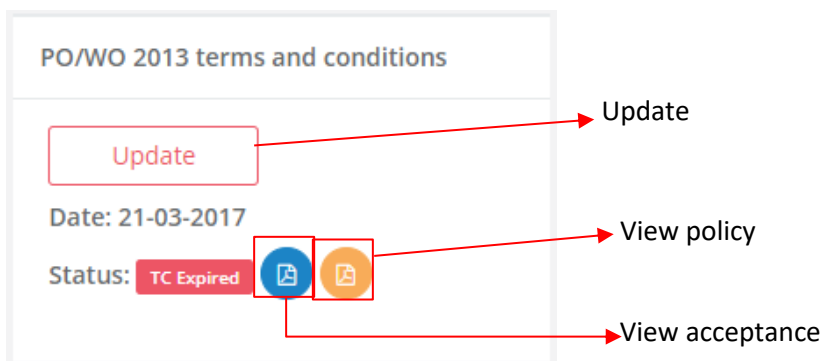
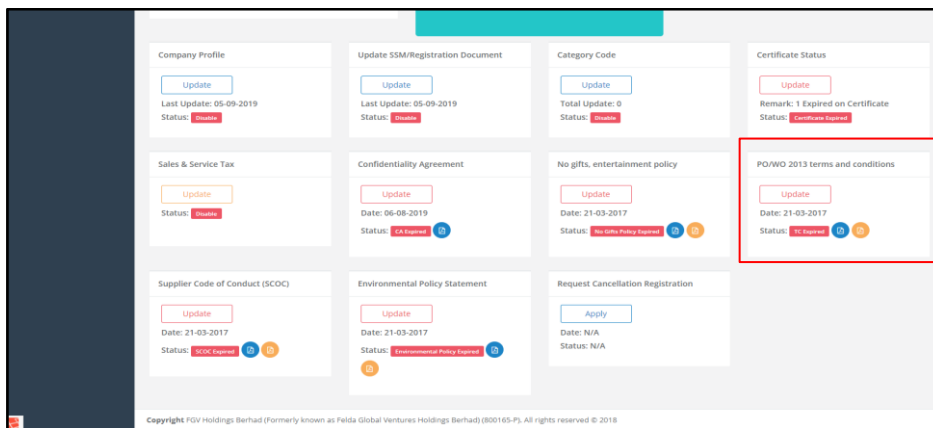
### 1.3 View Verification No Gifts, Entertainment Policy

Click button  for view and download policy.



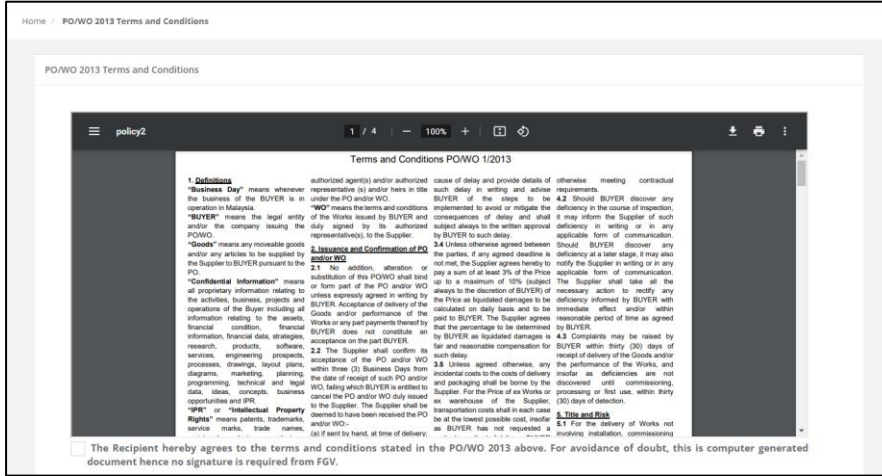
## 2. PO/WO 2013 Terms and Conditions.

At eDaftar Home > PO/WO 2013 terms and conditions section.



### 2.1 Update PO/WO 2013 terms and conditions.

Click button  to update PO/WO 2013 terms and conditions information.



Read the policy then tick the checkbox acceptance and fill in . Then click the ‘Save’ button.

\* The Recipient hereby agrees to the terms and conditions stated in the PO/WO 2013 above. For avoidance of doubt, this is computer generated document hence no signature is required from FGV.


Date \*

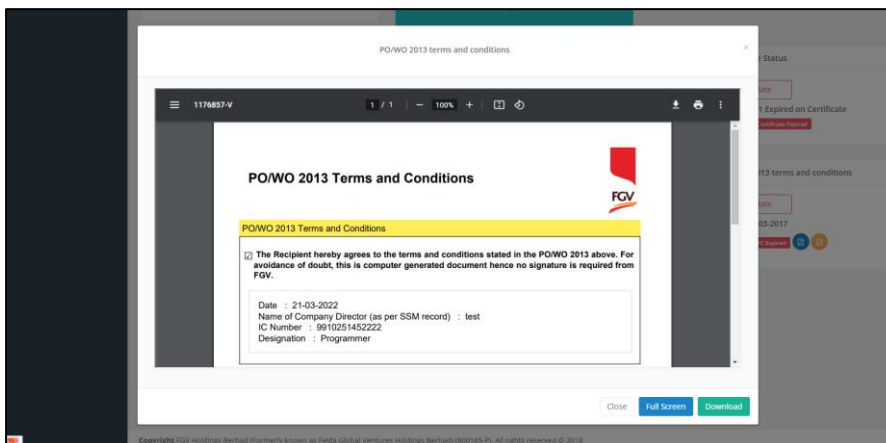
IC / Passport \*

Owner/Director Name \*

Designation \*

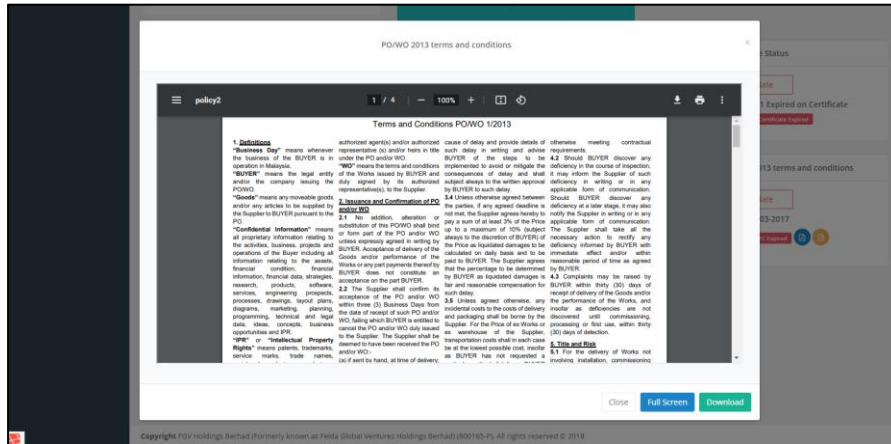
## 2.2 View Acceptance

Click button  for view and download acceptance.



