Global Compact Network Malaysia, Brunei & Cambodia

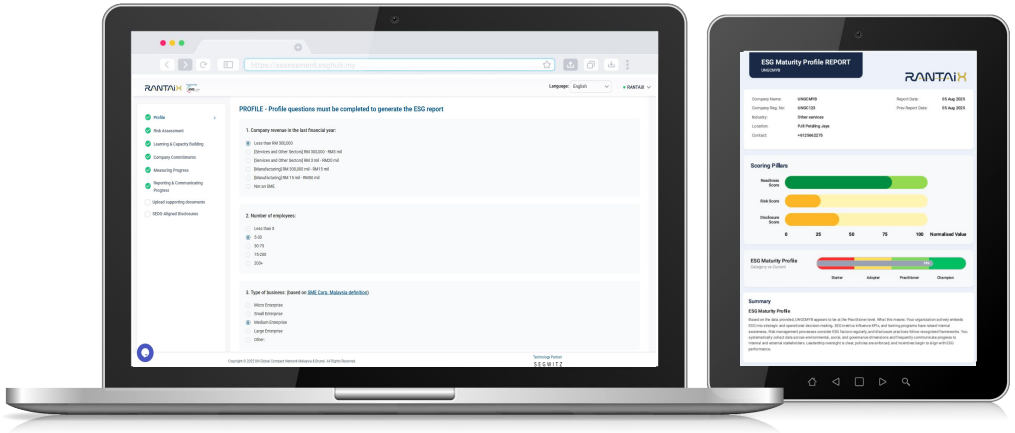
RANTAIX

Onboarding Guide

For KPJ Healthcare Berhad (KPJ)'s Suppliers/ Vendors

The Leading Advocate for Business Sustainability in Malaysia & Brunei

TABLE OF CONTENTS



- Create An Account
- Assessment
- Report
- Add Access Code
- Contacts

1.0 CREATE AN ACCOUNT

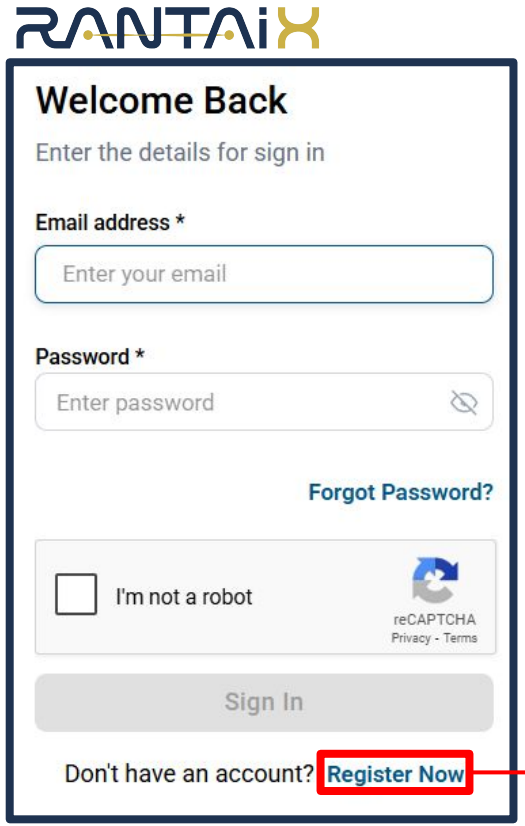
CREATE AN ACCOUNT

STEP 1

Create a RANTAiX company profile here.

