

JABATAN PERKHIDMATAN AWAM
JABATAN PERDANA MENTERI
NEGARA BRUNEI DARUSSALAM

QUOTATION DOCUMENT

Quotation Reference	:	JPA/1.4/A&S/SOS/001/2024
Quotation Title	:	TWO YEARS TERM CONTRACT FOR SUPPLY AND DELIVERY OF STATIONERIES FOR JABATAN PERKHIDMATAN AWAM
Date of Quotation Submission	:	23 rd JULY 2024 / 2.00 PM
Quotation Fee	:	BND\$5.00

INSTRUCTION TO TENDERERS

1. This quotation is open to Vendor with a Company Registration Certificate (FORM 16/17 or Form X). The Vendor shall furnish valid registration document.
2. Tenderers **MUST** submit documents and information as requested below as an attachment to the Quotation Document. Please also refer to Attachment A.
 - a. Company Registration Certificate (Form 16/17 or Form X) and shall be updated and valid
 - b. List of names, positions and salaries, total number of employees and the percentage of local and foreign employees
 - c. Certificate of Tax Compliance Issued by the Revenue Division
 - d. Company Registration Certificate and Business Names issued through the Corporate Registry System in One Common Portal
 - e. TAP Registration Certificate
 - f. Updated Local Employees' Tap Accounts
 - g. Confirmation of Integrity Pact (**Attachment B**)
 - h. List of previous and current jobs experience of a similar nature

Non-compliance with the conditions in any respect shall render the tender liable to rejection.

3. Each Tenderer is held to have checked all the pages of the Quotation Document.
4. The tender shall be deemed to have been calculated on a firm price basis and shall not be subject to any price fluctuations.
5. No unauthorised alteration shall be made to the Quotation Document otherwise the tender may be rejected.
6. The Tenderer is required to acquaint self with all the matters relating to the proposed work and items prior to submitting the tender.
7. Should the Tenderer find any discrepancy, error or omission in the Quotation Documents, he shall notify the government in writing thereof on or before the closing date for tenders.
8. Alterations or erasures in the details submitted by the Tenderer should be initialled in the margin by such Tenderer. No correction fluid shall be used; otherwise the tender shall be rejected.

Site Location

The location of site is within the protected area of **Bangunan Jabatan Perkhidmatan Awam, Jalan Kumbang Pasang**. Tenderer is advised to seek assistance from the Contact Person as indicated below.

Contact Person Name: Nabilah@Hafizah Binti Haji Abdul Murad
Telephone: +673 8217217

Payment

The payment will be made through Government Purchase Order (PO) upon satisfactory completion of the works in accordance with the document.

Delivery of Goods

The successful tenderer shall deliver the goods at **Jabatan Perkhidmatan Awam, Jabatan Perdana Menteri, Simpang 156, Jalan Kumbang Pasang, BA 1311, Bandar Seri Begawan, Brunei Darussalam**.

The goods must be delivered on the date as stipulated in the issued Purchase Order.

Validity

Quotations shall remain valid for six (6) calendar months from the closing date of quotation and no tenderers may withdraw his quotation within that period.

Acknowledgement

The Government reserves the right to select all parts or some parts of the pricing schedules and award any Vendors(s) / Vendor(s) which satisfy the Specifications within this Quotation document.

Submission and Lodging of Quotation

The quotation is to be lodged **not later than 2.00 pm, on Tuesday, 23rd July 2024**, at the Quotation Box located at the **Ground Floor Lobby, Bangunan Jabatan Perkhidmatan Awam, Jalan Kumbang Pasang**.