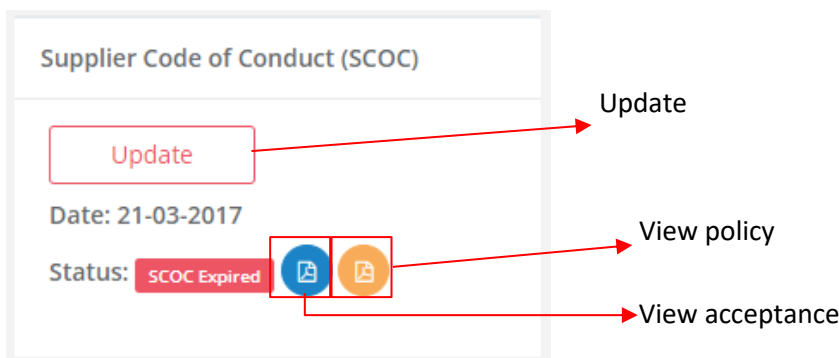
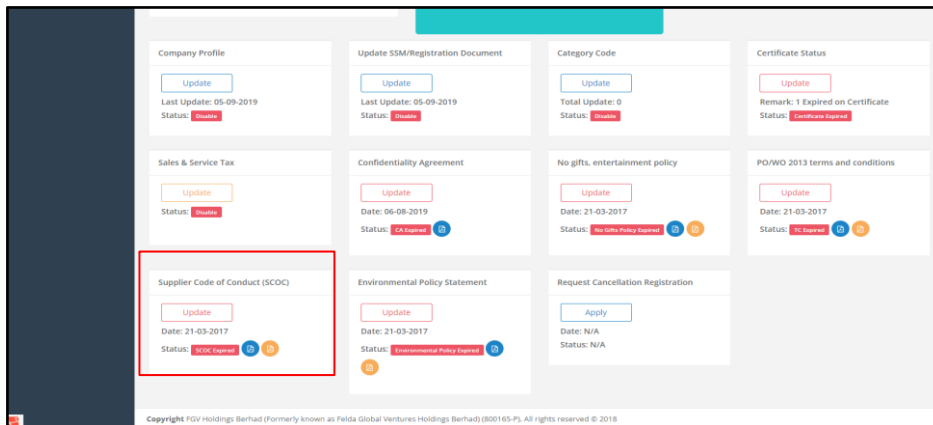
## 2.3 View Verification PO/WO 2013 terms and conditions

Click button  for view and download policy.



### 3. Supplier Code of Conduct (SCOC)

At eDaftar Home > Supplier Code of Conduct (SCOC) section.



#### 3.1 Update Supplier Code of Conduct (SCOC).

Click button  to update Supplier Code of Conduct (SCOC) information.



Read the policy then tick the checkbox acceptance and fill in . Then click the ‘Save’ button.

\* The Recipient hereby agrees to the terms and conditions stated in the Supplier Code of Conduct (SCOC) above. For avoidance of doubt, this is computer generated document hence no signature is required from FGV.

\* [Click here to view the SCOC online briefing.](#)


Date \*

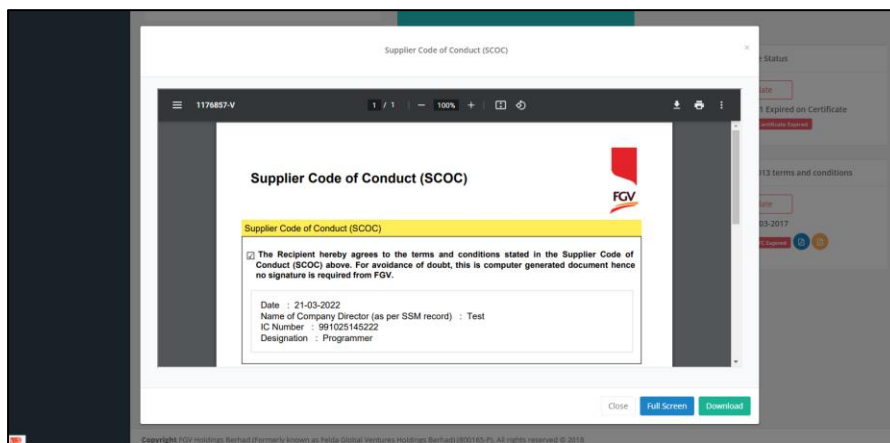
Owner/Director Name \*

IC / Passport \*


Designation \*

### 3.2 View Acceptance

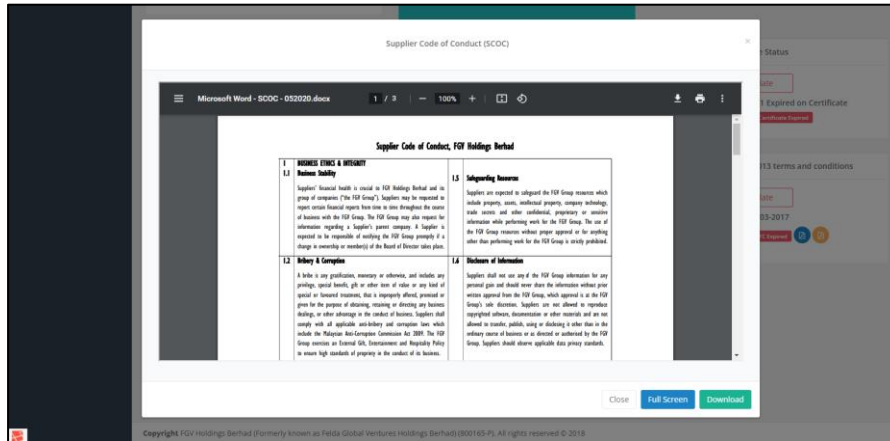
Click button  for view and download acceptance.



