

**NEW CUSTOMER CREDIT APPLICATION FORM**

For  **Jk Schelkis Offshore Sdn Bhd**  **Jk Schelkis Offshore Pte Ltd**  
 37, Jalan Sentral 25, Taman Nusa Sentral, 79100 Iskandar Puteri, Johor, Malaysia  
 3 Anson Road, #07-02, Springleaf Tower, Singapore 079909

**A) BUSINESS INFORMATION**

Company Name					
SSM Reg. / ACRA NO				GST / SST No	
Registered Address					
Tel		Fax No		Email	
Company type	Sole Proprietor <input type="checkbox"/>	Pte Ltd/Sdn Bhd <input type="checkbox"/>	Ltd / Bhd <input type="checkbox"/>	Partnership <input type="checkbox"/>	
	*Others (Specify) <input type="checkbox"/>				
Date of Incorporation					
Nature of Business					

**B) BANK REFERENCES**

	Bank Name	Bank Address, Tel No.	Account No	Account Currency	Type of Account
1					
2					
3					

**C) DETAILS OF CREDIT REQUESTED**

Credit Limit :  Credit Terms :

**D) DETAILS OF YOUR CURRENT TOP CREDIT FACILITY PROVIDERS**

	Company Name	Contact Person	Mobile / Phone	Credit Limit	Payment Terms
1					
2					
3					

**E) BILLING INFORMATION**

*Billing Party	#Address	<Email ID	>Customer Requirement for JKS invoice (If yes, please indicate / no)

\*Whom to Bill (Company name) #Address to courier invoices <Email id to email invoices >Indicate billing requirement to be mentioned in invoice (eg: job ref, PO no, DO no, etc.)

**F) CONTACT DETAILS**

Department:	Accounts	Operations
Designation		
Name		
Mobile No		
Email		

**G) Is JK Schelkis Offshore required to register as your Vendor?** YES / NO (If yes, please provide your vendor registration form asap)

**H) ISSUANCE OF ELECTRONIC INVOICES & SUPPORTING DOCUMENTS FOR JK SCHELKIS OFFSHORE CUSTOMERS (To be filled out by Customer - Compulsory)**

Type of Invoice / Document required (tick ✓ the box) :

Option 1  Electronic-Invoice (E-invoice) & Supporting Documents

Option 2  Hard Copy Invoice & Supporting Documents

If you have selected Option 2, please state the reason for your choice.

This survey is helpful for our :

1. ISO14001, Environmental Management System audit

2. Covid 19 and Movement Control Order (MCO) in Malaysia & Circuit Breaker Measures in Singapore compliance purposes

## I) NOTICE OF FRAUDULENT EMAILS TARGETTING FINANCIAL TRANSACTIONS

In view of recent incidents regarding email hacking, spams and fraudulent emails targeting financial transactions that has come to our attention, the terms and conditions for payment policy for JK Schelkis Offshore Group of Companies are as follows :

1. JK Schelkis Offshore Group of Companies WILL NOT instruct our customers via email, to make any payment to any DIFFERENT bank accounts, other than our Authorised bank accounts listed below.

**We conduct all our business and financial transactions through our Authorised Bank Accounts as listed below ONLY :**

### Authorised Beneficiary Name –

#### JK Schelkis Offshore Sdn Bhd

##### **a) Malaysian Ringgit (MYR) & United States Dollar (USD) :**

Bank : PUBLIC BANK BERHAD  
Address : Bukit Indah Branch; 61, 63 & 65,  
Jalan Indah 15/2, Taman Bukit Indah, 81200  
Johor Bahru, Johor, Malaysia

Account No (MYR) : 318-253-2034  
Account No (USD) : 359-313-2203

Bank Code : 3301388  
Swift Code : PBBEMYKL  
Branch Code : 286

##### **b) Singapore Dollar (SGD) :**

Bank : UOB BANK LIMITED SINGAPORE  
Address : 1 Jurong West Central 2 #01-16C  
(Jurong Point Branch), Jurong Point Shopping Centre  
Singapore 648886

Account No (SGD): 363-304-796-9

Bank Code: 7375  
Swift Code : UOVBSGSG  
Branch Code : 013

### Authorised Beneficiary Name –

#### JK Schelkis Offshore Pte Ltd

##### **a) Singapore Dollar (SGD) & United States Dollar (USD) :**

Bank : UNITED OVERSEAS BANK LIMITED (UOB)  
Address : 1 Jurong West Central 2 #01-16C  
(Jurong Point Branch), Jurong Point Shopping Centre  
Singapore 648886

Account No (SGD) : 363-302-901-4  
Account No (USD): 363-900-643-1

Bank Code: 7375  
Swift Code : UOVBSGSG  
Branch Code : 013

##### **b) For Singapore GST Payments Only :**

Bank : OVERSEA-CHINESE BANKING CORPORATION  
LIMITED (OCBC)  
Address : 1 Jurong West Central 92, Singapore 640960

Account No (SGD): 628-182-966-001

Bank Code : 7339  
Swift Code : OCBCSGSG  
Branch Code : 628

We will not inform or instruct our customers to make any payments to any new / revised / different company name, address, banker name and bank account BY EMAIL or WEBSITE.

In the event you receive such information, please be noted that it is not from us, and it is most certainly a fraudulent email / communication.

In the event such an email is purportedly received from JK Schelkis Offshore Group of Companies, please contact **Mr Victor Nirmalan at +6012-7160 678 or +65 9615 0678 / Peter Zarni +6014-6195 606 or +65 9658 9602** immediately.

