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SARAWAK ECONOMIC DEVELOPMENT CORPORATION

# QUALITY PROCEDURE

## PREPARATION OF JOINT VENTURE AGREEMENT

DOCUMENT NO: QP-SEDC-06

CONTROLLED COPY

	PREPARED BY:	APPROVED BY:
SIGNATURE		
NAME	Rashidah Maideen	Haji Abdul Hadi Datuk Haji Abdul Kadir
DESIGNATION	Acting Director, Legal Affairs Division	General Manager, SEDC
DATE	11 January 2021	11 January 2021

ISSUED TO	IQD		
REVISION NO.	3	DATE	11 January 2021



<b>QUALITY PROCEDURE</b>			
<b>TITLE</b>	<b>PREPARATION OF JOINT VENTURE AGREEMENT</b>		
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**1. OBJECTIVE**

This procedure is established to ensure that the Joint Venture Agreement prepared between SEDC and its business partner is fair in its terms and conditions based on SEDC's investment policy.

**2. SCOPE**

This procedure is applicable when preparing Joint Venture Agreement between SEDC and Joint Venture Partner.

**3. DEFINITION**

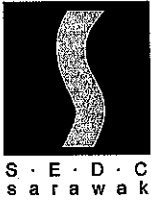
- a) Legal Brief - Instruction that contents brief material facts, basic conditions and instructions for the preparation of JVA.
- b) Joint Venture Agreement (JVA) - Agreement that contain the term and condition of JV agreement for SEDC and Joint Venture Partner. The draft JVA is either prepared by SEDC or Joint Venture Partner.
- c) Shareholder - Individual or body, having interest either in law or equity in the company JV and usually registered as a member of the company.
- d) A - Prepare Draft JVA

**4. ABBREVIATIONS**

- GM - General Manager
- JV - Joint Venture
- DIR(ID) - Director, Initiating Division
- DIR(LAD) - Director, Legal Affairs Division
- LAD - Legal Affairs Division
- ID - Initiating Division
- JVA - Joint Venture Agreement
- PBD - Corporate Planning & Business Development Division
- DIR(IAD) - Director, Internal Audit Division
- DIR (CFD) - Director, Corporate Finance Division
- LO - Legal Officer

**5. QUALITY RECORD**

ATTACHMENT	TYPE	RETENTION	LOCATION
-	Joint Venture Agreement	Unlimited Period	LAD/ID
-	Legal Brief	10 Years	LAD/ID
-	Discussion Meeting Minutes	10 Years	ID