### 3.3 View Verification Supplier Code of Conduct (SCOC).

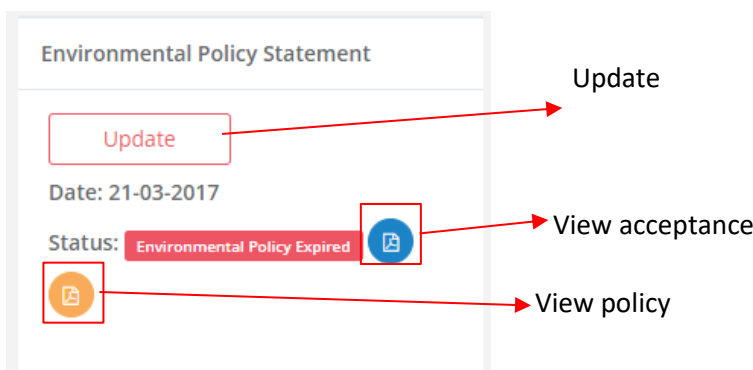
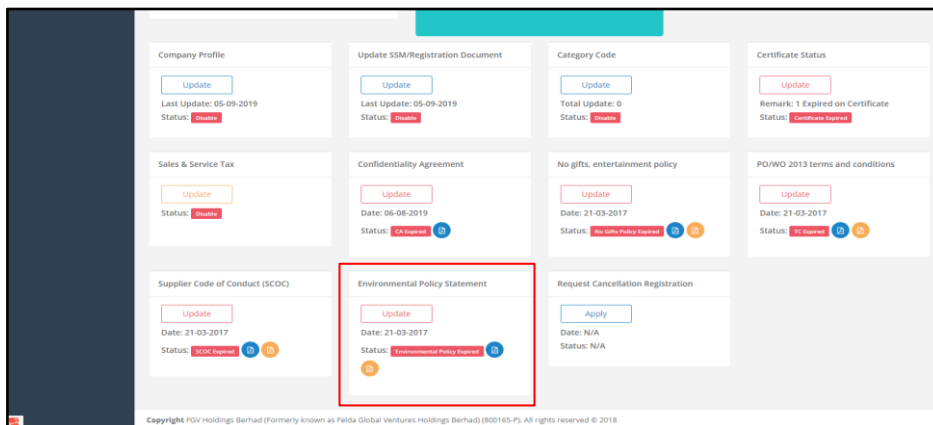
Click button  for view and download policy.





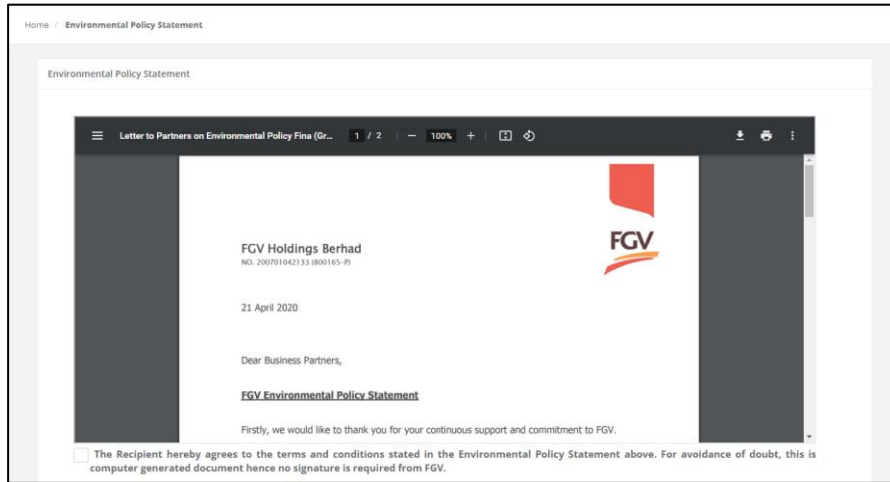
#### 4. Environmental Policy Statement

At eDaftar Home > Environmental Policy Statement section.



##### 4.1 Update Environmental Policy Statement.

Click button  to update Environmental Policy Statement information.




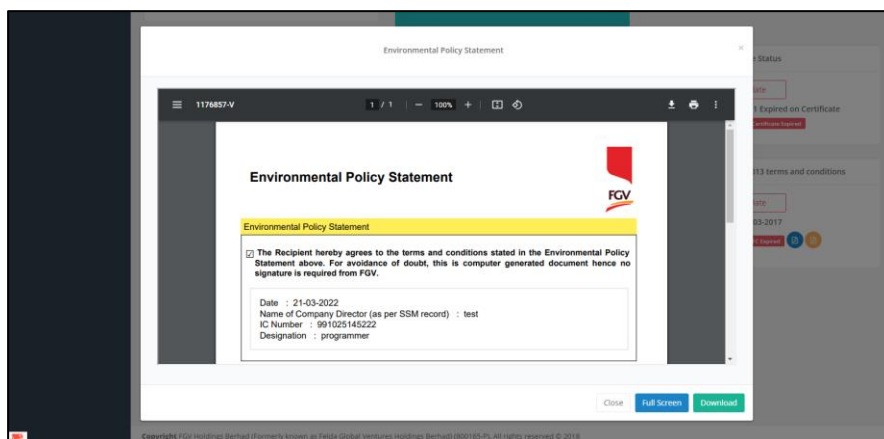
Read the policy then tick the checkbox acceptance and fill in . Then click the 'Save' button.

\* The Recipient hereby agrees to the terms and conditions stated in the Environmental Policy Statement above. For avoidance of doubt, this is computer generated document hence no signature is required from FGV.

Date *	13/06/2024	Owner/Director Name *	MUHAMMAD BIN AHMAD
IC / Passport *	520315111009	Designation *	Director

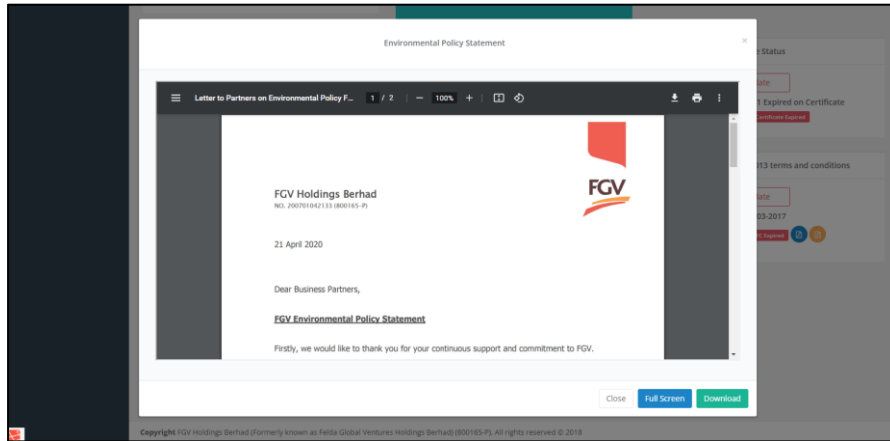
#### 4.2 View Acceptance

Click button  for view and download acceptance.