SCAN TO REGISTER

https://rantaix.org/login/



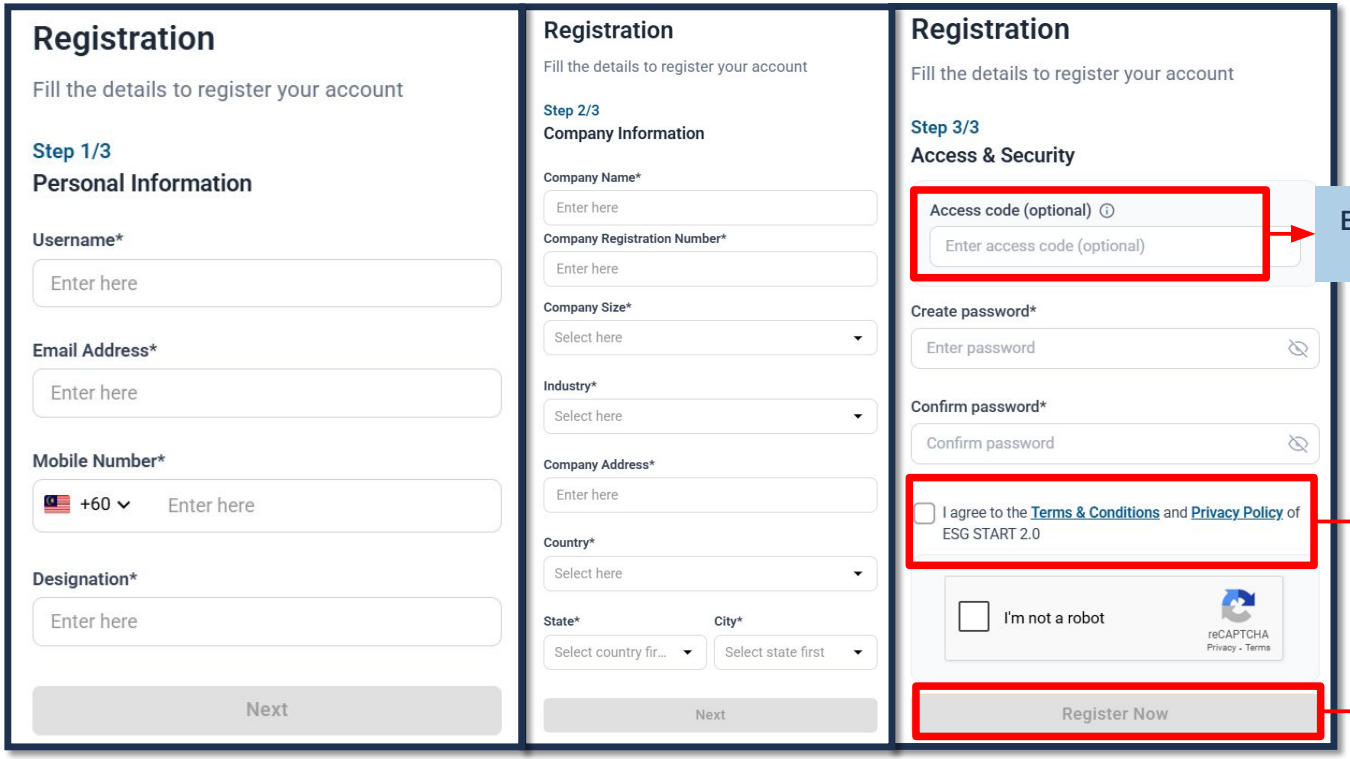
STEP 2

Click 'Register Now'

CREATE AN ACCOUNT

STEP 3

Fill in all the required fields.



Enter KPJ's Access Code: 370A6E90

Please read and tick to agree to the Terms & Conditions.

