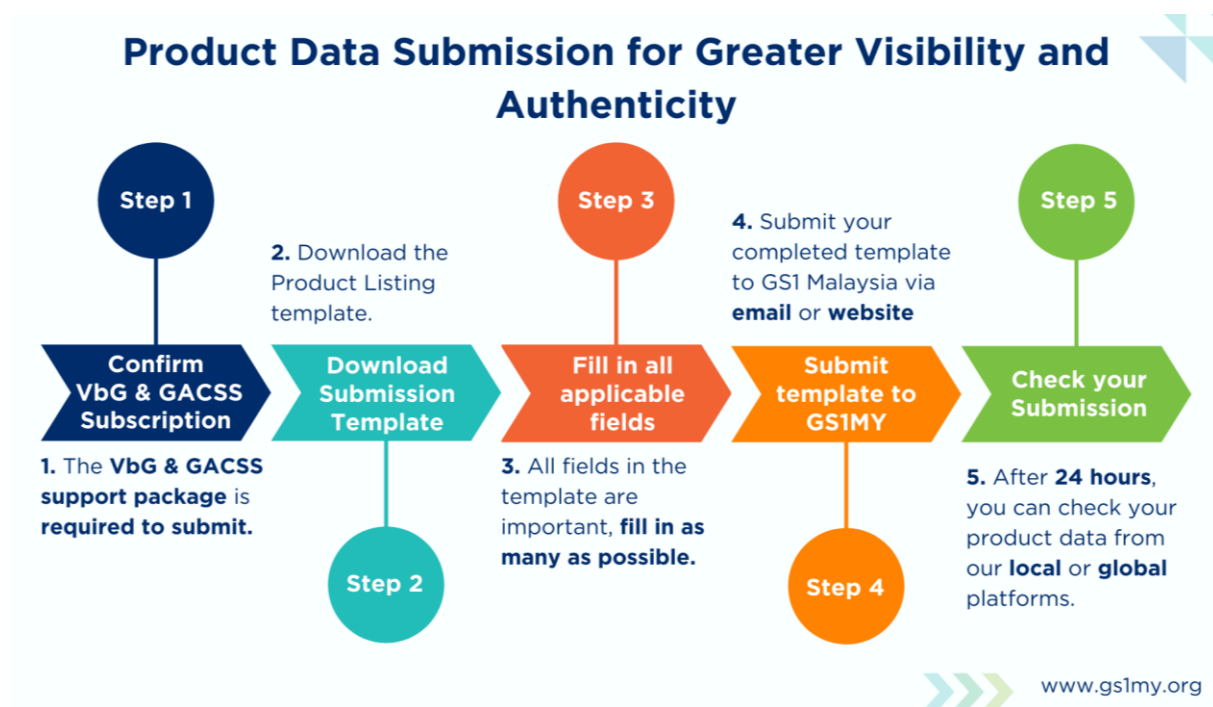


Dear Sir/Ma'am,

Greetings from GS1 Malaysia.

We understand that you are interested in submitting your product information to be shared on GS1's trusted data repositories for identity integrity protection, validation, and authentication.

GS1 Malaysia's **trusted data management service** ensures that only **vett**ed product information originating from the **brand owner** will be uploaded to our repositories and be visible from our platforms. Kindly follow the steps below to submit your product data:



Legend:

1. Details about VbG & GACSS: <https://shorturl.at/2G5oD>
2. Product Listing Submission Excel Template: [Template](#)
3. Submission Guide: [Guideline](#)
4. Submit your product data via:
 - a. Email – databank@gs1my.org
 - b. Website – <http://www.gs1my.com/member/r1/node/6>
5. Validate your product data submission:
 - a. Local – <https://www.databank.gs1my.com>
 - b. Global – <https://shorturl.at/Nklqi>

Kindly take note that we will only accept product details submitted in accordance with our **Product Listing Terms & Conditions**, you may refer to the table below for the significant points:

IMPORTANT NOTES

1. **Product listing submissions will only be accepted from active Verified by GS1 & GAC Support & Services (VbG & GACSS) subscribers (formerly known as Verified by GS1 - Product Databank Support & Services (VbG-PDSS)).**
2. Kindly **highlight all changes and/or additions** for ease of processing.
3. **A total of 10 product images can be uploaded for free per VbG & GACSS subscription.** Any additional images can be uploaded at **RM 50.00 per image**. A single product can have 1-3 images. Only the following image file formats will be accepted: **.jpg, .jpeg, .png, .gif**.
4. All submissions are only uploaded to **GS1-managed data repositories**. We will **never** share or upload your data to any 3rd party company, in compliance with Malaysian law - **Personal Data Protection Act (PDPA)**.
5. Submission of your product information **does not mean** that GS1 Malaysia will generate barcode symbols for your products.
6. You may only submit your product information for upload **once every calendar month**. Additional submissions are charged **RM 100.00 per submission**.
7. All submissions **after 5pm** will be acknowledged and handled on **the next business day**.
8. The standard processing time is **5 business days** from the receipt of submission for all submission requests.
9. If no changes were made after the stipulated 5 working days, kindly contact Mr Leong at databank@gs1my.org.
10. Effective from November 1st 2023, you can request for a list of all your submitted products at **RM 100 per GS1 company prefix per request**.
11. For other terms and conditions, kindly [read our Product Listing Terms & Conditions here](#).

Please keep in mind the standard processing time of 3-5 working days for all submission requests.

We will send an acknowledgement via email to you for every successful submission. Kindly note that you will be able to check on your product details through GS1 Malaysia's Databank Mobile App, which you can download [here](#), or through our [online web portal](#). *Kindly note that there is a **24 hour gap** before*

product listings are visible through the app/portal after each upload, we ask for your continued patience.

When determining which barcode symbols to use, please be sure to use **EAN-13** barcode symbols for your retail products and **ITF-14** barcodes for your cartons using the barcode numbers assigned.

By submitting your product information to GS1 Malaysia for upload into the Member Product Databank, you are in agreement to the terms and conditions governing product information set down by GS1 Malaysia. The terms are as follows:

We hereby agree to provide GS1 Malaysia Berhad with full access to, and allow GS1 Malaysia Berhad the use of and to share all product information provided by our company as GS1 Malaysia Berhad deems necessary as a trusted source of product information for retailers, international buyers, trading partners and any other marketing and promotion activities.

If you are not in agreement with the above terms, you are requested to immediately inform GS1 of your decision in writing, and to stop providing product information to GS1 Malaysia. All product information already provided will be removed and deleted.

For more information and if you need further assistance, please contact GS1 at 03-62867200 or via email at databank@gs1my.org.