#### 4.3 View Verification Environmental Policy Statement

Click button  for view and download policy.

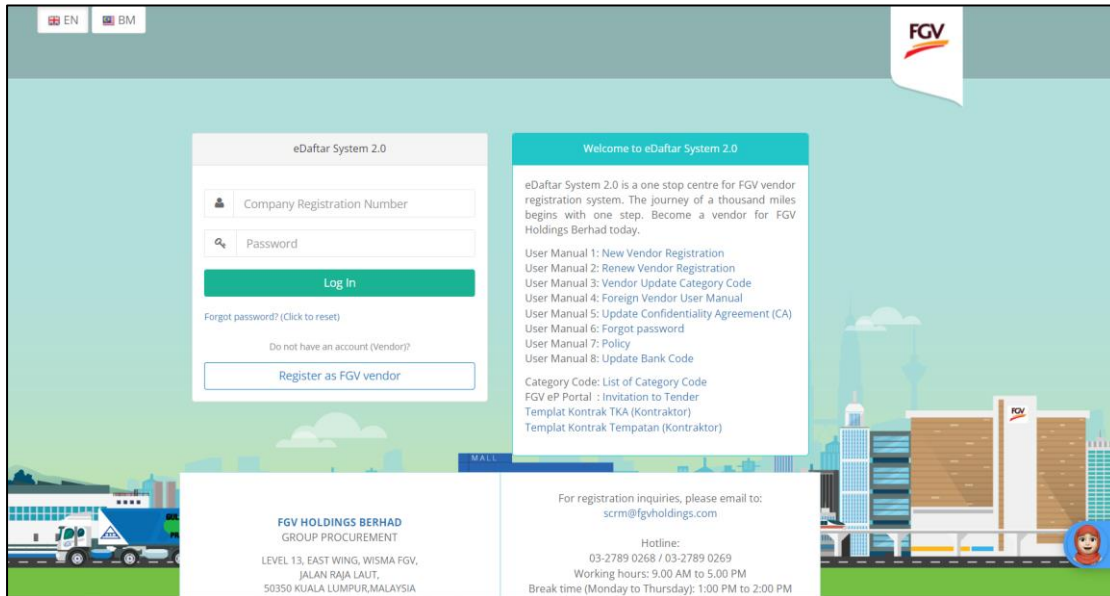




# **MANUAL – eDaftar POLICY**

**June 2024  
Version 2.1 (Malay)**

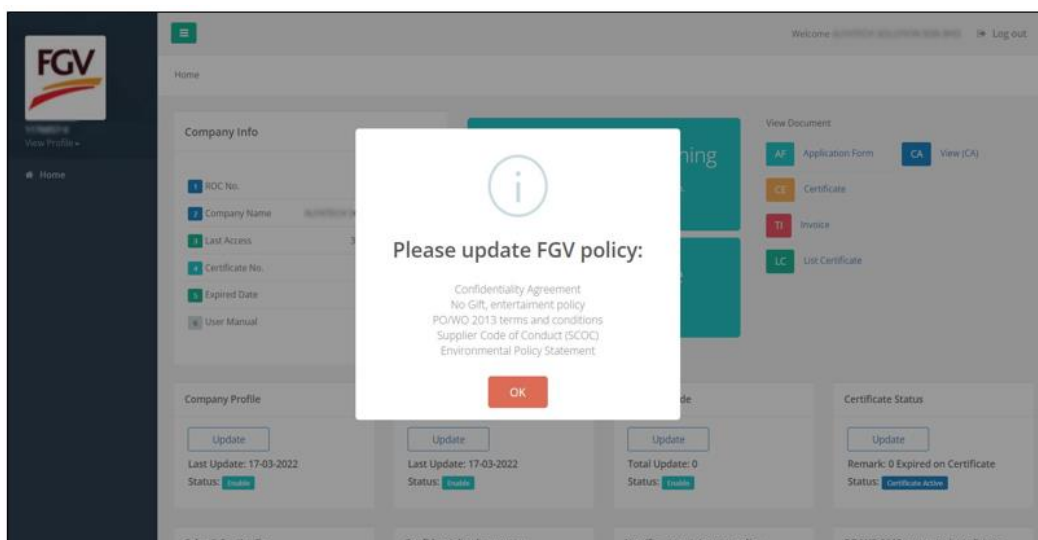
Pada halaman log masuk eDaftar, sila log masuk menggunakan username dan kata laluan eDaftar. Klik butang **Login** untuk teruskan.



**Information**

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

Selepas loh masuk, mesej pop-up akan muncul sekiranya FGV Polisi belum dikemaskini. Klik butang **OK** untuk meneruskan penerimaan.



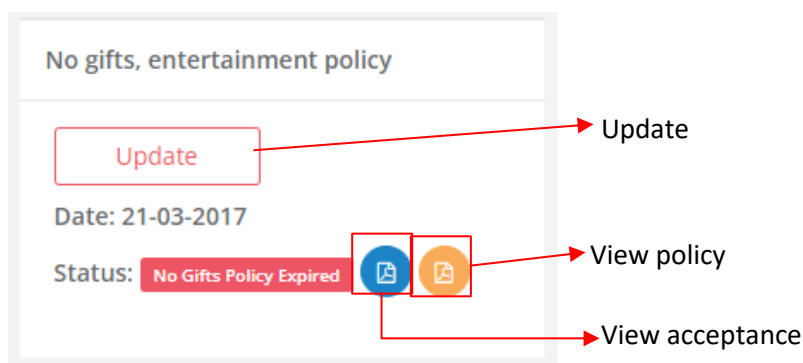
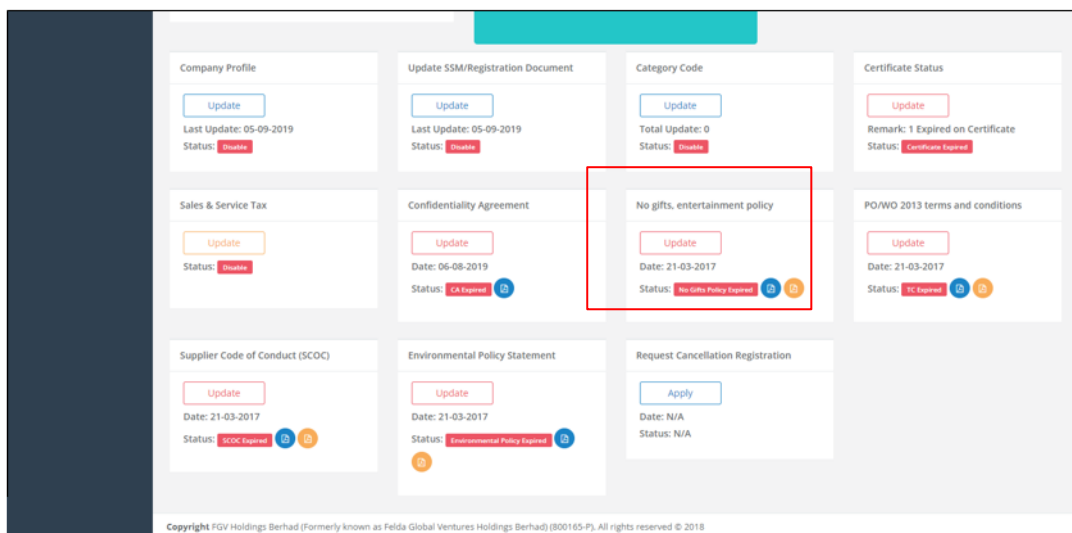


