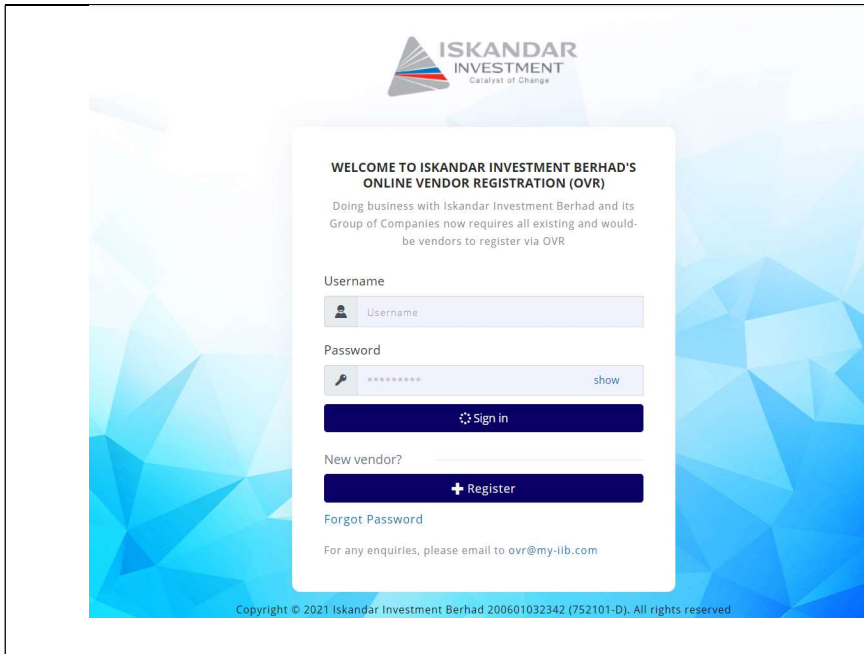




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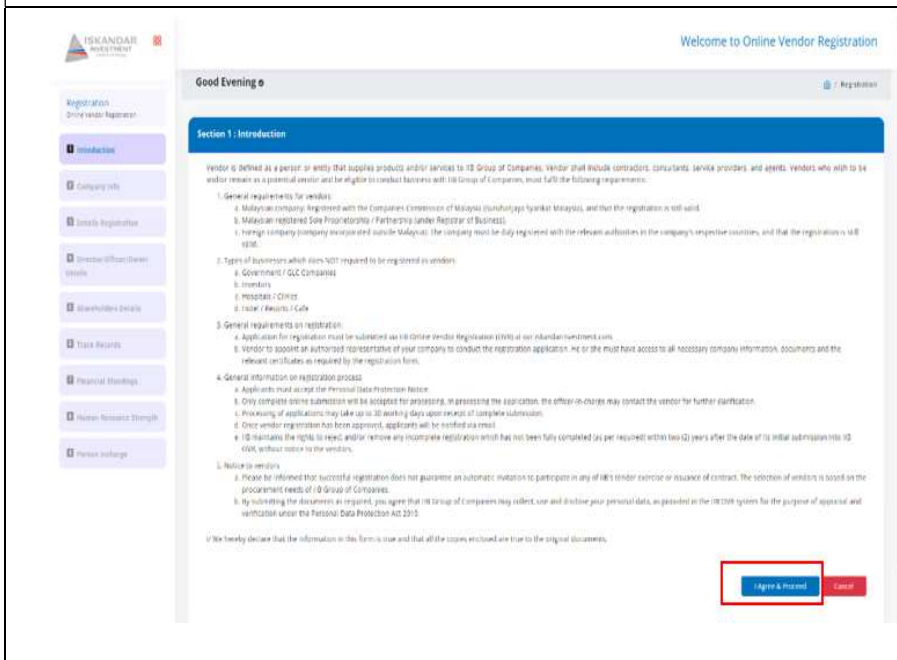
USER GUIDE
IIB ONLINE VENDOR REGISTRATION



In order to access the registration, click the ovr.iskandarinvestment.com

Login page.

