

SUPPLIER ACCOUNT OPENING FORM

HERNAN CORPORATION SDN BHD ("HCSB") & its subsidiaries company



*1. COMPANY BASIC INFORMATION OF SUPPLIER/VENDOR (collectively "Supplier")

Company/Business Name (if Partnership please specify names)					
Company No. / Business Registration No.				Incorporation/ Registration Date:	
Registered Address					
Business Address (if different from Registered Address)					
Contact Details	Tel:	Fax:			
Company/Business Type	<input type="checkbox"/> Manufacturer <input type="checkbox"/> Retailer <input type="checkbox"/> Wholesaler <input type="checkbox"/> Dealer <input type="checkbox"/> Other (please specify)				
Nature of Business					
Credit Limit				Credit Term:	
Person in-charge	Sales PIC (Vendor):	Email:			
	Mobile:				
	Logistic PIC:	Email:			
	Mobile:				
	Finance PIC:	Email:			
	Mobile:				

*2. SUPPLIER BUSINESS STRUCTURE

Key Selling Items	
Key Sales Category	
Product sourced at initial stage	
Product Origin	

*3. SUPPLIER FINANCIALS

a) Paid-Up Capital (RM):

b) Required Documents

- Memorandum and Articles of Association OR Constitution of Company;
- Application for Registration [Section 14] (if applicable);
- Form 9/Form 13 OR Certificate of Incorporation [Section 17]; Identity Card (for sole proprietor only);
- Confirmation on Bank Account Details (ie: E-payment Authorization Form is attached)
- Latest Annual Return Form OR Current Year Audited Financial Statements. _
- Mutual Non-Disclosure Agreement.

c) Related Party (Yes / No) - Please confirm if the Supplier Company is part of OR has any family members and relatives working for the Hernan Group of Companies, Malaysia and/or Hernan (Shanghai) Companies, China.

☐ **No #** - Supplier Company is not part of nor does it have any directors, employees, family members and relatives working for the Hernan Group of Companies, Malaysia and/or Hernan (Shanghai) Companies, China.

☐ **Yes #** - Please elaborate:

#Please tick at whichever is applicable.

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*4. SUPPLIER BUSINESS INFORMATION

1) Is your Company listed on a stock exchange?	<input type="checkbox"/> No <input type="checkbox"/> If yes, please list out		
2) Does your Company trade or operate under any other names?	<input type="checkbox"/> No <input type="checkbox"/> If yes, please list those other names:		
3) How long has your Company been actively operating?	_____ Years		
4) Does your Company have the required licenses to deliver the supply?	<input type="checkbox"/> Yes <input type="checkbox"/> If "No", please explain:		
5) How many employees does your Company have?	_____ Staffs		
6) Please list all owners, partners, and shareholders in your Company (percentage should total 100%). In the case of a corporation where there are more than 50 shareholders, please list any person, company, or other entity who owns more than 10% of the shares in your Company. Attach additional pages if necessary.	Name		%
7) Is your Company a subsidiary of another company? If "Yes", please identify the parent company, and provide the information given in response to question 6 in respect of the parent company. Attach additional pages if necessary.	Name		%
8) Please list the Directors of your Company. Attach additional pages if necessary.	Name		Title
9) Please list the Key Account Manager in your Company who will be principally responsible for the Hernan Group of Companies account.	Name		Title
10) Are any of the individuals: a current or former Government Official; or a Close Family Member of a Government Official working on or on behalf of the Hernan Group of Companies account? If yes, please list out	Name	Position	Name of Public Entity
11) Are any of the individuals a relation, friend or business associate working on or on behalf of the Hernan Group of Companies account? If "Yes", please identify the relevant individual(s) below	Name	Position	Nature of Relationship

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<p>12) Does your Company have any policies, procedures and/or controls in place to prevent corruption?</p>	<input type="checkbox"/> No <input type="checkbox"/> If "Yes", please provide details below, and attach copies of such policies, procedures and/or controls.		
<p>13) Has: (1) your Company, or (2) its directors, or shareholders/owners; or (3) any Key Account Manager principally responsible for the Hernan Group of Companies account, or other person working on behalf of your Company, to the best of your knowledge, been listed on any restricted trading list maintained by any country or the United Nations? If "Yes", please provide full details below:</p>			
	<p>Name</p>	<p>Name of sanction enforced</p>	<p>Reasoning as to why the sanction was imposed</p>
<p>14) Has: (1) your Company; or (2) its directors, and shareholders/owners; or (3) any Key Account Manager principally responsible for the Hernan Group of Companies account, or other person working on behalf of your Company, to the best of your Company's knowledge, disclosed to any regulatory and/or enforcement agency the violation of, or possible violation of, any laws, rules, or regulations relating to bribery, corruption, sanctions, fraud, money laundering, or any other criminal offences involving fraud or corruption?</p>	<input type="checkbox"/> No <input type="checkbox"/> If "Yes", please provide full details below		