Sila ambil maklum bahawa semua polisi FGV perlu diterima secara digital oleh salah seorang :


- Lembaga Pengarah
- Pemegang Saham
- Pemilik Syarikat

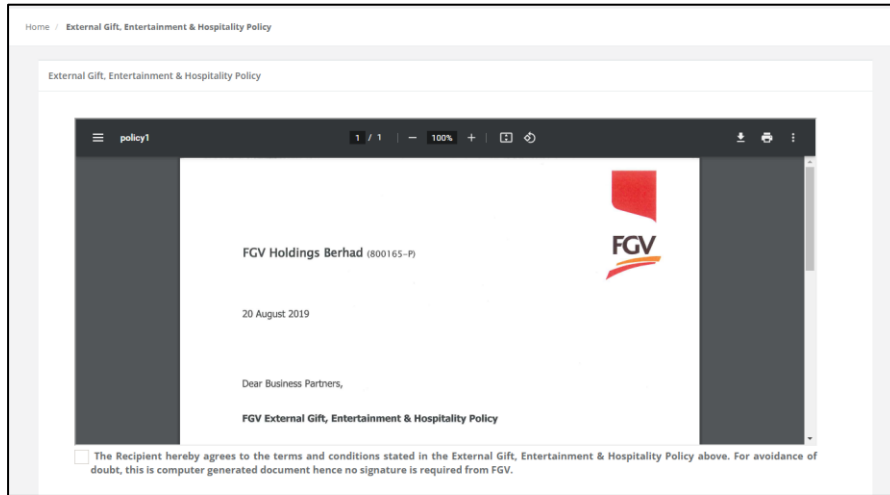
### 1. No Gifts, Entertainment Policy

Pada halaman eDaftar Home, sila pilih bahagian No gifts, entertainment policy.



#### 1.1 Kemaskini No Gifts, Entertainment Policy

Klik butang  untuk kemaskini maklumat No gifts, entertainment policy.




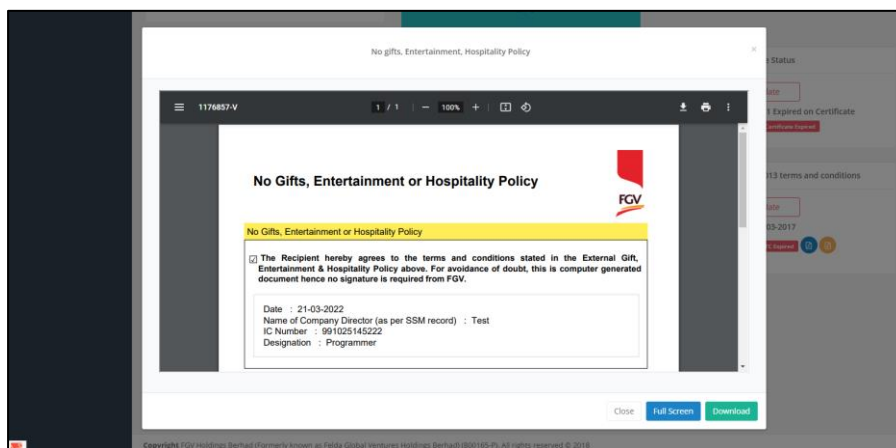
Baca polisi dan tandakan pada kotak penerimaan dan masukan maklumat yang diperlukan. Kemudian klik butang 'Save' untuk melengkapkan penerimaan polisi.

\* The Recipient hereby agrees to the terms and conditions stated in the External Gift, Entertainment & Hospitality Policy above. For avoidance of doubt, this is computer generated document hence no signature is required from FGV.

Date *	13/06/2024	Owner/Director Name *	MUHAMMAD BIN AHMAD
IC / Passport *	520315111009	Designation *	Director

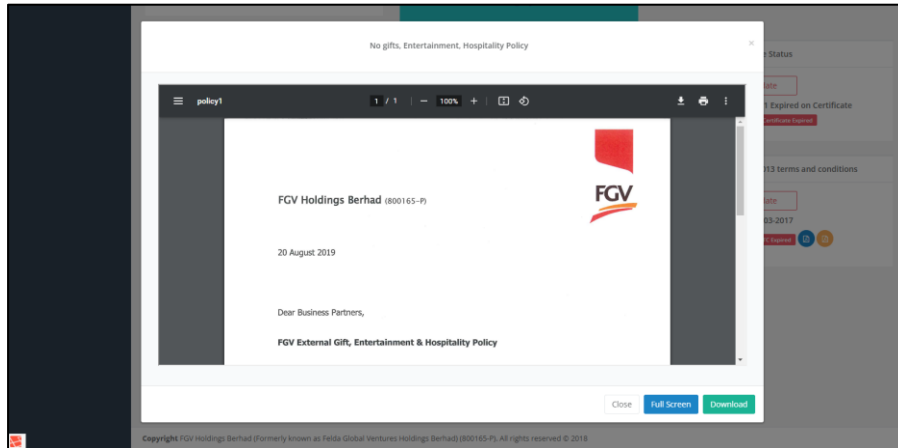
### 1.2 Lihat Penerimaan

Klik butang  untuk melihat penerimaan.