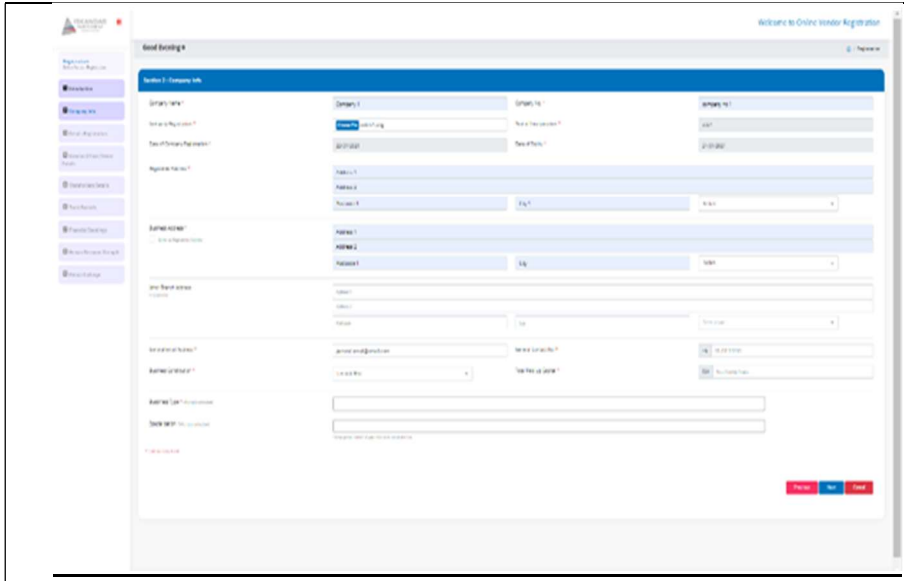
For first time registration, click “Register”.



Introduction page

Read through the Introduction and click on *I Agree & Proceed* to continue.

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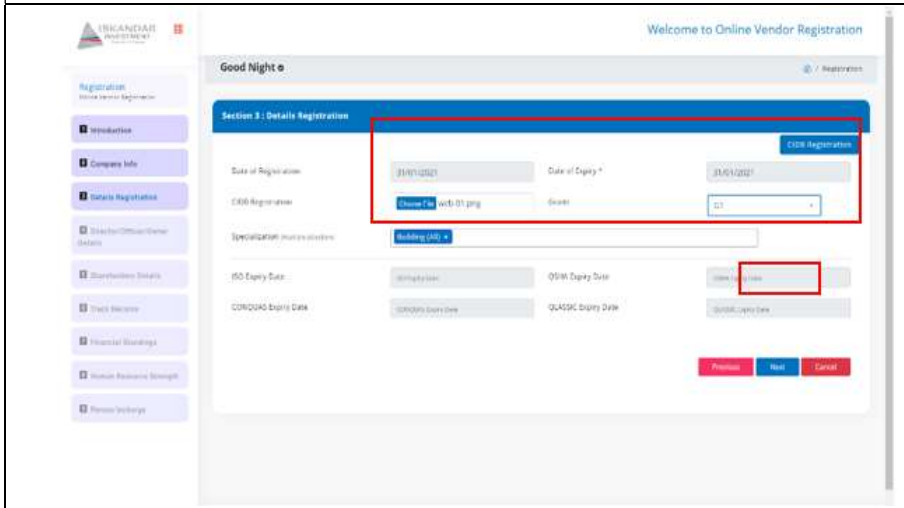
Section 1: Company Info

Step 1: Complete all required information.

Step 2: Under Business Constitution:

- For *Limited/Bhd* and *Private Limited/Sdn Bhd*, total paid up capital is required.
- For *Sole-Proprietorship*, total paid up capital is not required.
- For *Other*, total paid up is not required but 'please specify' if is required.

Step 3: Click *Next* to proceed.



Section 2: Details Registration

Step 1: Complete all required information.