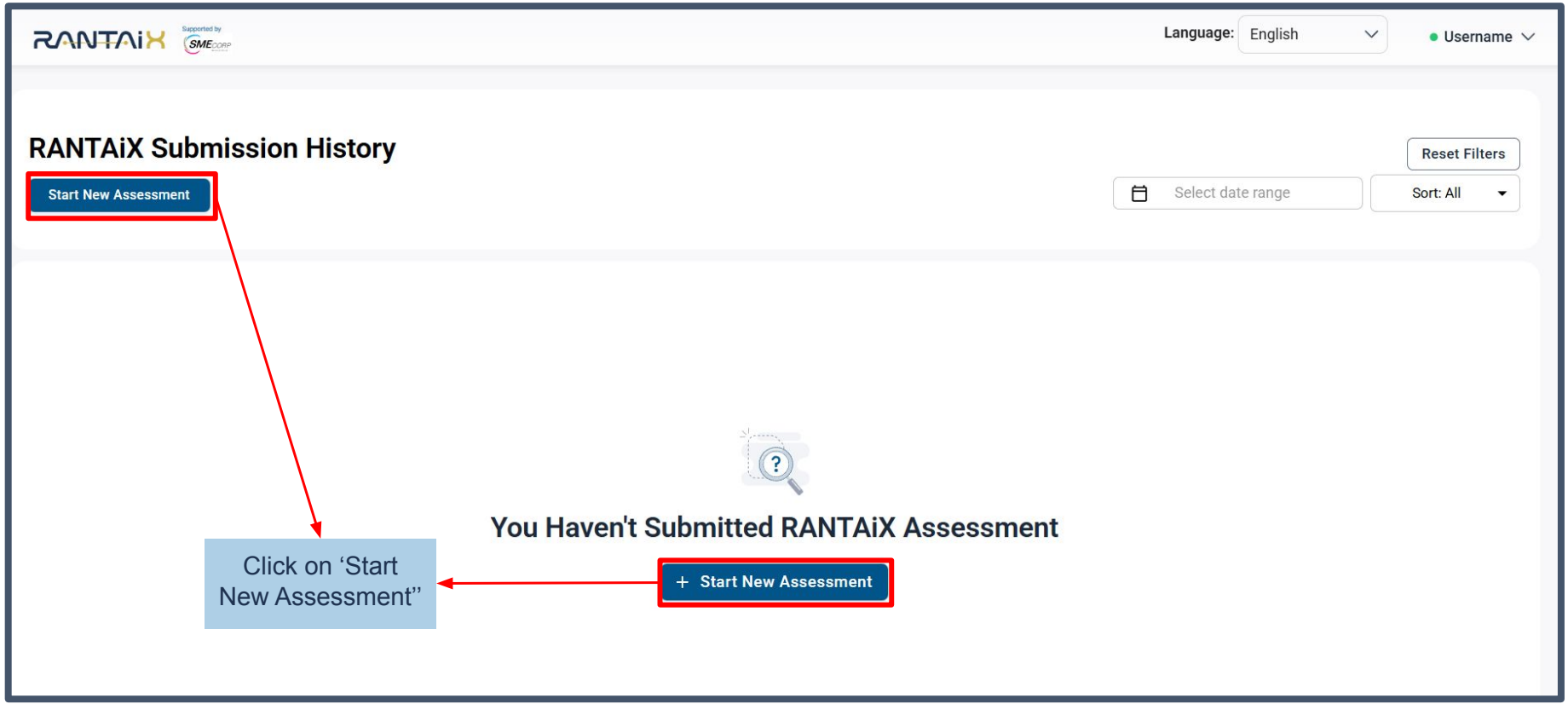
Click 'Register Now'

2.0 ASSESSMENT

ASSESSMENT

STEP 4

Start your assessment.



STEP 5

Complete the profile questions.

PROFILE - Profile questions must be completed to generate the ESG report

1. Company revenue in the last financial year:
   - Less than RM 300,000
   - [Services and Other Sectors] RM 300,000 - RM3 mil
   - [Services and Other Sectors] RM 3 mil - RM20 mil
   - [Manufacturing] RM 300,000 mil - RM15 mil
   - [Manufacturing] RM 15 mil - RM50 mil
   - Not an SME

2. Number of employees:
   - Less than 5
   - 5-30
   - 30-75
   - 75-200
   - 200+

3. Type of business: (based on SME Corp. Malaysia definition)
   - Micro Enterprise
   - Small Enterprise
   - Medium Enterprise
   - Large Enterprise
   - Other:

4. Women-owned Company (51% and above of the total equity is held by women OR the MD / CEO is a woman who holds at least 10% equity)
   - Yes
   - No

5. Does your company export?
   - Yes
   - No

7. Does your company allocate a budget for sustainability?
   - Yes
   - No

8. Is your Company a UNGC member?
   - Yes
   - No

9. Does your company follow any ESG standards or have any certifications? (Eg: ISO, GRI, CDP, SASB, SBTi, LEED, ISSB, etc)?
   - Yes
   - No

Click ‘Next’ after you have answered all questions.

Click ‘Save’ to save your assessment progress at any time.

Save | Next →

STEP 6

Complete the Risk Assessment section up to the Reporting & Communicating Progress section.

Risk Assessment

You may select multiple topics per question. Scroll right to view all indicators.