*5. SUPPLIER E-INVOICING INFORMATION	
<p>1) Tax Identification Number (TIN)</p>	
<p>2) MSIC Code</p>	
<p>3) SST Registration Number</p>	
<p>4) Email address for e-invoicing purpose</p>	
<p>5) Tourism Tax Registration Number (for Foreign Supplier only)</p>	
<p>6) IC Number (for Sole Proprietor/Partnership Supplier Only)</p>	

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*6. PRIVACY AGREEMENT / DECLARATION

- We/I, the undersigned, hereby declare that we/I have the full legal authority to sign this form and all information (including the documents) provided herein are true and accurate according to the law.
- We/I agree and consent that all information (including the documents) provided herein shall be used by HCSB for its supplier evaluation and registration purposes prior to the execution of a supplier agreement and we/I hereby agree and consent to the Privacy Notice of HCSB, which is attached herewith to this application form.
- We/I further hereby declare, agree and confirm that all materials supplied by us/me, including but not limited to those specified in **item 4 above and Additional Page** (if any) herein are provided by us/me, our employees, servants and agents to HCSB and/or its authorized representatives, whereby such materials may include without limitation biographical information, photographs, videos, visuals, designs, trademarks and service marks, concepts, patent drawings, drawings, computer generated visuals and software, images, testimonials, product information, data, and other similar documents, in whole or in part (hereinafter to be known as "**Materials**").
- We/I authorize and permit HCSB and/or its authorized representatives to deal with the Materials in all manner necessary for the purposes of selling, advertising and promoting all products supplied by us/me to HCSB on HCSB's home shopping platforms including without limitation, preparing videos, storing, changing, online uploads, revising, altering, copying, pasting, viewing, carrying out presentations, broadcasting, marketing, display and preparing derivative works.
- We/I hereby undertake that the Materials do not infringe or misappropriate any third party's intellectual property rights and that the use of the Materials by HCSB and/or its authorized representatives is duly authorized, approved, licensed, granted, and/or consented by us/me and/or relevant third party and we/I shall indemnify and keep Hernan Corporation Sdn Bhd indemnified against all the losses, claims, demands, suits, costs, and damages which arise from any breach in relation thereof.
- We/I hereby undertake that We/I shall at all times keep confidential all information (whether orally or in writing) provided by HCSB and/or its representatives. We/I shall not disclose such information to any person regardless whether We/I will be finally appointed as the Supplier of HCSB.

.....
(Signature of authorized signatory)

Name:

Designation:

Date:

Company Stamp:

FOR OFFICE USE ONLY:

Purpose: _____

Reason: _____

Is there existing vendor for the same services: (Yes/No)

If yes:

Name of existing
vendor: _____

Reason for changing existing vendor to new vendor: _____

Category of Product/Service	Product/Service Description	Supplier Code / Account

To be filled in by Requestor

Requested by	:	Approved by	:
		H.O.D	

Name	_____	Name	_____
Designation	:	Designation	:
Date	:	Date	:
	:		:

To be filled in by Finance

Verified by	:	Approved by	:
Finance Manager		FC / CFO/ GCFO	

Name	_____	Name	_____
Designation	:	Designation	:
Date	:	Date	:
	:		:

To be filled in by IT

SAP Updated by	:
IT Department	

Name	_____
Designation	:
Date	:
	:

Number of quotations requirement attached for purchase order

Amount (EUR)	Amount (MYR)	Number of Quotations Required	TICK WHERE APPLICABLE
< 5,000	<25,000	1	
5,000 to 20,000	25,000 to 100,000	2	
> 20,000	>100,000	3	

Change of bank details have been verified with the Supplier contact person (eg by phone):

Date: _____ Contact Person: _____ Designation: _____ Verified by: _____

E-payment Authorisation Form

PAYEE INFORMATION

Supplier Code:		
Company Name & Address:		
Contact person:	Tel/E-mail:	Fax No:

PAYEE BANK INFORMATION

Bank Name & Branch:	
Bank Account Number:	Swift Code:

I certify that the above information is true and correct, and that I as a representative for the above-named company, hereby authorizes Hernan Corporation Sdn Bhd to electronically deposit payment to the designated bank account. This authority will remain in force until Hernan Corporation Sdn Bhd receives written and prove by Bank Statement (Header of Bank Statement).

Authorized signature:	Company Stamp:
Name:	
Position	
Date:	

- Kindly attach the Header of Bank Statement for us to verify the bank account details.