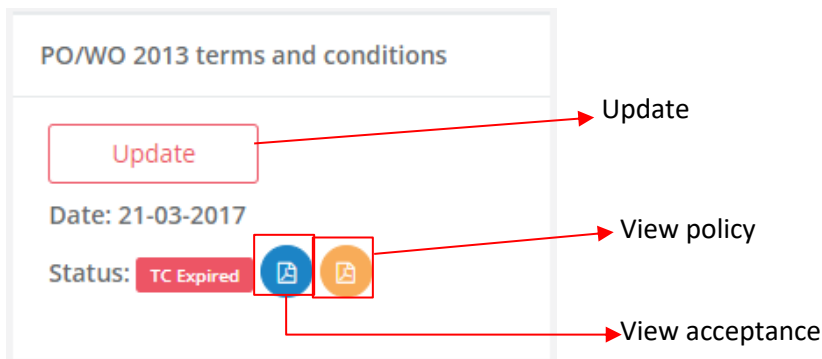
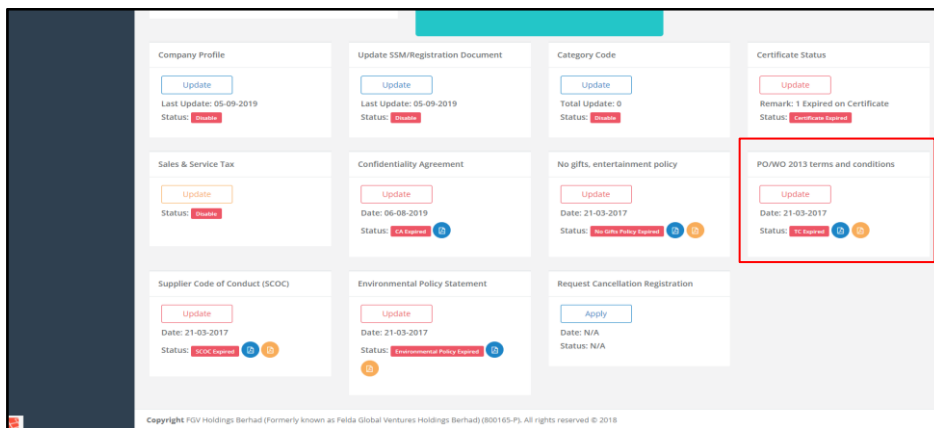
### 1.3 Lihat Verification No Gifts, Entertainment Policy

Klik butang  untuk melihat polisi.




## 2. PO/WO 2013 Terms and Conditions.

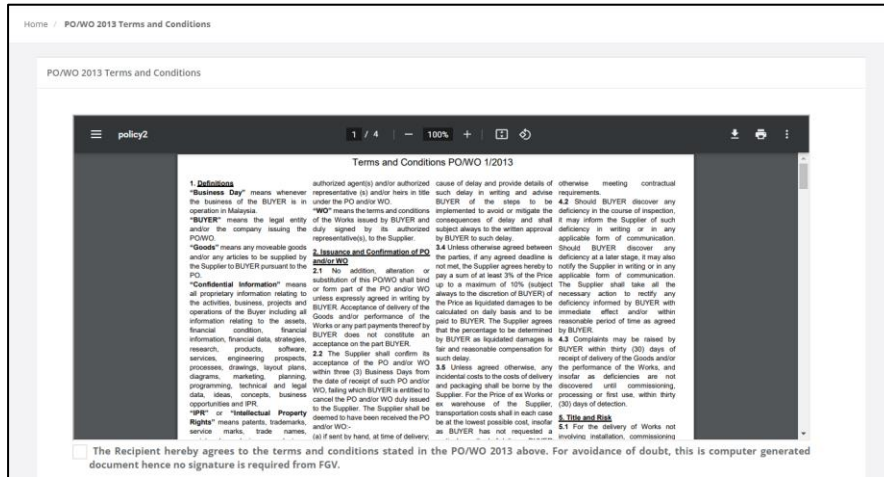
Pada bahagian eDaftar Home > PO/WO 2013 terms and conditions.



2.1 Kemaskini PO/WO 2013 terms and conditions.

Klik butang  untuk kemaskini maklumat PO/WO 2013 terms and conditions.





Baca polisi dan tandakan pada kotak penerimaan dan masukkan maklumat yang diperlukan. Kemudian klik butang 'Save' untuk melengkapkan penerimaan polisi.

\* The Recipient hereby agrees to the terms and conditions stated in the PO/WO 2013 above. For avoidance of doubt, this is computer generated document hence no signature is required from FGV.

Date \*

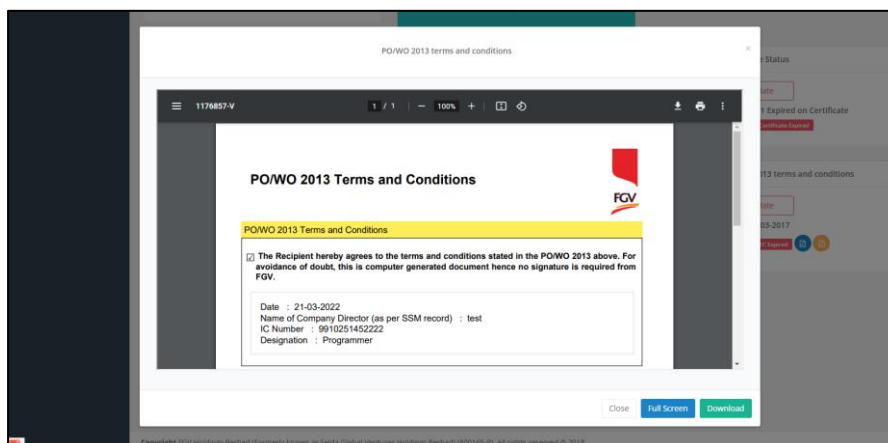
IC / Passport \*

Owner/Director Name \*

Designation \*

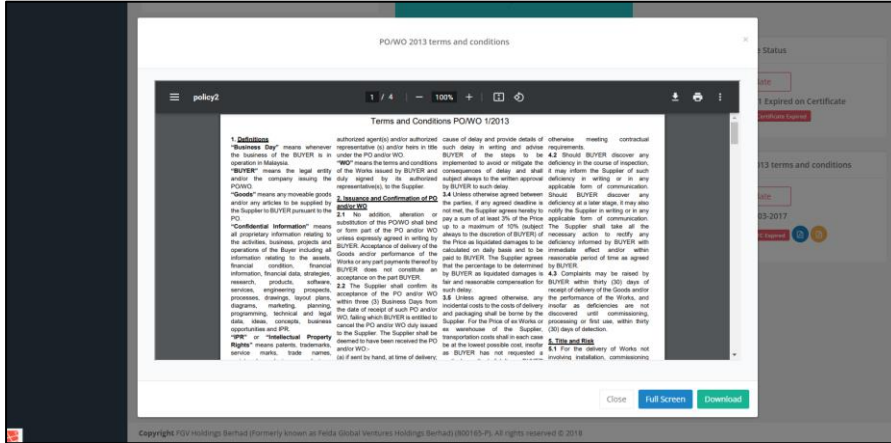
## 2.2 Lihat Penerimaan

Klik butang untuk melihat penerimaan.