Tenderers are to fill in and submit the Quotation Document provided, including all relevant attachments, in their quotation submission. The quotation shall be properly sealed in envelope, and must be clearly marked and addressed as follows:

**PENGERUSI
JAWATANKUASA SEBUTHARGA JABATAN PERKHIDMATAN AWAM
JABATAN PERKHIDMATAN AWAM
NEGARA BRUNEI DARUSSALAM**

**Quotation for:
TWO YEARS TERM CONTRACT FOR SUPPLY AND DELIVERY OF STATIONERIES FOR
JABATAN PERKHIDMATAN AWAM
Quotation ref: JPA/1.4/UPK/A&S/SOS/001/2024**

**JABATAN PERKHIDMATAN AWAM
JABATAN PERDANA MENTERI
NEGARA BRUNEI DARUSSALAM**

FORM OF QUOTATION

QUOTATION FOR : TWO YEARS TERM CONTRACT FOR SUPPLY AND DELIVERY
OF STATIONERIES FOR JABATAN PERKHIDMATAN AWAM

QUOTATION NO : JPA/1.4/A&S/SOS/001/2024

CLOSING DATE : 23rd JULY 2023 (2.00 PM)

1. I/We the undersigned having read and fully understood the instruction and specification regarding the above and **willing to perform the works for a unit rate / unit rates as per priced and agreed in the Quotation.**
2. I/We have seen the above documents and specification and deemed to have a clear understanding.
3. We confirm that the Quotation has been calculated on a firm price basis and is inclusive of all necessary allowances to adequately cover price escalation of labour, materials and all other relevant items.
4. We agree that this Quotation remains open for consideration and acceptance for **Six (6) Calendar Months** from the last date for submission of same.
5. We hereby agree and note the following: -

Delivery Date : SIX (6) WEEKS from the date of issuance of PURCHASE ORDER (PO)

Liquidated and Ascertain Damages : FIVE PERCENT (5%) the supply period exceeds SIX (6) WEEKS from the date of issuance of PURCHASE ORDER.

Name of Company :

Name of Authorised Person :

Signatory of Authorised :

Company Stamp :

DETAIL OF COMPANY

1. Name of Company : _____
2. Stamp of Company
-
3. Name of Authorised Person : _____
4. No of Identity card and colour : _____
5. Position of Authorised Person : _____
6. Signatory of Authorised Person : _____
7. Address of Company : _____

8. Telephone : (O) _____
(M) _____
(F) _____
9. Email Address : _____

GENERAL CONDITIONS OF QUOTATION

Scope of the Works

The main feature of the scope of works to be undertaken by the successful tenderer is generally **TWO YEARS TERM CONTRACT FOR SUPPLY AND DELIVERY OF STATIONERIES FOR JABATAN PERKHIDMATAN AWAM** with a satisfactory completion and operational as per quotation document.

Site Restrictions

The Vendors shall comply with all the regulations that might be imposed by the authorities concerned with regards to movements inside the compounds. The Vendors shall be solely responsible to seeing that his employees follow these regulations.

Liquidated and Ascertained Damages

If the Vendors does not deliver within the six (6) weeks from the issuance of the Purchase Order or within an agreed extended time without a reasonable reasoning in writing, a deduction of payment shall be made from the agreed price. The penalty that will be imposed is 5% when the supply period exceeds six (6) weeks from the issuance of the Purchase Order. The penalty imposed will be deducted directly from the value of the Payment to be received by the Vendor.

Inspection

The Goods/Services are subject to inspection and in case any of the Goods/Services are not in conformity with the Requirements of the Client, the Client shall have the right either to reject them or to require replacement. The cost of the replacement or correction and any associated service expenses (e.g. transportation, additional labour etc.) shall be the Vendor's own expenses.

Cancellation

The Client reserve the right to cancel at any time in the event of the products do not meet the specifications or delivery problem or any breach to the term of the Quotation Document.

Specifications

1. This Specifications shall be read in conjunction with the Pricing Schedules and General Conditions of Quotations. The Vendors shall have read the whole of Quotation Document when pricing the Works and Items.
2. The Vendors are required to supply all the items specified in Pricing Schedules, and be wholly responsible for all the services, materials and labour for the proper supply and delivery execution of the Goods, unless specifically stated otherwise. The Department reserves the right to accept all or part of the proposed items or services from the successful Tenderer.
3. The Vendors shall provide full Cost Breakdown in the format as attached within this Quotation Document, and itemized as per stated in the Pricing Schedules, when submitting this Quotation.