They are the sole Authorised Persons to clarify / confirm any changes of JK Schelkis Offshore Group of Companies' Bank Account Details.

Please do so BEFORE any Internet Banking / Online Transaction is made.

JK Schelkis Offshore Group of Companies will not be responsible for any payments made by our Customer to a fraudulent Bank Account.

We would like to inform that any payments made to a fraudulent bank account by our Customer, will not offset any outstanding payment due to

JK Schelkis Offshore Group of Companies.

You will still be required to settle the outstanding amount due to us.

## TERMS & CONDITIONS

1. All payments are due within thirty (30) days of invoice date or any other credit period as stated in the invoice.
2. Any invoice amounts remaining unpaid after due are subject to a late-penalty charge of 2% interest per month.
3. All payments are due within seven (7) days of Debit Note date or any other credit period as stated in the Debit Note.
4. Any Debit Note amounts remaining unpaid after due are subject to a late-penalty charge of 3% interest per month.
5. Any discrepancies relating to invoice must be reported to JK Schelkis Offshore Sdn Bhd /JK Schelkis Offshore Pte Ltd Accounts Department within five (5) working days of invoice date.
6. JK Schelkis Offshore Sdn Bhd/JK Schelkis Offshore Pte Ltd Management reserves the right to withhold approval of credit facilities and may cancel or suspend all credit facilities granted at its absolute discretion without prior notice and may demand full settlement immediately of all sums owed by the buyer at such time.
7. All business undertaken is subject to the JK Schelkis Group of Companies Standard Trading Conditions 2018 (JKS-IMS-ADM-DC-012-REV001). A Copy of which is available on request, and also available on our website : www.jksoffshore.com
8. Any latest revision of JK Schelkis Group of Companies Standard Trading Conditions will supersede earlier versions.
9. Pursuant to the CRA Act and Central Bank of Malaysia Act, I/we the undersigned do hereby give my/our consent to you and CTOSData Systems Sdn Bhd ("CTOS"), a registered credit reporting agency under the CRA Act to process my/our company and personal data.
10. By this consent, I/We understand and agree that :
  - i) You may conduct credit/trade check, CCRIS and DCHEQUE checks on us and where applicable with CTOS / Experian / Dun & Bradstreet at any time for as long as I/we have a trade relationship with you or where any dues remain unpaid and outstanding with you for any one or more of the following purposes:  
\*Opening of account \*Credit/Account monitoring \*Debt recovery \*Credit/Account evaluation \*Scoring Solutions  
\*Credit/Account review \*Legal documentation consequent to a contract or facility granted by you. \*Employment Evaluation
  - ii) You may disclose any information on the Parties' conduct of their accounts with you, to any business entity/ies for bona fide trade checking at any time. The Parties are also aware and understand that such information will be provided to a credit reporting agency/ies, who may in turn share such information to subscribers of their service.
  - iii) Where you require any processing of our application to be processed by any processing centre located outside Malaysia (including your Head Office), the Parties hereby give consent to CTOS to disclose their credit, CCRIS & DCHEQUE reports to such locations outside Malaysia.
  - iv) Apart from the above, the Parties undersigned do give our consent to you and the CTOS/ Experian/ Dun & Bradstreet, to process my/our personal data as per the PDPA Act.
11. All Customers are required to acknowledge JKS invoices sent to them in e-invoice with an email reply in 3 working days and for hardcopy invoices sent via courier or by hand, customers are required to stamp and sign the JKS Invoice Acknowledgement Page and return to JKS Accounts Department in 3 working days. This is compulsory for all invoices sent to JKS customers.
12. All Customers are required to acknowledge JKS Statement of Account (SOA) sent via email, with an email reply in 3 working days. This is our requirement for ISO compliance.

**CUSTOMER DECLARATION**

1. I certify that the information provided pertaining to our company is true. I have read and understood the JK Schelkis Offshore Sdn Bhd / JK Schelkis Offshore Pte Ltd terms and conditions above. And authorize JK Schelkis Offshore Sdn Bhd / Pte Ltd to make enquiries into the banking and business/trade references provided. I understand and accept that all business transactions are subject to **JK SCHELKIS GROUP OF COMPANIES STANDARD TRADING CONDITIONS 2018** (JKS-IMS-ADM-DC-012-REV001). Any latest revision of JK Schelkis Group of Companies Standard Trading Conditions will supersede earlier versions.
2. GUARANTOR DECLARATION (Guarantor has to be a Company Director as per SSM/ACRA or a person accepted by JK Schelkis Offshore or person of authority. I hereby agree to be held fully responsible for any outstanding amount due to JK Schelkis Offshore Sdn Bhd / JK Schelkis Offshore Pte Ltd for whatever reasons if the company is unable to settle the amount.

Accepted by (Signature)		Company Stamp
Name		
Designation (Company Director)		
If other designation, please specify		
Date		

**FOR JK SCHELKIS INTERNAL USE ONLY**

	Proposed by Operations Manager	Verified by A/C HOD	Managing Director's Approval
Currency			
Credit Limit (In No.)			
Credit Limit (In Words)			
Credit Terms			
Signature			
Name			
Date			
Comments		To attach : Biz Profile, Credit Review Report (CTOS / EXPERIAN / DnB)	

For JKS Accounts Department Use	Customer Code :
Signature	
Name	
Designation	
Date	