No.	Question	Emission Management	Waste Management And Pollution	Water Management	Energy Efficiency	Gender Equality	Living Wages	Human Rights And Labour Practices	Health And Safety	Community Engagement	Anti-Corruption	Transparency Protect
1.	Select the ESG topics that the company has identified and assessed for risk or impact on its business operations.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
2.	Select the ESG topics that are periodically reviewed on business risk and impact.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
3.	Select the ESG topics on which the company engages its stakeholders to assess risk/impact, and determine materiality.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
4.	Select the ESG topics risk/impact are integrated within the company's strategic decision-making processes.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Tick the checkbox for each indicator that applies to the statement. There are 11 indicators in total — scroll to the right to view all.

Optional Questions

** Please note every tick to this section will be displayed in your report.*
** Please also note that for any written description to this section will be displayed in your report.*

	Our customers/financers requested for ESG data.	We have collected employee feedback.	We conducted a comprehensive risk assessment.	We utilise an alternative water
Select the actions that the company has undertaken related to risk assessment:	☐	☐	☐	☐
Please provide more details of the selected actions.	Enter here			

Each section contains an Optional Questions section. You may tick the boxes if they apply and provide descriptive details where relevant.

Reset Fields

Click 'Reset Fields' to untick all selected boxes.

Save

Next →

Click 'Save' to save your assessment progress or 'Next' once all relevant indicators have been ticked.

STEP 7

Upload relevant policies and supporting documents.

Please upload any policy and supporting documents here.

Enter the policy title.

Enter the policy description.

Upload Document
(PDF format, maximum size 10MB)

Environment Policies

Policy	Policy Title	Description	Upload Policy
Select the following policies that the Company has committed to implementing or upholding.	Please provide the title of the policy document.	Please provide a brief explanation of the policy's contents.	10mb max size per PDF
Select Policy	Enter title here	Description	Upload Policy 10mb max size per PDF

Select Policy

+ Add More Environment Policies

Click 'Add More' if there is more than one.

Social Policies

Policy	Policy Title	Description	Upload Policy
Select the following policies that the Company has committed to implementing or upholding.	Please provide the title of the policy document.	Please provide a brief explanation of the policy's contents.	10mb max size per PDF
Select Policy	Enter title here	Description	Upload Policy 10mb max size per PDF

+ Add More Social Policies

STEP 8

Complete the SEDG-Aligned Disclosures section to receive your full ESG Maturity Profile Report.

SEDG-Aligned Disclosures

Do you want to opt in for the ESG Maturity Profile?

If yes, you will have to complete the SEDG (Simplified ESG Disclosure Guide) - Aligned Disclosure

- ○ Yes, I want to opt in
- ○ No, I want to proceed with submitting my assessment

Select 'Yes' to include the Disclosure component, or 'No' to proceed with only Readiness and Risk results.

Environment

Metric	Sub-metric	Unit	Data
GHG Emission	Total Scope 1 Emission (As defined in GHG Protocol)	Metric tonnes	Enter here
	Total Scope 2 Emission (As defined in GHG Protocol)	Metric tonnes	Enter here
Energy Consumption	Renewable Energy Sources		
	Solar	kWh	Enter here
	Geothermal	kWh	Enter here
	Hydro	kWh	Enter here
	Biomass	BTU	Enter here

Enter the data measured for each sub-metric. If you have not measured it, leave the field **blank**. **Do not enter "0"**, as this will be recorded as zero emissions or zero cases.

ASSESSMENT

STEP 9

Please ensure you have completed all sections by answering the required questions. You can only submit your assessment once all sections are marked green.

- Profile
- Risk Assessment
- Learning & Capacity Building
- Company Commitments
- Measuring Progress
- Reporting & Communicating Progress
- Upload supporting documents
- SEDG-Aligned Disclosures

- ✓ Profile
- ✓ Risk Assessment
- ✓ Learning & Capacity Building
- ✓ Company Commitments
- ✓ Measuring Progress
- ✓ Reporting & Communicating Progress
- ✓ Upload supporting documents
- ✓ SEDG-Aligned Disclosures

Once it looks like the image on the right, you can proceed to submit, and your report will be auto-generated.

By clicking "Submit Report," you confirm that you are solely responsible for the accuracy of all information submitted and you consent to our continued and secure retention of this data. You will only be able to submit once per quarter.

