



# Supplier User Guide

# Overview & Detailed Instructions for Qualified Supplier



# Vendor Master Creation Form (VMCF)

1 Supplier will receive the VMCF form via email from Sourcing Buyer

2 Fill in the form accordingly. There are 3 sections namely Company Profile, Bank Information and Declaration.

3 After completion, send the hard copy or soft copy form to the Sourcing Buyer.

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**Vendor Master Creation and Maintenance Form**  
 This form is used for the creation and maintenance of vendors for Resorts World at Sentosa Pte Ltd and its affiliates ("RWS").  
 Please attach a copy of ACRA business profile, certificate of incorporation, relevant constitution / Memorandum and Articles of Association (M&A) and any other supporting documents when submitting this form.  
 Please ensure that this form is completed and signed by a Director of the Vendor or a person holding a position of Chief Financial Officer, Chief Executive Officer or a senior managerial position in the Vendor.

**A – Company Profile**

**General Information**

Name (As per ACRA business profile / Certificate of Incorporation / Identification Card / Passport):

Identification No. (Registration no. issued by any governmental authority, certifying the incorporation or existence of the company/business/individual):

Country of Registration (For individual please indicate citizenship):

Registration Date (DD/MM/YYYY):

ACRA Network ID:

Business Type:

Account Type: (Individual Account / Enterprise Account)

Principal/Registered Activities (To fill in full according to ACRA business profile or certificate of incorporation):

Registered Address:

City: Country: Postal Code:

Business Address:

City: Country: Postal Code:

**Commercial Terms**

Company Lead (contact for RWS matters):

Terms of Payment (Specify no. of days):

Bank Terms (Specify if RWS makes other use of services other than stated):

Contact Information

Contact Person:

Telephone No.:

Contact Email Address (for receipt of notification or PO):

Related Companies:

Declaration: "If Vendor does not have Related Companies. For definition of Related Companies, refer to Companies Act. \*Companies are deemed to be related to Vendor where a corporation (a) is the holding company of another corporation, or (b) is a subsidiary of another corporation, or (c) is a subsidiary of the holding company of another corporation."

Sl. No.	Full Name of Company	Name	Registration No.	Country of Registration
1				
2				
3				
4				

Authorized Signature(s) of Vendor:

Name:

Designation:

Date:

Company Stamp:

This form is required to be sent to RWS Procurement for verification.  
 For any changes in the Vendor's details (including related companies), please inform RWS Procurement immediately.  
 [VMCF-Global-Vendor A]

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**B – Bank Information**

**New Vendor** (Existing Vendor please re-submit reasons for change of payment account)

**Contact Details**

Name (As per ACRA business profile / Certificate of Incorporation / Identification Card / Passport):

Identification No. (Registration no. issued by any governmental authority, certifying the incorporation or existence of the company/business/individual):

GST Registration No. (if applicable):

Name & Identification Number of Authorized Contact Person:

Contact No. of Authorized Contact Person:

Contact Email of Authorized Contact Person:

**Bank Details**

(Beneficiary) Payee Name (For payment to beneficiary, please furnish a copy of A/C or passbook):

Bank Name:

Bank Address:

Account number (or IBAN when required):

Bank Code:

Branch Code:

SWIFT Code/Field/any other info needed based on the country requirement:

Intermediary bank details

Name:

Address:

Location:

SWIFT Code/Field/any other info needed based on the country requirement:

\*If Beneficiary/Payee Name is not the same as the Vendor Name, please provide relevant supporting documents and let us know if the payee is (please tick):

(a) Factoring Institutions (attach original authorization letter from the Vendor)

(b) Holding Company (attach original authorization letter from the Vendor)

(c) Sole Proprietor (attach Vendor's ACRA business profile)

(d) Others, please state (attach a certified true copy of the company's board resolution from the Vendor)

I, the undersigned, hereby certify to the best of my knowledge that the particulars given in this form are true and correct. I also certify that I am authorized by the Vendor to complete and sign this form. I, on behalf of the Vendor, authorize RWS to make direct enquiries and references to any person, firm, public official or organization to verify the information submitted herein and regarding the competence and general reputation of the Vendor.

I understand that RWS reserves the sole right and discretion to select the applicants for award / contracting consideration. RWS reserves its right to terminate all signed contracts or Purchase Orders (as used immediately) and to pursue or recover all related damages incurred on a full indemnity basis if the information submitted above is found to be inaccurate.

Authorized Signature(s) of Vendor:

Name:

Designation:

Date:

Company Stamp:

**For RWS Use:**

Withholding (see applicable) (For Non-Singapore Tax Resident Only):

Yes No

If Yes, Withholding Tax No.:

(Specify with Release Tax if applicable)

Received By (Name, Dept., Date):

(Signature)

Vendor ID:

Reviewed By (Name, Date):

(Date & Signature)

For RWS AP # Issue:

Approved For ERP Input By (Name, Date):

(Date & Signature)

Created/Updated By (Name, Date):

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 [VMCF-Global-Vendor B]

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**C – Declaration Form**

Name (As per ACRA business profile / Certificate of Incorporation / Identification Card / Passport):

Identification No. (Registration no. issued by any governmental authority, certifying the incorporation or existence of the company/business/individual):

Country of Registration:

1. If the Vendor is a registered business, please provide:

(a) The country where it is registered, unique entity number/business registration number and supporting document (e.g. Quotation etc.):

(b) The description of the Vendor's Principal Activity and supporting document (e.g. Quotation etc.):

If the Vendor is an individual, please provide:

(a) Citizenship, identification number and supporting document (e.g. Passport etc.):

(b) Relevant qualification (e.g. Professional Certificates / Scores etc.):

2. Is the Vendor currently involved or has been involved in the last five years in any business arbitration/litigation or pending business arbitration/litigation relating to claims or disputes as:

(a) Defendant:

(b) The nature of the lawsuit is related/relevant to the type of goods/services that RWS intends to procure from vendor?

If yes, please provide a brief description of the nature of the dispute, the amount under dispute and the parties involved and supporting document (e.g. Quotation etc.):

3. Is the Vendor currently involved (whether as plaintiff or defendant) in any business arbitration/litigation or pending business arbitration/litigation relating to claims or disputes AND the value of claim exceeds 2% of the Vendor's Net Tangible Assets?

If yes, please provide a brief description of the nature of the dispute, the amount under dispute and the parties involved and supporting document (e.g. Quotation etc.):

4. Is the Vendor currently involved or has been involved in the last five years in winding up (liquidation/bankruptcy)?

If yes, please provide details and supporting documents:

5. Are you related to anyone\* working in Resorts World Sentosa or companies related to the Genting Group?

\* If yes, please state Full Name of Related Person(s), Relationship, Name of Employer and Position.  
 \* Include spouse/ domestic partner, children (including foster and step-children), parents, parents-in-law, grandparents, siblings, cousins, aunts, nephews, uncles and aunts.

6. Have there been any adverse news (including but not limited to safety violations) about the Vendor or affiliates or its key managements or company directors or major shareholders in the last five years?

If yes, please provide details and supporting documents:

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 [VMCF-Global-Vendor C]

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PRIVATE & CONFIDENTIAL

All information herewith is privileged/ confidential and subjected to reviews, and should not be disclosed out of the intended distribution list.

The End