Step 2:

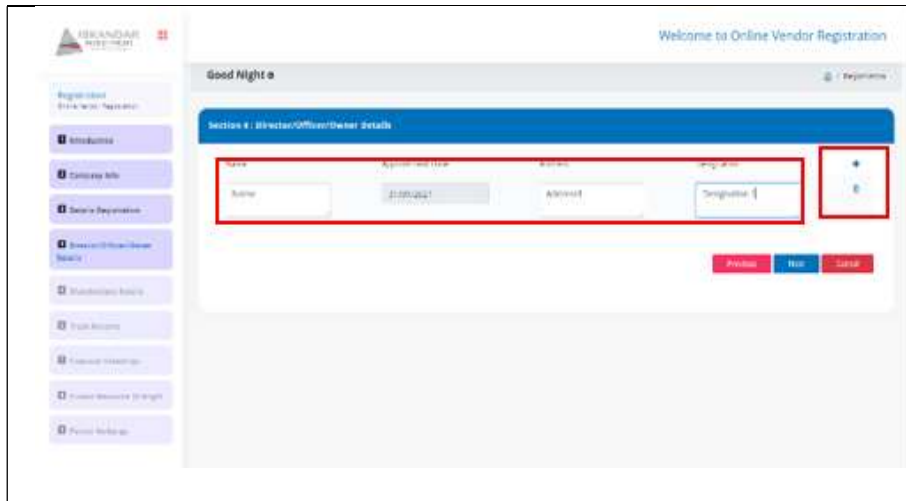
- For Contractor, CIDB registration will be displayed.
- For Project Consultant/ Services, Board registration tab will be displayed.
- For Others, click *Next* to skip.

Step 3: Click *Next* to proceed.

Notes:

- *Contractor: Construction Contractor.*
- *Facilities Maintenance: maintenance of buildings and equipment.*
- *Office Supplies/Services: services, consumables and equipment used in offices.*
- *Professional Services/Agencies: such as lawyers, advertising, valuer etc.*
- *Project Consultant/Services: Construction related consultancy services.*

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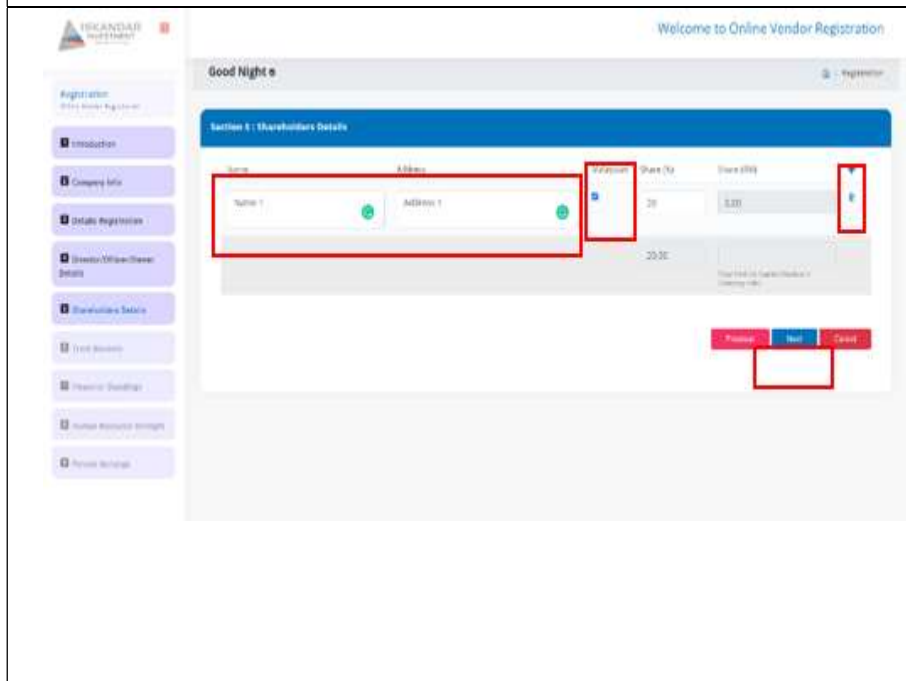


Section 3: Director/Officer/Owner Details

Step 1: Complete all required information.