PRICING SCHEDULES

ITEM	DESCRIPTION	BRAND	QUANTITY PER UNIT	RATE PER UNIT (B\$)
1	White Board Marker Pen			
2	Highlighter Pen Color			
3	Correction Pen			
4	Pencils 2B			
5	White Board Eraser			
6	Eraser			
7	Small Cutter			
8	Stapler B8			
9	Stapler Wire B8			
10	Paper Clip 1"			
11	Paper Clip 2"			
12	Red Seal			
13	Stamp Pad			
14	Endorsing Stamp Pad Blue Ink			
15	Scissor 6.75"			
16	Scotch Magic Tape 19mmx65.8mm			
17	Double Sided 1"			
18	Glue Stick			
19	Cellulose Tape 1"			
20	Cloth Tape 2"			
21	File Fastener			
22	Binder Clip ½"			
23	Binder Clip 1"			
24	Binder Clip 2"			
25	Binder Clip 3"			
26	A4 Binding Cover - Clear"			

Company Stamp:

ITEM	DESCRIPTION	BRAND	QUANTITY PER UNIT	RATE PER UNIT (B\$)
27	Binding Ring 6mm			
28	Binding Ring 10mm			
29	Binding Ring 14mm			
30	Binding Ring 16mm			
31	Binding Ring 18mm			
32	Binding Ring 20mm			
33	Binding Ring 22mm			
34	Binding Ring 30mm			
35	Binding Ring 32mm			
36	Binding Ring 50mm			
37	Hardcover File Black			
38	Paper Puncher – 30 sheets capacity			
39	Fullmark Typewriter Ribbon			
40	Fullmark Dry Lift Off			
41	Foolscap Hardcover Book 400 pages – 70gsm			
42	Fancy Buffalo Card Colour – 230gsm			
43	A4 Plastic Pocket File			
44	Flip Chart Paper			
45	A3 Paper White – 80gsm			
46	A4 Paper White – 80gsm			
47	A4 Paper Pink – 80gsm			
48	A4 Paper Yellow – 80gsm			
49	A4 Paper Blue – 80gsm			
50	A4 Paper Green – 80gsm			
51	A4 Sticker White			
52	Examination Pad			
53	White Twine Cotton			

Company Stamp:

ITEM	DESCRIPTION	BRAND	QUANTITY PER UNIT	RATE PER UNIT (B\$)
54	<i>A4 Laminating Sheet</i>			
55	<i>A4 Divider</i>			
56	<i>High Capacity 2 Hole Paper Punch - 150 Sheets</i>			
57	<i>Cutter Trimmer A3</i>			
58	<i>Heavy Duty Stapler – 70 sheets</i>			
59	<i>Staple Wire for - Heavy Duty Stapler – 70 sheets</i>			
60	<i>Laminator A3</i>			
61	<i>Kangaroo Staples 23/13</i>			
62	<i>Kangaroo Staples 23/17</i>			
63	<i>Kangaroo Staples 23/24</i>			

Name of Company

:

Name of Authorised Person

:

Contact No.

:

Signatory of Authorised

:

Company Stamp

:

ATTACHMENT A

SENARAI SEMAK

Jenis-jenis dokumen dan maklumat yang perlu dihadapi, dimana syarikat-syarikat yang ikut serta dikehendaki untuk menandakan dalam senarai semak sebagai pengesahan dokumen sudah disertakan dengan lengkap dan teratur. Jika dokumen tidak lengkap, tawaran dianggap tidak sah.

