
REGISTRATION REQUIREMENTS & PROCEDURES

1.0 INTRODUCTION

With effect from **27 November 2002**, it is mandatory for all contractors to register with Cahya Mata Sarawak Berhad (CMSB) before they undertake to supply, execute and complete any work for CMSB or any company within its group of companies.

The exceptions to this policy are the following consultancy/advisory services: -

- (i) External audit
- (ii) Taxation
- (iii) Legal
- (iv) Financial
- (v) Insurance
- (vi) Public relations
- (vii) Medical treatment
- (viii) Construction design
- (ix) Soil investigation
- (x) Environmental impact study

Contractors/Suppliers applying for registration are advised to read the Registration Requirements & Procedures carefully before submitting their application forms.

2.0 DEFINITIONS

In this Registration Requirements & Procedures, the following words and expressions have the following meanings:

- ‘CMSB’ means Cahya Mata Sarawak Berhad
- ‘CMSB CPD’ means Central Procurement Department, Cahya Mata Sarawak Berhad at Level 6, Wisma Mahmud, Jalan Sungai Sarawak, 93100 Kuching, Sarawak
- ‘CIDB’ means Construction Industry Development Board (Lembaga Pembangunan Industri Pembinaan Malaysia)

3.0 CATEGORIES

There are five categories of applications: -

- (i) Application for new registration
- (ii) Application for renewal
- (iii) Application for upgrading
- (iv) Application for changes in equity / transfer of shareholders / owners (for sole proprietor / Sdn Bhd) / change of company’s status or name
- (v) Additional categories

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4.0 SCOPE OF REGISTRATION

Works Registration Categories

There are three Registration Categories, namely: -

- (i) Civil Engineering Construction
- (ii) Building Construction
- (iii) Mechanical and Electrical

For more details, please refer to Appendix A.

Contractors can be registered in more than one Grades and under different Categories.

Supplies And Services Registration Categories

There are nine Registration Categories namely: -

- (i) Civil Engineering and Building Materials
- (ii) Mechanical and Electrical Engineering Plants/Equipment
- (iii) Water Supply Materials
- (iv) Office Machines/Equipment/Technical Supplies and Others
- (v) Chemicals and Materials
- (vi) General Supplies
- (vii) Charter Services
- (viii) Books/Printing
- (ix) Miscellaneous

For more details, please refer to Appendix A.

5.0 APPLICATION

Application forms are available at any of the addresses stated in (a) - (d) below or at CMSB's web-site at www.cmsb.com.my/

All applications shall be made by the Company or Firm and duly signed by an authorized officer. It is the applicant's responsibility to ensure all submissions are complete, with the necessary supporting documents duly attached. Incomplete or un-compiled submissions will be returned. Processing will only commence after the submissions are found to be in order.

Duly completed application forms can be submitted to any of the addresses below: -

- (a) Manager - Central Procurement Department
Cahya Mata Sarawak Berhad
Level 6, Wisma Mahmud
Jalan Sungai Sarawak, 93100 Kuching



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- (b) General Manager
CMS Cement Sdn Bhd
Lot 5895, Jalan Kilang Simen, Pending Industrial Estate
93740 Kuching
- (c) Chief Executive Officer
CMS Property Development Sdn Bhd
Level 5, Wisma Mahmud
Jalan Sungai Sarawak, 93100 Kuching
- (d) Manager
Sebuyau Kuari Sdn Bhd
7th Mile, Kuching-Serian Road
93902 Kuching

Processing will be based on information submitted by the applicant. References should be submitted together with the application forms in envelopes labelled “Contractor / Supplier Registration” with “**Strictly Confidential**” marked on the top right hand corner.

In the processing of applications, CMSB shall be entitled to obtain references from the applicant’s bankers, clients, and / or consultants who have supervised and / or are currently supervising works performed by the applicant. Any charges and / or fees imposed by such bankers or consultants in this connection shall be borne by the applicant.

6.0 REGISTRATION REQUIREMENTS

Applicants must comply with the following requirements before they can be considered for registration.

- (a) Registered under the Companies Act, 1965, Registration of Business Act 1957 or Business Names’ Ordinance (Cap. 64).
- (b) Posses a valid registration with CIDB (for contractors only, except for renovation works).

7.0 CATEGORIES, SPECIALISATION & GRADES OF REGISTRATION

Qualified applicants shall be registered in the appropriate Grades / Classes, Categories / Heads and specialization / sub-heads, and will be issued the relevant registration certificates.

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8.0 TERMS & CONDITIONS

- (a) Certificates issued for new registration shall be valid for **TWO** (2) years. Certificates are not transferable.
- (b) Other terms and conditions as stipulated in Appendix D also apply.

9.0 APPROVED APPLICATIONS/CERTIFICATE OF REGISTRATION

The outcome of all applications will be notified by post. Successful applicants will be given a Certificate stating the approved Grades / Classes, Categories / Heads and specialization / sub-heads.

10.0 APPLICATION FOR RENEWAL

Application for renewal of registration must be submitted three (3) months before the expiry date. Applications received after the expiry of registration may not be accepted.

11.0 UPGRADING

Registered contractors/suppliers who have additional work experience may apply for upgrading.

Additional Specialisation

Example:

A contractor currently registered under G2, B01, but wishes to be registered under G2, CE02.

Higher Class/Classes

Example:

A contractor currently registered under G3, but wishes to be upgraded to G4.

12.0 SITE VISITS & INSPECTION

CMSB CPD officials may conduct site visits and inspections from time to time to verify information given by applicants.