

SUKAMI Educational Dealership

SUKAMI is a wholesale supplier specializing in teaching aids, classroom resources and educational learning materials. Our products ranging from Literacy, Numeracy, Science & Technology, Sports, Music, Art & Crafts, Early Childhood Development and many others are designed, made or published in accordance to the standard documents and curriculum specifications of respective subjects set by Kementerian Pendidikan Malaysia. Our main objective is to provide suitable and useful teaching tools and learning kits to schools and kindergartens in ensuring effective teaching and learning process.

If you are interested to become our dealer to market educational products to schools and kindergartens, the procedures are simple.

1) Enquiry

- Enquiry through telephone, email, facebook
- Visit to our showroom
- Meeting appointment

2) Application

- Complete the Dealership Application Form with full details.
The application form can be downloaded from **www.sukami.com.my**
- Enclosed relevant documents

3) Processing

- Verification. More information may be needed
- Approve / Reject / Pending

4) Advance Payment

- Upon approval, RM3000 advance payment or payment towards a purchase order not less than RM3000

5) Dealership Appointment Letter

- Dealership Appointment Letter will be issued stipulating the terms and conditions
- Dealership account will be opened
- Products catalogues & brochures will be provided

6) Purchase / Services / Supports

- Email to **sales@sukami.com.my** or **edu@sukami.com.my**
- Fax to **03-60918182**
- Telephone **03-60918181**
- Mobile **012-230 7300, 012-900 7300** or **012-372 8686**

7) Payment

- e-Banking / Online banking / Cheque payments

8) Renewal

The dealership will be automatically renewed if

- Annual net purchase exceeding RM3000
- Good payment records
- Adhere the terms & conditions of dealership

Suspension / Termination

The dealership can be suspended or terminated if

- Annual net purchase less than RM3000
- Bad payment records
- Default in terms of payment
- Breach the terms & conditions of dealership



诗佳美企业有限公司

SUKAMI (M) SDN BHD

No.2, Jalan Bandar Rawang 11,
Pusat Bandar Rawang, 48000 Rawang,
Selangor Darul Ehsan,
Malaysia.

Tel : (03) 6091 8181
Fax : (03) 6091 8182
Hotline : (012) 372 8686
E-mail : edu@sukami.com.my

DEALERSHIP APPLICATION

I. DETAILS OF COMPANY

Name of Company :

☐ Sole Proprietorship ☐ Partnership ☐ Private Limited Company

Company No./ Business Registration No :

Date Incorporated :
D D M M Y Y Y Y

Address :

Post Code : Town/City :

State :

Telephone : 1. - 2. -

Fax : -

E-mail :

Website :

Contact Person 1 : Mr. ☐ Ms. ☐ Mrs. ☐ Mdm. ☐ Title :

Name :

Designation :

Hand Phone : -

Contact Person 2 : Mr. ☐ Ms. ☐ Mrs. ☐ Mdm. ☐ Title :

Name :

Designation :

Hand Phone : -

II. OWNERSHIP

1. For Sole Proprietorship, please provide details of owner :

Name :

MyCard No. - - Old IC No.

Home Address :

Post Code : Town/City :

Telephone : - H/P : -

2. For Partnership / Limited Company, please provide details of all partners / directors :

Name :

MyCard No. - - Old IC No.

Home Address :

Post Code : Town/City :

Telephone : - H/P : -

Name :

MyCard No. - - Old IC No.

Home Address :

Post Code : Town/City :

Telephone : - H/P : -

Name :

MyCard No. - - Old IC No.

Home Address :

Post Code : Town/City :

Telephone : - H/P : -

Name :

MyCard No. - - Old IC No.

Home Address :

Post Code : Town/City :

Telephone : - H/P : -

III. DETAILS OF BANKERS

Name of Bank :

Address :

Account No. :

Name of Bank :

Address :

Account No. :

IV. NATURE OF BUSINESS

1. Type of Products :
- ☐ Teaching aids / Educational Kits
- ☐ Reference & Library Books
- ☐ Printing Paper & Stationery
- ☐ Furniture & Equipment

Other Products : _____

2. Type of Customers :
- ☐ Sekolah Kebangsaan
- ☐ SJK Cina
- ☐ SJK Tamil
- ☐ Sekolah Menengah
- ☐ Private Kindegartens
- ☐ Tabika Kemas / Perpaduan

Others ; _____

V. OTHER SUPPLIERS

Kindly list out your other suppliers of educational products :

1. Name of Supplier :

Dealership since : Type of Products : _____

Average annual purchase amount :

☐ Below RM5,000 ☐ RM5,000 to RM50,000 ☐ Above RM50,000

Term of Payment :

☐ Cash Term ☐ PD cheques ☐ Credit Term : _____ days

2. Name of Supplier :

Dealership since : Type of Products : _____

Average annual purchase amount :

☐ Below RM5,000 ☐ RM5,000 to RM50,000 ☐ Above RM50,000

Term of Payment :

☐ Cash Term ☐ PD cheques ☐ Credit Term : _____ days

3. Name of Supplier :
- Dealership since : Type of Products : _____
- Average annual purchase amount :
- ☐ Below RM5,000 ☐ RM5,000 to RM50,000 ☐ Above RM50,000
- Term of Payment :
- ☐ Cash Term ☐ PD cheques ☐ Credit Term : _____ days
4. Name of Supplier :
- Dealership since : Type of Products : _____
- Average annual purchase amount :
- ☐ Below RM5,000 ☐ RM5,000 to RM50,000 ☐ Above RM50,000
- Term of Payment :
- ☐ Cash Term ☐ PD cheques ☐ Credit Term : _____ days

VI. ENCLOSED DOCUMENTS

Please enclose copy of the following documents. The application will not be processed without these documents :

1. For Proprietorship / Partnership
 - a. Business Registration Certificate
 - b. Photocopy of NRIC of the proprietor or all partners if applicable
2. For Limited Company
 - a. Form 9
 - b. Form 49
 - c. Photocopy of NRIC of all directors

VII. REMARKS

1. The dealership will only be granted upon approval from the Management.
2. Upon approval, new account will only be opened with a minimum order or advance payment of RM3,000.00.
3. The Management deserved the rights to withdraw the dealership at anytime.
4. The dealership will be automatically withdrawn if the annual purchase shall fall below RM3,000.00.
5. There will not be any credit term for new dealers. However, dealers may apply for credit facilities after at least one year with satisfactory purchase and payment records.