Antara dokumen dan maklumat yang diperlukan termasuklah:

BIL	KETERANGAN	Sila tandakan yang berkenaan
1	Sijil atau lesen yang sah bagi perolehan-perolehan yang memerlukan kontraktor/syarikat untuk mendapat lesen atau sijil dengan agensi-agensi Kerajaan seperti contoh di bawah ini:	
2	Sijil Pendaftaran Kontraktor dan Pembekal yang dikeluarkan oleh ABCI, Kementerian Pembangunan;	
3	Pengesahan Jabatan Perkhidmatan Elektrik bagi perkakas elektrik yang berkenaan dan pekerja-pekerja yang akan melaksanakan kerja-kerja elektrik;	
4	Sijil Brunei Darussalam Medicines Control Authority (BDMCA) yang dikeluarkan oleh Kementerian Kesihatan;	
5	Senarai nama, jawatan dan gaji; jumlah; dan bilangan (%) pekerja tempatan dan pekerja asing.	
6	Material yang akan digunakan dengan menyatakan senarai barangan, peratus (%) dan harga (\$) barangan tempatan digunakan serta peratus (%) dan harga (\$) barangan impot yang akan digunakan.	
7	Sijil Pematuan Akta Cukai daripada Bahagian Hasil Kementerian Kewangan dan Ekonomi seperti di LAMPIRAN 1 .	
8	Sijil Pendaftaran Syarikat dan Nama-Nama Perniagaan yang dikeluarkan melalui Corporate Registry System di dalam One Common Portal;	
9	Pengesahan pematuan Akta Amanah Pekerja dan Perintah Pencen Caruman Tambahan 2009 dari Tabung Amanah Pekerja dengan menyatakan nombor Akaun Majikan dan senarai pekerja yang dicarumkan.	
10	Pengesahan <i>Integrity Pact</i> seperti di LAMPIRAN 2 yang mengandungi pengakuan: i. Tidak akan menerima, menawarkan atau memberi rasuah untuk dipilih dalam tawaran/sebut harga [Bab 5(a), 5(b), 6(b) Akta Pencegahan Rasuah, Penggal 131]; ii. Tidak akan menawarkan kepada atau meminta rasuah daripada penender lain bagi penarikan tawaran [Bab 9(a) dan bab 9(b) Akta Pencegahan Rasuah, Penggal 131]; iii. Tidak akan memberikan maklumat atau menghadapi tuntutan palsu [Bab 182 Kanun Hukuman Jenayah, Penggal 22 dan Bab 6(c) Akta Pencegahan Rasuah, Penggal 131]; iv. Tidak akan memberikan hadiah kepada pegawai awam dalam apa jua bentuk [Bab 109 Kanun Hukuman Jenayah, Penggal 22]; v. Mengambil maklum akan tindakan yang diambil oleh Kerajaan jika menyalahi Akta Pencegahan Rasuah, Penggal 131]; dan vi. Memahami bahawa berpakat sulit dengan pembekal-pembekal lain dalam menghadapi tawaran adalah menjadi kesalahan di bawah Perintah Persaingan, 2015.	



PENGAKUAN INTEGRITI PENENDER
TENDERER'S INTEGRITY DECLARATION

Rujukan Tawaran <i>Tender Reference</i>	
Tajuk <i>Title</i>	
Kementerian / Jabatan <i>Ministry / Department</i>	

Saya/Kami, (Isikan nama setiap pemilik syarikat/pemegang saham di bawah)
I/We (Fill in all the proprietor/shareholders' name below)

Bil. No.	Nama Name	No. Kad Pengenalan Brunei & Warna/ No. Paspot Antarabangsa Brunei Identity Card No. & Colour/International Passport No.	Tandatangan Signature

Beralamat/ *Address:*

dengan ini membuat PENGAKUAN seperti berikut / *make the following DECLARATION:*

1. Saya/Kami yang bernama di atas,
I/We as the name stated above,
adalah pemilik berdaftar sebuah Firma yang bernama
a registered proprietor of