Step 2: To add or delete information, click the add (+) button or delete to remove.

Step 3: Click *Next* to proceed.



Section 4: Shareholders Details

Step 1: Complete all required information.

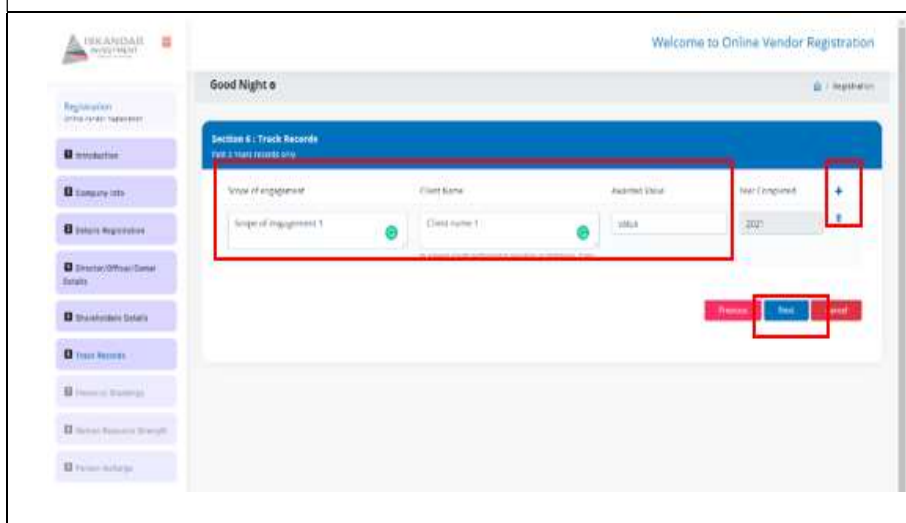
Step 2:

- For *Limited/Bhd and Private Limited/Sdn Bhd*, Shares information is required.
- For *Sole-Proprietorship and Others*, Shares is NOT required.

Step 3: Tick the *Malaysian* checkbox if Malaysian.

Step 4: To add or delete information, click the add (+) button or delete to remove.

Step 5: Click *Next* to proceed.



Section 5: Track Records

Step 1: Complete all required information.

Step 2: To add or delete information, click the add (+) button or delete to remove.

Step 3: Click *Next* to proceed.

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Good Night o

Registration

Section 7: Financial Standings

Income Statement

Year	2017	2018	2019
Total Assets	RM 1000000.00	RM 1000000.00	RM 1000000.00
Revenue	RM 1000000.00	RM 1000000.00	RM 1000000.00
Profit/Loss before tax	RM 1000000.00	RM 1000000.00	RM 1000000.00
Profit/Loss after tax	RM 1000000.00	RM 1000000.00	RM 1000000.00

Cash/Credit Facilities

Current: RM 1000000.00

Term Loan: RM 1000000.00

Other facilities: RM 1000000.00

Buttons: Previous, Next, Cancel

Section 6: Financial Standings

Step 1: Fill in the respective values.

- For *Limited/Bhd and Private Limited/Sdn Bhd*, financial statement will be displayed.
- For *Sole-Proprietorship and Others*, financial statement will NOT be displayed.

Step 2: Click *Next* to proceed.

Good Night o

Registration

Section 8: Human Resource Strength

Item	Management	Professional and Technical staff with various degree	Support Staff (Administrative)
No. of staff	1	1	1
No. of foreign	1	1	1
Total staff	1	1	1

Buttons: Previous, Next, Cancel

Section 7: Human Resource Strength

Step 1: Complete all required information.

Step 2: Click *Next* to proceed.