VIII. DECLARATION

1. I/We do hereby confirm that all the above information given and documents enclosed are true and correct. Any false information or document may jeopardise this application.
2. I/We accept all the terms & conditions stated by the management pertaining to this dealership.

Signature :

Name :

Designation :

Signature :

Name :

Designation :

Signature :

Name :

Designation :

Signature :

Name :

Designation :

IX. FOR OFFICE USE ONLY

Application received by : _____

Date : - -

This application is ☐ **approved** ☐ **rejected**

☐ **pending.**

Authorised Signature :

Date : - -

For approved application : **Dealer's Code :** /

Date: 11th April 2022

To:

(Place Subscriber's Name and Address / Company Stamp)

SUKAMI (M) SDN BHD
No.2, Jalan Bandar Rawang 11,
Pusat Bandar Rawang
48000 Rawang
Selangor Darul Ehsan

Dear Sir,

Consent Authorisation

Pursuant to the Credit Reporting Agencies (CRA) Act 2010 and Central Bank of Malaysia Act 2009, I/we the undersigned do hereby give my/our consent to you and CTOS Data Systems Sdn Bhd ("CTOS"), a registered credit reporting agency under the CRA Act to process my/our company personal data.

By this consent, I/we understand and agree that:

- i) You may conduct credit/trade check on me/us and when consent has been given individually, on our directors, shareholders, guarantors, etc. with CTOS 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 |
| ✓ Credit/Account review | |
| ✓ Legal documentation consequent to a contract or facility granted by you. | |
- ii) You may disclose any information on my/our conduct of my/our account(s) with you, to any business entity/ies for bona fide trade checking at any time. I/We am/are also aware and understand that such information will be provided to CTOS, who may in turn share such information to subscribers of their service.
- iii) Where you require any processing of my/our application to be processed by any processing centre located outside Malaysia (including your Head Office), I/we hereby give consent to CTOS to disclose my/our credit information except CCRIS, to such locations outside Malaysia.
- iv) Apart from the above, I/we the undersigned do give my/our consent to you and the CTOS, to process my/our personal data as per the PDPA Act.

Signed By

Name:

IC Number:

Designation:

Mobile number:

Company Stamp:
(if any)

Signed By

Name:

IC Number:

Designation:

Mobile number:

Company Stamp:
(if any)

RETURNED GOODS POLICY & PROCEDURES
(Effective from 1st January 2017)

Purpose: This document provides a procedure for receiving return of goods that are damaged, shortages, wrongly supplied or incorrect item, and/or defective products.

Policy: SUKAMI (M) SDN BHD accepts returned goods for the following reasons:

1. **Damaged Goods:** All damaged goods received by the dealer must be reported to SUKAMI immediately upon receiving the goods. Whenever possible, a picture of the damaged goods must accompany.
2. **Shortage:** Customer should inspect delivery for visible shortage as well as concealed shortage upon arrival of products. Please note discrepancies on the Delivery Order. The Delivery Order must show the shortage discrepancies, accompanied with signature of person receiving goods and the carrier driver's signature. Concealed shortage must be reported with two (2) business days. Claims made after this period will not be honoured.
3. **Wrongly supplied or incorrect items:** All wrongly supplied or incorrect items must be reported to SUKAMI within two (2) business days of delivery.
4. **Defective products:** All defective goods must be delivered back to SUKAMI for inspection. Defective products must be reported to SUKAMI within seven (7) days of receiving the goods.
5. **Return of goods for reasons other than damages, shortage, wrongly supplied or incorrect items:** A returned product other than damages, shortage, wrong shipment or incorrect items must be notified to SUKAMI within three (3) months together with Returned Goods Document clearly indicating the original Invoice number and date. In addition, product must be received by SUKAMI within three (3) months from the date of original Invoice. After three (3) months no product will be accepted.

Procedure:

1. To request a Returned Goods Authorization, customer must contact SUKAMI or send a request to SUKAMI Hotline.
2. When request for return item, the customer must provide product description, quantity, original invoice number & date and reason for the return.
3. All concealed damage and shortage claims must be made immediately or within two (2) days of receipt of goods.
4. Goods delivered in error by SUKAMI are to be reported immediately or within two (2) days of receipt of goods.
5. Credit Note will be issued after receipt of returned goods. Please allow up to thirty (30) days for credit to be posted to account.
6. Credit will be issued at the original invoice cost.
7. All damaged or shortage of goods must be notified and when possible pictures of damage product to accompany the claim.

The returned product must meet all the following criteria:

1. Proper document indicating our original invoice number & date. Invoice date must not exceed 3 months or else the return will not be accepted.
2. Products must be in original packaging only (NO repackaged product will be accepted). Damaged, written, marked or dirty packaging box will not be accepted.
3. Products returned with prior authorization from SUKAMI. SUKAMI reserves the right not to accept return without prior authorization.
4. Products purchased directly from SUKAMI with original invoice number and date.