

# COMPANY REGISTRATION FORM

DST HEADQUARTERS, JALAN TUNGKU LINK BE3619 BSB BRUNEI DARUSSALAM  
Tel no: +673 2 410888 www.dst.com.bn



**Note: TICK the selected items or where applicable. INCOMPLETE SUBMISSION will not be entertained.**

**NEW APPLICATION**

**RENEWAL**

## SECTION A: APPLICANT'S DETAILS

1. COMPANY'S NAME : \_\_\_\_\_
2. CONTACT PERSON (POSITION HOLD) : \_\_\_\_\_
3. CONTACT TEL. NO : \_\_\_\_\_ (M) \_\_\_\_\_ (O)
4. OFFICE ADDRESS : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. MAILING ADDRESS  
(IF DIFFERENT FROM NO. 4) : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. TEL. NO : \_\_\_\_\_ FAX NO : \_\_\_\_\_
7. E-MAIL ADDRESS : \_\_\_\_\_

## SECTION B: COMPANY'S PROFILE

8. NATURE OF BUSINESS : \_\_\_\_\_  
\_\_\_\_\_
9. TOTAL NO. OF QUOTA FOR FOREIGN EMPLOYEE / WORKERS AS APPROVED BY LABOUR DEPARTMENT  
Number of Foreign Employees  If None, please tick   
(Please provide a copy of Labour Quota)
10. PLEASE PROVIDE A COPY OF ANY CONTRACTOR & SUPPLIER REGISTRATION CERTIFICATE OBTAINED FROM OTHER ORGANISATION (Such as Ministry of Development, Brunei Shell Petroleum, AITI, etc):  
If None, please tick
11. SPECIAL EQUIPMENT DEPLOYED (Name of Equipment / Purpose - if relevant)  
**Please provide separate attachment on the supporting document**
12. EXPERIENCE (Previous project including project(s) with any DST Companies with project value).  
**Please provide separate attachment on the supporting document**

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13. Banker : \_\_\_\_\_

14. CAPITAL EMPLOYED : \_\_\_\_\_

15. SUPPORT SERVICES IN BRUNEI: (For overseas Companies)

COMPANY'S NAME : \_\_\_\_\_

POSITION : \_\_\_\_\_

CONTACT TEL. NO : \_\_\_\_\_ (M) \_\_\_\_\_ (O)

EMAIL ADDRESS : \_\_\_\_\_

COMPANY'S NAME : \_\_\_\_\_

OFFICE ADDRESS : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

16. ATTACHMENTS / COPY REQUIRED:

<b>For Proprietor / Partnership</b>	<b>For Private Ltd Company</b>
<ul style="list-style-type: none"><li>a. Section 16 &amp; 17</li><li>b. Corporate Profile</li><li>c. List of Previous Projects with the Project Value</li></ul>	<ul style="list-style-type: none"><li>a. Form X – List(s) of Director(s) or Shareholder(s)</li><li>b. Certificate of Incorporation</li><li>c. Extract Certified True Copy of Memorandum and Articles of Association</li><li>d. Corporate Profile</li><li>e. List of awarded Projects with the Project Value</li></ul>
<b>To be submitted with the above document(s)</b>	
<ul style="list-style-type: none"><li>a. ISO Certification (if any)</li></ul>	
<ul style="list-style-type: none"><li>b. Partnership with, such as letter of appointment from the authorized suppliers, etc. (if any)</li></ul>	

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## SECTION C: WORK CATEGORIES TO PARTICIPATE (Please Tick on Appendix 1)

## SECTION D: APPLICANT'S DECLARATION

I / We hereby declare that the information disclose is correct and complete and I/ We agree to the terms and conditions contained herein.

### AUTHORIZED SIGNATORY AND COMPANY STAMP

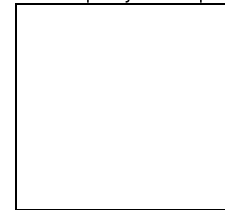
Name : \_\_\_\_\_ Signature : \_\_\_\_\_ Company Stamp

Position : \_\_\_\_\_ Date : \_\_\_\_\_

### Witnessed by,

Name : \_\_\_\_\_ Signature : \_\_\_\_\_

Position : \_\_\_\_\_ Date : \_\_\_\_\_



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## SECTION E: TERMS AND CONDITIONS

1	The applicants must be registered under the Companies Act (Chapter 39) and in the case of a Firm too is still registered and existing under Business Names Act (Chapter 92).
2	Application for renewal shall be submitted <b>THREE (3) MONTHS</b> before the expiry date of the issued certificate.
3	<p>DST Group of Companies reserves the right (but not obligated to) to suspense / revoke the registration should any of the following infringement and default occur: -</p> <ul style="list-style-type: none"><li>• Withdrawal of Tenders / Quotations;</li><li>• Abandonment of Project / Contract;</li><li>• Failure to comply with terms and conditions in Project / Contract awarded including the non-compliance of key deliverables, any specified, specifications/ performance indicators and delivery/ completion date;</li><li>• Declaring false information in respect of this registration;</li><li>• In the case of a Company, shall be wound up or have a receiver or manager appointed and in the case of a Firm is adjudged bankrupt or a receiving order be made against the Firm;</li><li>• Any other reasons that DST Group of Companies deem necessary without assigning any reasons whatsoever;</li><li>• Contractors/Suppliers' registration on the approved work category may be revoked if they <b>FAIL</b> to quote with valid reason against DST Tender on three (3) successive tenders within the same work category. Contractors / Suppliers who failed to give any response will be revoked immediately.</li></ul>
4	The Contractor or Supplier shall be bound by any further terms and conditions as maybe imposed by DST Group of Companies and shall take effect once such additions / amendments / deletions are communicated to the Contractor or Supplier.
5	Non-refundable Registration Fee of BND\$10.00 per Work Category is required. Payment shall be made upon approval.
6	Please make sure to complete the application form and the required documents as stated in Section B no.16. Incomplete submission will not be entertained.

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## FOR REGISTRATION BOARD OFFICIAL USE

	Date	Member	Member
<b>SITE VISIT</b>			
<b>Remarks</b>			
<b>INTERVIEW</b>			
<b>Remarks</b>			

				Remarks	
APPROVED	Y / N	Date :			
DISAPPROVED	Y / N	Date :			
KIV	Y / N	Date :			
Member	Member	Member	Member	Chairperson	

				Remarks	
APPROVED	Y / N	Date :			
DISAPPROVED	Y / N	Date :			
KIV	Y / N	Date :			
Member	Member	Member	Member	Chairperson	

FOR SECRETARIAL PURPOSES					
REGISTRATION NO.		INITIAL & DATE			
EFFECTIVE DATE		EXPIRY DATE			
NUMBER OF APPROVED WORK CATEGORY					
APPROVED WORK CATEGORY(IIES)					
PAYMENT AMOUNT		RECEIPT NO.		INITIAL & DATE	