_____, (isikan nama Firma/ *fill in the firm's name*)

dengan alamat perniagaan di,

with its place of business at _____

(atau / or)

ⁱⁱadalah pemegang saham dalam sebuah Syarikat yang bernama
a shareholder in a Company,

_____, dengan alamat berdaftar di / *having its registered*
address at

yang telah menghadapkan Tawaran untuk projek yang disebutkan di atas;
which has submitted a Tender Proposal in the above mentioned project;

2. ⁱⁱⁱSaya/Kami **telah menghantar Penyata Tahunan** kepada Pendaftar Syarikat-Syarikat pada _____ (sila nyatakan tarikh terakhir menghantar Penyata Tahunan berkenaan).
*I/We have **submitted Annual Returns** to Registrar of Companies on _____*
(please state the date of latest Annual Returns submitted to Registrar of Companies).
3. ^{iv}Saya/Kami **tidak memiliki Firma (Firma-Firma) / Syarikat (Syarikat-Syarikat lain;**
(sila lihat nota 3 dan 4 dibawah dan potong jika tidak berkenaan).
I/We do not own any other firm(s)/ Company(ies); (see notes 3 and 4 below and delete where appropriate).
4. ^vSaya/Kami adalah juga **pemilik / pemegang saham** dalam senarai **Firma (Firma-Firma) / Syarikat (Syarikat-Syarikat) yang dinyatakan dalam Lampiran I.**
I/We also the propretor / shareholder in the list of firm(s)/ Company(ies) described at Annex 1.

DAN saya/kami selanjutnya membuat PENGAKUAN bahawa sepanjang pengetahuan saya/kami, Firma (Firma-Firma) / Syarikat (Syarikat-Syarikat) saya/kami yang dinyatakan dalam Lampiran 1 ini, tidak mengemukakan Tawaran untuk projek yang disebutkan diatas.
AND I/We further DECLARE that to the best of my/our knowledge, none of my/our other firm(s)/Company(ies) set out in Annex 1, have submitted a Tender Proposal for this project.

5. Saya/Kami juga membuat PENGAKUAN selanjutnya:
I/We also hereby DECLARE:
- a. bahawa sepanjang pengetahuan saya/kami, isteri/suami saya/kami atau Firma (Firma-Firma) Syarikat (Syarikat-Syarikat) kepunyaan isteri/suami saya/kami, tidak menghadapkan Tawaran untuk projek yang disebutkan diatas;
that to the best of my/our knowledge, neither my/our spouse or his/her firm(s)/ Company(ies) have submitted a Tender Proposal for the above mentioned project; and
- b. bahawa saya/kami tidak berpakat sulit dengan Firma (Firma-Firma)/ Syarikat (Syarikat-Syarikat) atau dengan sesiapa dalam menghadapkan Tawaran untuk projek yang disebutkan di atas.
that I/We have not colluded with any other firm(s)/Company(ies) or any other person or entity in submitting the Tender Proposal for the above mentioned project.

6. ^{vi}Saya/Kami seterusnya membuat PENGAKUAN bahawa pemilik-pemilik, Ketua Pegawai Eksekutif dan Pengarah-Pengarah Syarikat yang turut serta dalam tawaran ini bukan dari kalangan pegawai awam yang berkhidmat dengan Kerajaan Kebawah Duli Yang Maha Mulia Paduka Seri Baginda Sultan dan Yang Di-Pertuan Negara Brunei Darussalam.
I/We also DECLARE that neither I nor the other owners of, or the Chief Executive Officer and Directors, as the case may be, of the entity participating in this tender, is/are public officer of the Government of His Majesty The Sultan and Yang Di-Pertuan of Negara Brunei Darussalam.