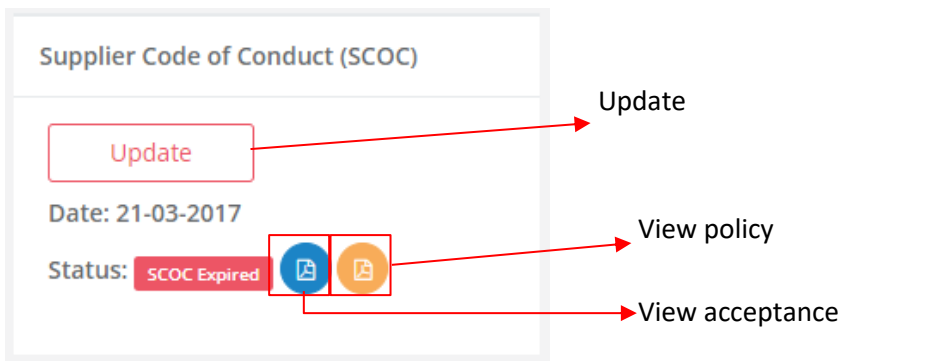
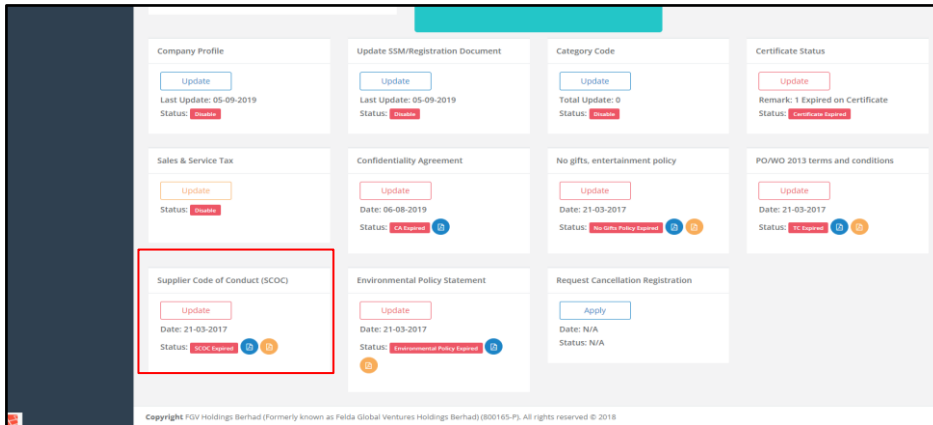
## 2.3 Lihat Verification PO/WO 2013 terms and conditions

Klik butang untuk melihat polisi.

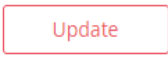


### 3. Supplier Code of Conduct (SCOC)

Pada bahagian eDaftar Home > Supplier Code of Conduct (SCOC).



#### 3.1 Kemaskini Supplier Code of Conduct (SCOC).

Klik butang  untuk kemaskini maklumat Supplier Code of Conduct (SCOC).



Baca polisi dan tandakan pada kotak penerimaan dan masukkan maklumat yang diperlukan. Kemudian klik butang 'Save' untuk melengkapkan penerimaan polisi.

\* The Recipient hereby agrees to the terms and conditions stated in the Supplier Code of Conduct (SCOC) above. For avoidance of doubt, this is computer generated document hence no signature is required from FGV.

\* [Click here to view the SCOC online briefing.](#)


Date \*

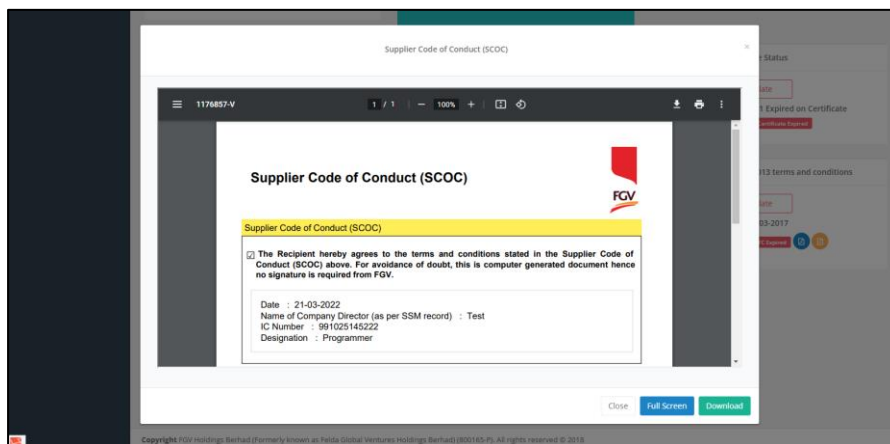
Owner/Director Name \*

IC / Passport \*

Designation \*

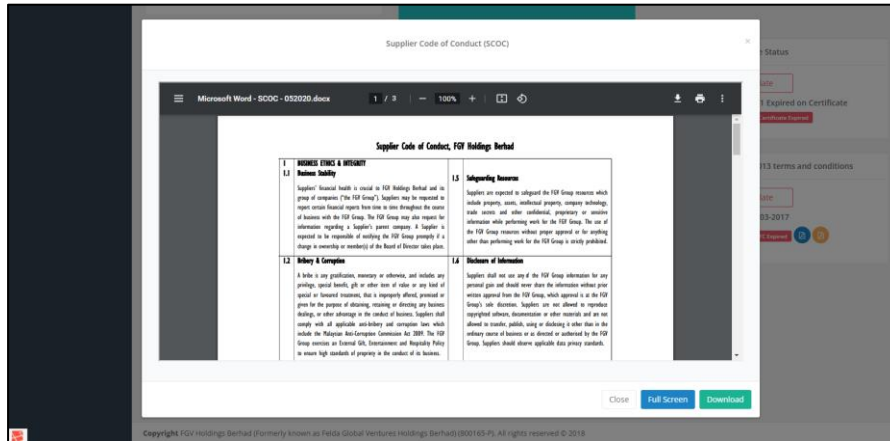
### 3.2 Lihat penerimaan

Klik butang  untuk melihat penerimaan.