Back To Report | Submit Report

Click 'Submit Report' on the confirmation pop-up. You can only submit your assessment **once per quarter**, and it **cannot be edited or updated** until the next cycle, so please ensure all data is accurate before submitting.

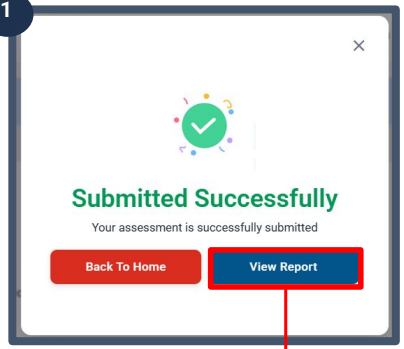
3.0 REPORT

View Your Report

There are two (2) ways to view your report:

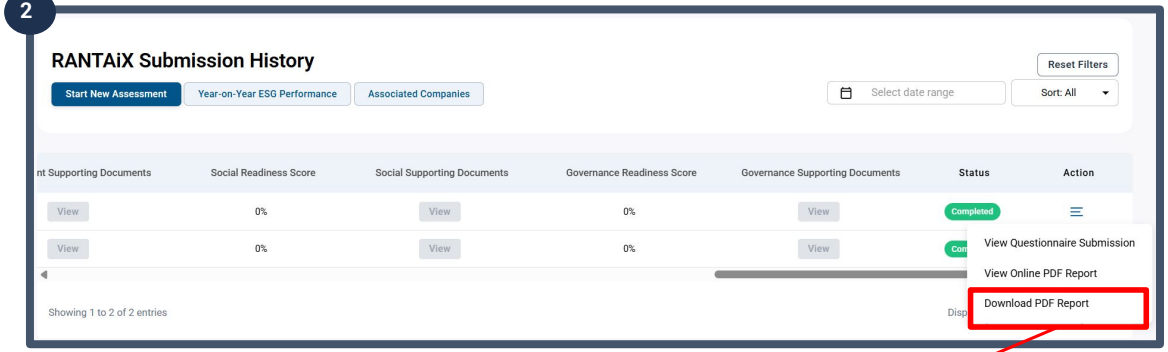
1. Click ‘View Report’ after a successful submission, or
2. Click ‘View Online Report PDF’ on the Submission History page

1



Upon successful submission, a pop-up will appear. Click ‘View Report’ to view your report online.

2



In your Submission History page, scroll to the far right. Click the three lines under the ‘Action’ column, then select ‘View Online PDF Report’ to view your report online.

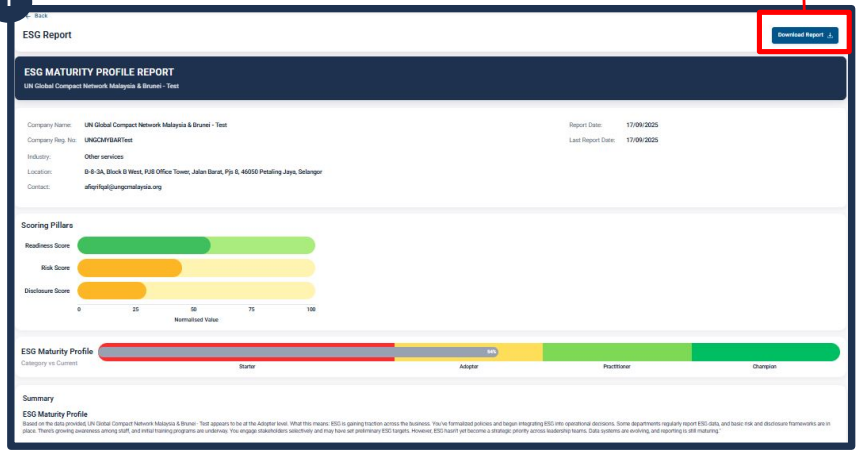
Download Your Report

There are two (2) ways to download your report:

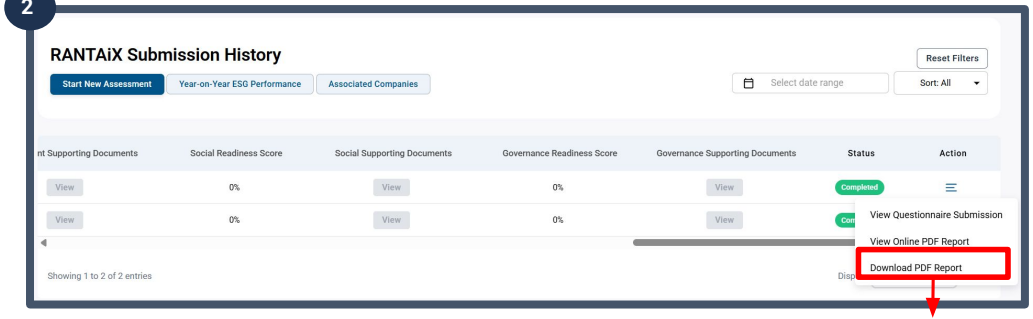
1. Click ‘Download Report’ in Online Report PDF page, or
2. Click ‘Download PDF Report’ on the Submission History page

In your Online PDF Report page, click ‘Download Report’

1



2



In your Submission History page, scroll to the far right. Click the three lines under the ‘Action’ column, then select ‘Download PDF Report’ to download your report.

4.0 ADD ACCESS CODE

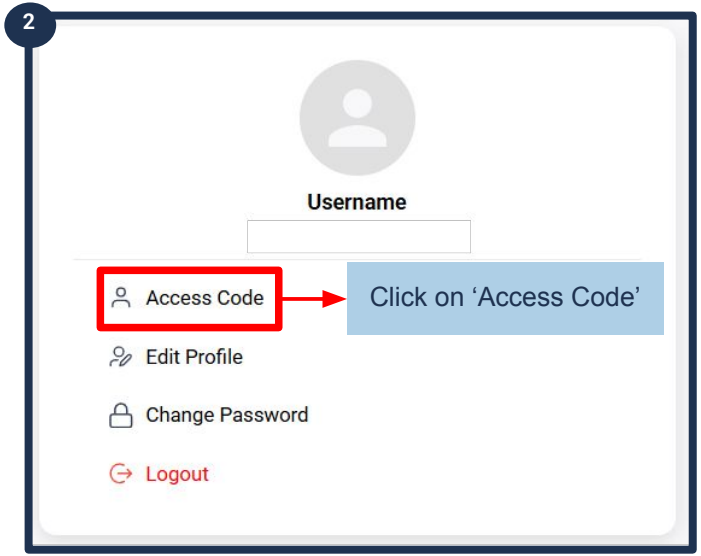
ADD ACCESS CODE

If you missed adding **KPJ's Access Code: 370A6E90** during registration, you can still add it as shown below.

1

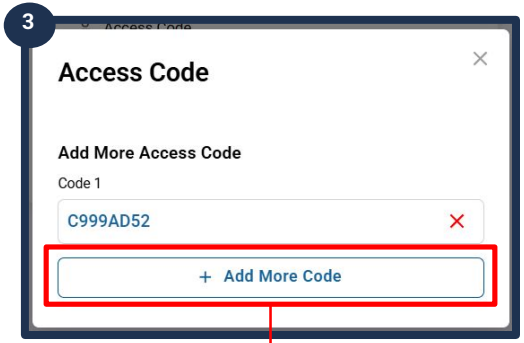
Once logged in, click on 'Username' located at the top right

2



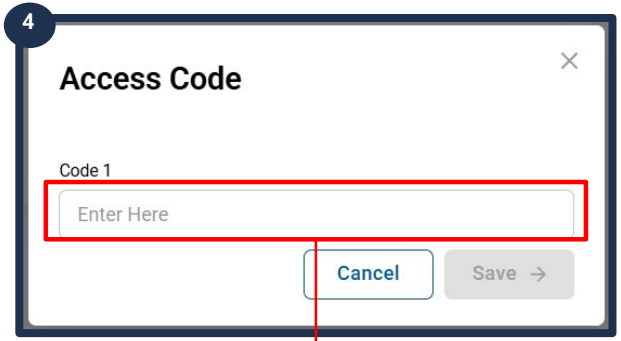
Click on 'Access Code'

3



Click on '+ Add More Code'

4



Enter **KPJ's Access Code: 370A6E90**

Click 'Save'

Network Malaysia,
Brunei & Cambodia

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