Good Night o

Registration

Section 9: Person in charge

Name: Name 1

Position: Position 1

Mobile Phone: +6 11-11111111

Email: sma.lakhdra@gmail.com

* compulsory field

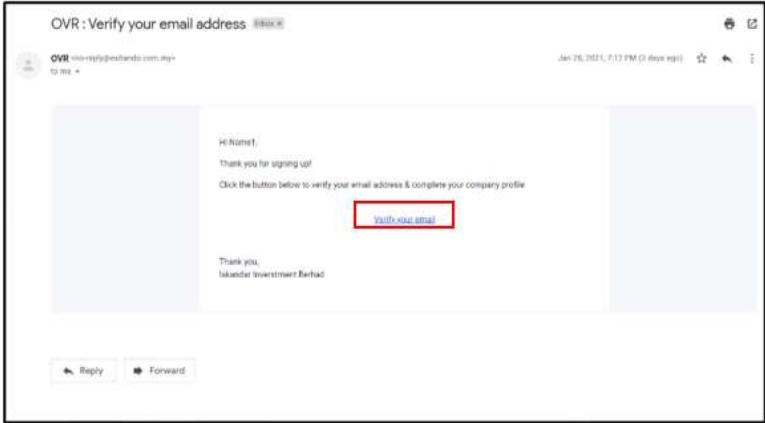
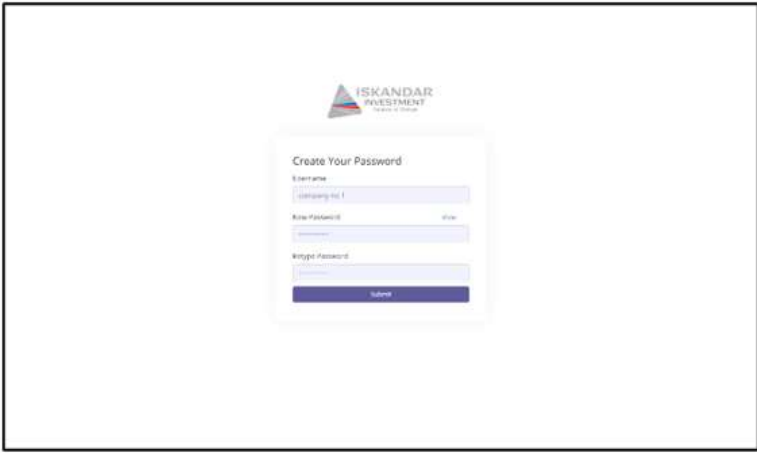
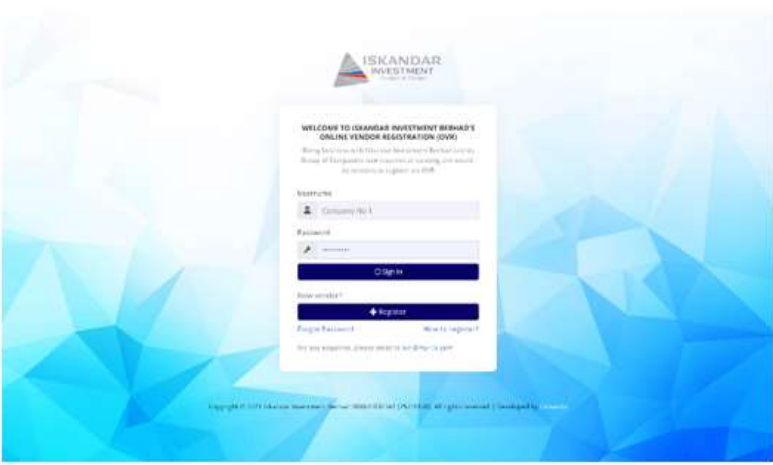
Buttons: Previous, Submit, Cancel

Section 8: Person in charge

Step 1: Complete all required information.

Step 2: Click *Submit* to proceed.

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	<p>Verify your account</p> <p>Step 1: You will receive an email to verify your account</p>
	<p>Verify your account</p> <p>Step 2: After verification, you need to create a new password.</p> <p><i>[Note: Password complexity: The password must be minimum of 8 characters and must contain at least 1 lowercase letter, 1 uppercase letter, 1 number and 1 symbol].</i></p> <p>Step 3: Click <i>Submit</i>.</p> <p>Step 4: You will receive an email that your account has been verified.</p>
	<p>How to Login</p> <p>Step 1: Key in your username (Company Number) and password to login.</p> <p>Step 2: Click <i>Sign In</i>.</p>

END