

UPDATING OF THE GS1 SUBSCRIBERS INFORMATION EXPLANATORY NOTES

1. It is important that your company's information are up-to-date and accurate so that your company will receive all information and correspondences sent by us through mail, fax or e-mail; accurate information are given for trade and business inquiries; and the information reaches the right person handling the related subject matter in your company.
2. Please fill in the name and position of the person who filled out the GS1 Subscriber Data Form at the first page (Page 1) of the form.
3. Any changes to the information in the GS1 Subscriber Data Form should be typed or written in capital letters. This is to ensure that there is no error when updating the information into the database.
4. If there are no changes in the GS1 Subscriber Data Form, please tick (✓) "There are **NO amendments** to the information" on the first page (Page 1) of the form and return to us by fax, post or email.
5. All information given will be treated as confidential, with the exception of the following information which may be used for future compilation in various FMM Industry directories:
 - a. Office/Factory Address
 - b. Office/Factory Telephone, Facsimile Numbers, Email and Website address
 - c. Name and Position of Chief Executive Officer
 - d. Name and Position of Key Contact Person
 - e. Annual Sales Turnover (*will be printed unless specified otherwise*)
 - f. Number of Employees
 - g. Products Manufactured/Traded
 - h. Brand Names
 - i. Current Export Market

6. SECTION 1: Company Profile

1.1 Nature of Constitution

Constitution of a company refers to:

- | | |
|-------------------------|------------------------|
| a. Sole-Proprietor (S) | d. Berhad (B) |
| b. Partnership (P) | e. Statutory Body (G) |
| c. Sendirian Berhad (C) | f. Foreign Company (F) |

1.2 Company's Activity

1.2.1 Main Activity

This is the main activity of the company:-

- | | |
|------------------------------|-----------------------------------|
| a. Manufacturer | e. Equipment Supplier |
| b. Wholesaler/Distributor | f. Traders (Importer/Exporter) |
| c. Retailer | g. Others (please state activity) |
| d. Government/Statutory Body | |

1.2.2 Secondary Activity

This is the other activity (ies) the company is (are) involved in, example:

Principal Activity - Manufacturer

Secondary Activity - Wholesaler/Distributor

7. SECTION 2 : Information for Correspondence

This section covers the information on the Chief Executive Officer, the Key Contact Person, and Department Heads, i.e. the person in-charge of GS1 bar coding, logistics, operations, billing and, IT in the company. It also includes information on the address, telephone numbers and fax numbers for the

office and factory. If available, the e-mail address of the company and the website address should also be listed for speedy correspondences.

8. SECTION 3 : Industry And Products

3.1 Industry Group

Please select the relevant industry group for your company.

CATEGORY	CODE	GENERAL INDUSTRY GROUP
Distribution	D01	Distributor of Agricultural Raw Materials and Live Animals
	D02	Distributor of Construction Materials, Hardware, Plumbing and Heating Equipment and Supplies
	D03	Distributor of Food, Beverages and Tobacco
	D04	Distributor of Machinery, Equipment and Supplies
	D05	Distributor of Other Household Goods
	D06	Distributor of Other Products n.e.c.
	D07	Distributor of Solid, Liquid and Gaseous Fuels and Related Products
	D08	Distributor of Textile, Clothing and Footwear
	D09	Distributor of Pharmaceutical and Health Related Products
	D10	Distributor of Stationery
	D11	Distributor of Electrical and Electronics Products
	D12	Distributor of Furniture
	D13	Distributor of Toiletries, Cosmetics, Personal Care Products and Detergent
	D99	Distributor of Multi-Types of Products
Manufacturing	M01	Food and Beverages
	M02	Tobacco
	M03	Toiletries, Personal Care, Cosmetic and Detergents
	M04	Wearing Apparel
	M05	Other Textile Products
	M06	Footwear
	M07	Pharmaceutical and Health Related Products
	M08	Stationery
	M09	Computer Peripherals
	M10	Furniture
	M11	Building Material
	M12	DIY
	M13	Toys and Games
	M14	Rubber Products
	M15	Plastic Products
	M16	Non-Metallic Mineral Products
	M17	Other Chemical Products
	M18	Petroleum and Coal Based Products
	M19	Transport Equipment and Accessories
	M20	Machinery Manufacturing
	M21	Paper, Printing and Publishing
	M22	Records Company
	M23	Leather Products
	M24	Wood Products
	M25	Fabricated Metal Products
	M26	Basic Metal Products
	M27	Scientific and Measuring Equipment
	M28	Electrical and Electronic Products
	M29	Other Household Products
	M98	Miscellaneous
	M99	Multi-Types

CATEGORY	CODE	GENERAL INDUSTRY GROUP
Retailing	R01	Retailer Combination (Hypermarket, Supermarket, Department Store, etc.)
	R02	Retailer Convenient Stores
	R03	Retailer Departmental Stores
	R04	Retailer Hypermarket
	R05	Retailer Mini Market
	R06	Retailer Supermarket
	R07	Retailer Others
Others	S01	Survey and Research
	S99	Other Type of Company n.e.c

3.2 Products Information

3.2.1 Products

Please **specify** the products manufactured or distributed by your company, for example, *Chilli powder, Oyster Sauce, Preserved Mango, Dishwashing Detergent, Shower Gel*

Please **DO NOT** give a general description, for example, Foodstuff, Grocery Items, Car Care Products or Chemical Products

3.2.2 Brand Names

Please list brand names of the products manufactured or distributed by your company. Please indicate next to the brand if your company is the distributor or a franchisee of that brand name by writing ‘*Sole Distributor*’ or ‘*Franchisee*’ next to the relevant brand name.

3.3 Export Market

Please refer to the “List of Countries for Export Market” form. Fill in your company name on the form. Please specify the country of export instead of just naming the region, for example:

Thailand, Singapore, Indonesia **NOT** *South East Asia*
Nigeria, Lesotho, South Africa **NOT** *Africa*

Or, please tick the export market on Appendix A and return it together with the form.

9. SECTION 4 : GS1 Malaysia Services

Please provide your comments and feedback on the services we provide. Please also list the services/activities that you would like us to conduct.

Please submit your updated data form to GS1 Malaysia either by:

- a) Fax to 03-62761042, or
- b) Post to Wisma FMM, No. 3 Persiaran Dagang, PJU9 Bandar Sri Damansara, 52200 Kuala Lumpur, or
- c) Email to – rosilah@gs1my.org, iza@gs1my.org or vichelle@gs1my.org

If you require any assistance or clarification on how to update the data form, please feel free to contact Pn Rosilah, Cik Nor Iza or Ms Vichelle at Tel no. 03-6286 7200.

***** Thank You For Your Cooperation *****

An EAN-8 bar code symbol is printed on item when the design of the pack or label genuinely and reasonably precludes the printing of the EAN-13 bar code symbol at the recommended magnification (size) given by the printer.

The general rule for allocation of an GTIN-8 number is that the printable area should not be more than 8000 mm² or the pack is cylindrical in shape with diameter less than 30 mm. The nominal size of a 100% EAN-8 bar code symbol including the right and left light margin area is 2.73 mm wide and 21.64 mm high. The bar code can be printed as small as 80% of the nominal size.

Application for GTIN-8 Number is only applicable to the current member under the GS1 System (GTIN).