(Atau / Or)

Saya/Kami sedang berkhidmat dengan Kerajaan Kebawah Duli Yang Maha Mulia Paduka Seri Baginda Sultan dan Yang Di-Pertuan Negara Brunei Darussalam dan sukacita **disertakan surat kebenaran untuk berniaga daripada Jabatan Perdana Menteri.**

*I/We DECLARE that I am/We are public officers and enclose **herewith the letter of approval to engage in business issued by the Prime Minister's Office.***

7. Saya/Kami membuat PENGAKUAN bahawa saya/kami atau mana-mana individu yang mewakili Firma/Syarikat saya/kami akan mematuhi segala peraturan dan undang-undang Negara Brunei Darussalam dan tidak akan melakukan mana-mana kesalahan yang berkaitan dengan perolehan kerajaan seperti yang disertakan di Lampiran 1. Saya/kami akan memastikan bahawa penyertaan/penglibatan syarikat saya/kami dalam sebutharga/tawaran bagi projek yang disebutkan di atas atau sebarang sebutharga/tawaran dengan kerajaan adalah secara adil, bersih dan telus.

I/We DECLARE that I/We or any person representing my/our firm/Company will obey all regulations and laws in Brunei Darussalam and will not commit any offence related to government procurement, as reproduced in Annex 1. I/we will ensure that my/our company's participation/involvement in the tender/quotation for the above mentioned project or any other tender/quotation with the government is fair, clean and transparent.

8. Saya/Kami seterusnya membuat PENGAKUAN bahawa saya/kami atau mana-mana individu yang mewakili Firma/Syarikat saya/kami tidak akan menawarkan atau memberi atau bersetuju untuk memberi kepada sesiapa sebarang hadiah, suapan atau balasan dalam bentuk apa pun sebagai dorongan atau ganjaran bagi melakukan atau tidak melakukan atau kerana telah melakukan atau tidak melakukan apa-apa jua perbuatan yang berkaitan dengan mendapatkan atau melaksanakan sebutharga/tawaran bagi projek yang disebutkan di atas atau sebarang sebutharga/tawaran dengan Kerajaan. Saya/Kami menyedari sepenuhnya bahawa jika saya/kami atau mana-mana individu yang mewakili Firma/Syarikat saya/kami melanggar pengakuan ini, saya/kami atau mana-mana individu yang mewakili Firma/Syarikat saya/kami telah melakukan atau bersubahat, mencuba, berkomplot untuk melakukan jenayah di bawah Akta Pencegahan Rasuah (Penggali 131), atau Bab 161 hingga 165 dari Kanun Hukuman Jenayah (Penggali 22) dibaca bersama Bab 109 atau Bab 120B atau Bab 511 dari Kanun yang sama seperti disertakan di Lampiran 1.

I/We also DECLARE that I/We or any person representing my/our firm/Company will not offer or give or agree to give to any person any gift, gratification or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any action in relation to the obtaining or execution of the tender/quotation for the above mentioned project or any other tender/quotation with the government. I/We am/are fully aware that if I/We or any person representing my/our firm/Company breached this declaration, I/We or any person representing my/our firm/Company shall have committed or abetted, attempted, conspired to commit an offence under the Prevention of Corruption Act (Cap. 131) or Section 161 to 165 of the Penal Code (Cap. 22) read with Section 109 or Section 120B or Section 511 of the same as reproduced in Annex 1.