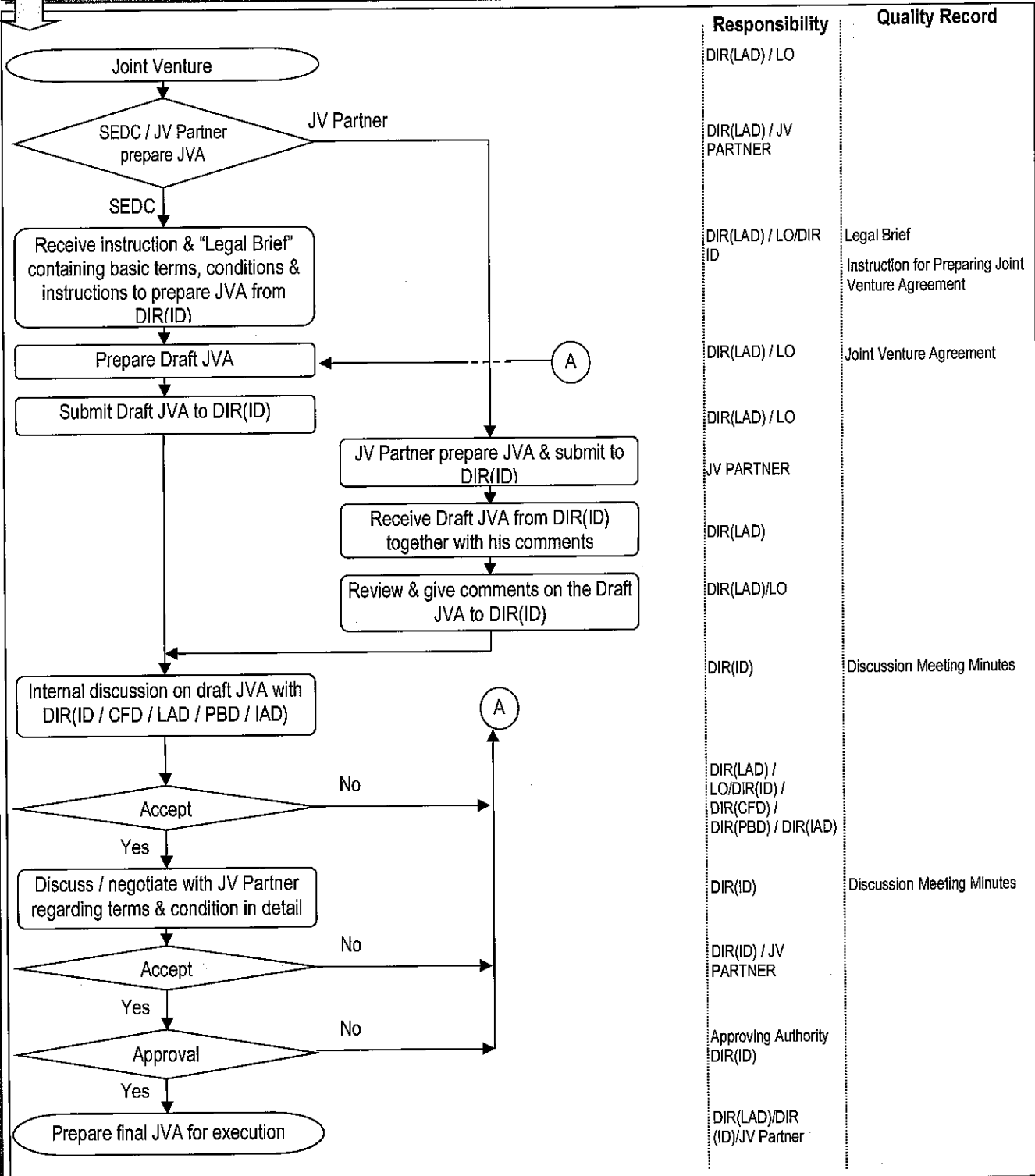
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INPUT

- Joint Venture

PROCESS



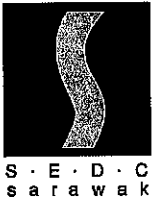
OUTPUT

**PROCESS OUTPUT:**

- JVA signed / stamped by both parties, SEDC & JV Partner

**REFERENCE DOCUMENTATION:**

- None



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## REVISION HISTORY SHEET

Rev. No.	Document History
0	Newly established.
1.	<ul style="list-style-type: none"> <li>• Cover Page - Change of General Manager's name</li> <li>• Page 2 - Abbreviations – Amend Legal Affairs Division to Legal Affairs &amp; Secretarial Services Division</li> </ul>
2.	<ul style="list-style-type: none"> <li>• Cover Page - Change of Division's name from Legal Affairs &amp; Secretarial Services Division to Legal Affairs Division</li> <li>• Page 2 - Abbreviations – Amend Legal Affairs &amp; Secretarial Services Division to Legal Affairs Division</li> </ul>
3.	<ul style="list-style-type: none"> <li>• Page 2: Add Item (d) in Definition - (A) Prepare Draft JVA</li> <li>• Page 2 (Item 4: Abbreviation) &amp; Page 3 – Planning &amp; Monitoring Division (PMD) change to Corporate Planning &amp; Business Development Division (PBD)</li> <li>• Page 2 (Item 4: Abbreviation) – Add Legal Officer (LO)</li> </ul>