



Vendor Letter of Declaration (VLOD)

Frequently Asked Questions
December 2011



Developing
Sustainable Futures

VLOD Frequently Asked Questions

WHEN?

1. When will this take effect?

1st December 2011

2. I recently signed the VLOD. Do I need to re-sign in the event I receive notification from another party or company within the Sime Darby Group?

You need to sign the VLOD only once – upon its official launch on 1st December 2011. Once the online vendor registration is rolled out, you will need to upload your signed VLOD onto the Sime Darby eProcurement Portal to signify that it has been signed. The next time you need to sign the VLOD will be upon renewal of your online registration, that takes place 2 years later.

However, in the event another party from Sime Darby approaches you to sign the VLOD prior to expiry of your online registration, please present the signed VLOD as proof that you have already signed and that Sime Darby has duly acknowledged this.

VLOD Frequently Asked Questions

WHY?

3. Why does my company need to sign the VLOD?

This is a new Sime Darby Group policy that requires all vendors that conduct business with the Group to align their business conduct to Sime Darby's Code of Business Conduct (COBC). The COBC is available at [http://www.simedarby.com/Code_of_Business_Conduct_\(COBC\).aspx](http://www.simedarby.com/Code_of_Business_Conduct_(COBC).aspx)

4a. Can I amend any of the terms of the VLOD or the COBC?

4b. Can I get my lawyer to review the VLOD and make changes?

The VLOD and COBC are not subject to amendments, review or changes by vendors.

VLOD Frequently Asked Questions

5. What will happen if I do not sign the VLOD?

The VLOD is a compulsory requirement for the Sime Darby Group's vendor registration/renewal process. If your company is unable to submit a duly signed VLOD, this will lead to an unsuccessful application to become/remain an eligible vendor to conduct /continue doing business with the Sime Darby Group.

6. Is the VLOD being rolled out to all Sime Darby vendors across the Group/worldwide?

Yes. From 1st December 2011, the VLOD applies to all vendors across all Sime Darby Group of companies and subsidiaries worldwide.

VLOD Frequently Asked Questions

WHO?

7. Who from my company is authorised to sign the VLOD?

Any registered company director or equivalent is authorised to sign the VLOD on behalf of the company

8. What if an unauthorised personnel signs on behalf of my company?

The VLOD will need to be re-signed by any registered company director or equivalent and will need to be re-submitted to Sime Darby.

9. Who from the Sime Darby Group is authorised to acknowledge the duly signed VLOD?

A manager or authorised representative from either Sime Darby Group Procurement or Divisional Procurement will sign and acknowledge the submitted VLOD.

VLOD Frequently Asked Questions

WHERE?

10. Where will the signed VLOD be stored?

- (MANUAL) Vendor is to keep the original hard copy. Sime Darby Group Procurement / Divisional Procurement will only keep copies of the original.
 - (ONLINE) The scanned copy which had been duly signed and acknowledged is available at your vendor profile in the Sime Darby eProcurement portal once you are successfully registered/renewed.
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11a. Do I need to keep proof of acknowledgement of the VLOD?

11b. How do I get a copy of the duly acknowledged VLOD?

Yes. There are two ways to obtain a copy of the duly acknowledged VLOD, namely:

1. Mail / Fax upon manual registration or issuance of LOA/PO/Contract
2. Vendor profile and auto-generated e-mail from the Sime Darby eProcurement Portal. Upon successful registration / renewal, you will be able to access the scanned copy of the signed VLOD through your profile and an auto-generated e-mail will be sent to you as acknowledgement of your signed VLOD.

VLOD Frequently Asked Questions

HELP?

12. I need clarification on the meaning of some of the terms in the VLOD. Where can I find this?

Refer to the Code of Business Conduct (COBC) for more details and for definition of terms. The COBC can be accessed at [http://www.simedarby.com/Code_of_Business_Conduct_\(COBC\).aspx](http://www.simedarby.com/Code_of_Business_Conduct_(COBC).aspx)

13. I have questions / clarifications / concerns. Who should I contact from the Sime Darby Group?

For any queries regarding the VLOD or vendor registration, please contact your respective Division Procurement focal point or:

Group Procurement

Sime Darby Berhad

13th Floor, Wisma Sime Darby

Jalan Raja Laut

50350 Kuala Lumpur

Tel: (603) 2711 0921

Fax: (603) 2711 0889

E-mail: vendor.registration.gp@simedarby.com

VLOD Frequently Asked Questions

14. What happens if I sign the VLOD and am non-compliant?

Depending on the seriousness of the breach, this may lead to immediate award revocation and/or contract termination. Non-compliances may also result in automatic blacklisting from future business transactions with the Sime Darby Group.

15. Who do I approach to escalate or report any breach of the terms of the VLOD or the COBC?

Whistleblowing e-Form at http://www.simedarby.com/contact_us.aspx

Emails:

Senior Independent Director: seniordirector@simedarby.com

Group Compliance Office (GCO) Whistleblowing Unit: whistleblowing@simedarby.com
Calls to Hotline at +6019-2688-295

Calls to Toll Free Numbers
(Malaysian Office Hours: GMT+8 hours):

Faxes to GCO Whistleblowing Unit at
+603-2698-6629

Malaysia 1-800-88-8880
Indonesia 001-803-60-1932
South Africa 0-800-983-641
Netherlands 0800-022-9604
Other Countries 800-8008-8000

Letters to GCO Whistleblowing Unit at:
Sime Darby Berhad
P.O Box 10494,
50714, Kuala Lumpur,
Malaysia