9. Saya/Kami bersetuju bagi pengakuan di atas. Jika sekiranya saya/kami atau mana-mana individu yang mewakili Firma/Syarikat saya/kami didapati melanggar syarat-syarat di atas, maka saya/kami sebagai wakil syarikat bersetuju tindakan-tindakan berikut diambil:
I/We agree to the declaration as above. In the event I/we or any person representing my/our firm/Company found in violation of the terms above, I/we, as representative of the company have agreed the following actions to be taken:
- i. Penarikan balik tawaran kontrak bagi tawaran/sebutharga yang disebutkan di atas; atau
The withdrawal of the contract for the above tender/quotation; or
 - ii. Penamatan kontrak bagi tawaran/sebutharga yang disebutkan di atas;
Termination of the above tender/quotation;
 - iii. Lain-lain tindakan tatatertib mengikut Peraturan Perolehan Kerajaan yang berkuat-kuasa; dan
Other disciplinary action in accordance with the Government Procurement Regulations in force; and
 - iv. Tindakan undang-undang mengikut undang-undang Negara Brunei Darussalam
Legal action in accordance to the Law of Brunei Darussalam.
10. Saya/Kami menyedari sepenuhnya, jika saya/kami memberi maklumat yang palsu bagi pengakuan ini, saya/kami akan melakukan kesalahan yang boleh didakwa di bawah Kanun Hukuman Jenayah Bab 177 dan Bab 182 yang disertakan di LAMPIRAN I.
I/We fully aware that if I/We gave any information which is false, I/We committing an offence for which I/We liable to prosecution under the Penal Code. I/We also aware of Section 177 and 182 of the Penal Code reproduced below in Annex 1.
11. Saya/Kami juga difahamkan bahawa Firma/Syarikat saya/kami tidak akan dipertimbangkan bagi mengikuti Tawaran projek ini sekiranya sebarang maklumat dalam pengakuan ini tidak benar.
I/We also understand that my/our firm/Company will be disqualified for this tender in the event any information given herein is found to be false.
12. Saya/Kami memberi kuasa kepada _____ untuk menandatangani surat pengakuan ini sebagai pihak saya/kami sendiri, dan sebagai wakil saya/kami untuk **mengikatkan saya/kami dan Penender** kepada perkara-perkara yang dinyatakan dalam Surat Pengakuan Integriti ini.
*I/We hereby authorize _____ to sign this Tenderer's Integrity Declaration on my/our behalf and also on behalf of the Tenderer to **bind ourselves and the Tenderer** to the matters set out in this declaration.*

Bersama ini dilampirkan Surat Perwakilan Kuasa bagi saya/kami mewakili syarikat seperti tercatat di atas untuk membuat pengisytiharan ini.
Attached herewith Letter of Representation for me/us to represent the company as noted above to make this declaration.

Pada hari ini _____ haribulan _____, 20____

Dated this day _____ of _____, 20____

(Nama dan Tandatangan)

(Name and Signature)

^{vii} **(Pemilik Syarikat / CEO / Pengarah)**

(The Owner of Co / CEO / Director)

(Cop Syarikat)

(Company Stamp)

ⁱ Masukkan disini jika orang yang membuat pengakuan adalah pemilik atau adalah seorang pemilik berdaftar Syarikat atau Nama Perniagaan

Fill in here if an Owner of a Business Name

ⁱⁱ Masukkan disini jika orang yang membuat pengakuan adalah pemegang saham dalam sebuah Syarikat (Sdn Bhd)

Fill in here if a shareholder in a Company (Sdn Bhd)

ⁱⁱⁱ Hanya untuk diisi oleh Syarikat Berhad atau Syarikat Sendirian Berhad sahaja

To be fill by Limited or Private Limited Company only

^{iv} Potong perenggan 3 jika orang yang membuat pengakuan TIDAK memiliki Firma-Firma / Syarikat-Syarikat lain

If you DO NOT own other firms/Companies, please delete paragraph 3

^v Potong perenggan 3 jika orang yang membuat pengakuan TIDAK memiliki Firma-Firma / Syarikat-Syarikat lain

If you DO NOT own other firms/Companies, please delete paragraph 3

^{vi} Potong perenggan 2 jika orang yang membuat pengakuan adalah pemilik atau pemegang saham dalam Firma-Firma / Syarikat-Syarikat lain

If you the Owner or Shareholder of other firms/Companies, please delete paragraph 2

^{vii} Potong Perenggan yang tidak berkenaan

Delete where inapplicable

^{viii} Hendaklah ditandatangani oleh Pemilik Syarikat atau Ketua Pegawai Eksekutif atau Pengarah.

Must be signed by the Owner of Co or CEO or Director