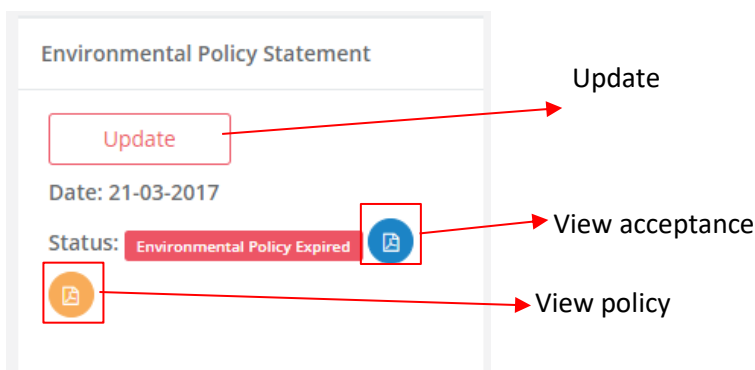
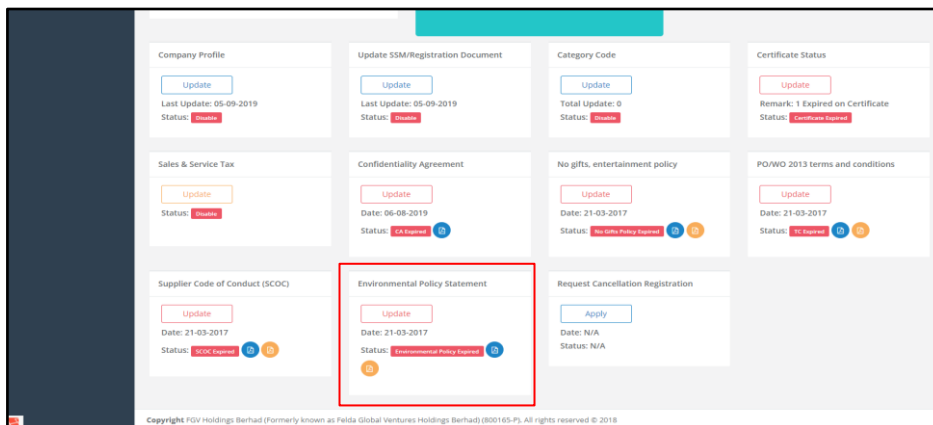
### 3.3 Lihat Verification Supplier Code of Conduct (SCOC)

Klik butang  untuk melihat polisi.




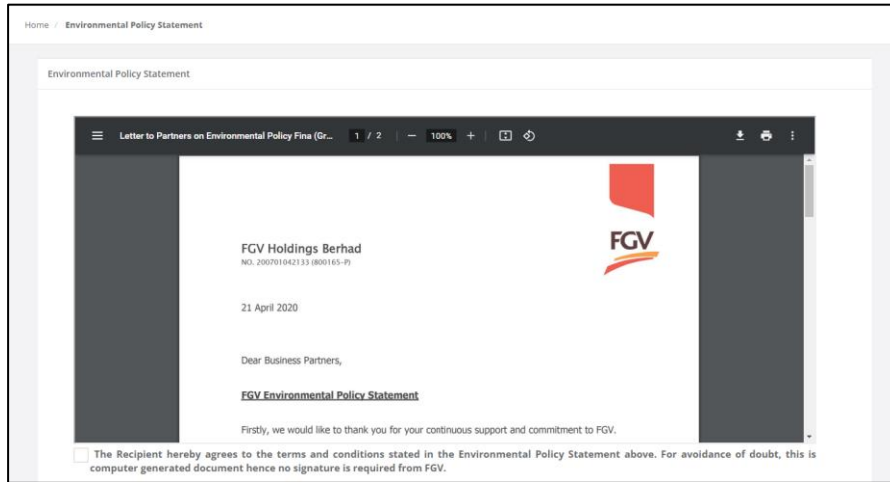
#### 4. Environmental Policy Statement

Pada bahagian eDaftar Home > Environmental Policy Statement.



##### 4.1 Kemaskini Environmental Policy Statement.

Klik butang  untuk kemaskini maklumat Environmental Policy Statement.



Baca polisi dan tandakan pada kotak penerimaan dan masukkan maklumat yang diperlukan. Kemudian klik butang 'Save' untuk melengkapkan penerimaan polisi.

\* The Recipient hereby agrees to the terms and conditions stated in the Environmental Policy Statement above. For avoidance of doubt, this is computer generated document hence no signature is required from FGV.

Date \*

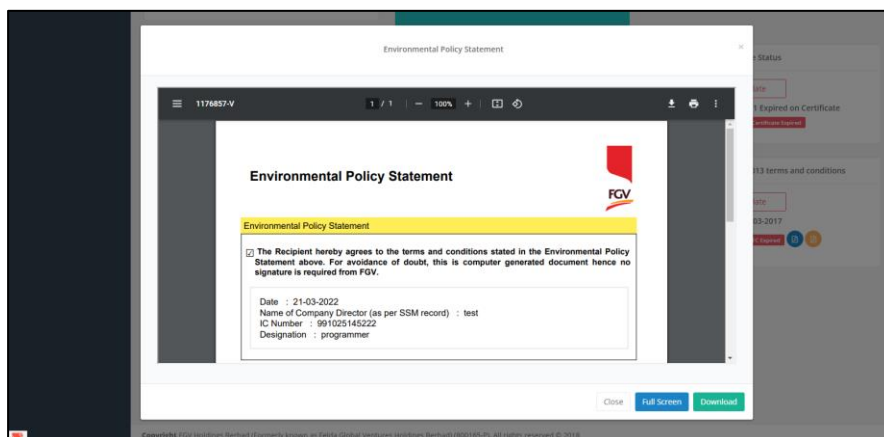
IC / Passport \*

Owner/Director Name \*

Designation \*

#### 4.2 Lihat penerimaan

Klik butang untuk lihat penerimaan.



#### 4.3 Lihat Verification Environmental Policy Statement

Klik butang untuk melihat polisi.

