



# GS1 Global Location Numbers (GLNs)

## FEES (0% GST)

|   |                       |
|---|-----------------------|
| Registration Fees                               | <b>RM 950.00</b>      |
| Annual Fees (for the first block of 10 GLNs)    | <b>RM 350.00</b> p.a. |
| Subsequent block of GLNs (per block of 10 GLNs) | <b>RM 180.00</b> p.a. |

## Security Deposit

All new GLN subscribers **will be required to pay a Security Deposit**. The Security Deposit is equivalent to the GLN subscribers' **one year subscription fee**. This will ensure the return of the GLN company prefix by the GLN subscriber who has resigned or terminated its GLN membership.

- ◆ The deposit will be refunded without interest upon receipt of a letter of termination or resignation from the GLN subscriber, provided all outstanding dues are settled; or if the subscriber is terminated for whatever reasons.

OR

- ◆ The Security Deposit can also be used to offset the GLN subscriber's annual fees if the payments are in arrears for a period of six months (i.e. December) after the date of invoice. A receipt will then be issued to the company to inform that the Deposit has been used. The GLN subscriber is then required to pay a new Deposit within 3 months (i.e. March). Failing which, GS1 reserves the right to terminate the membership.

## Pro-rated Amount

Companies that join between months of January to June of the year will be required to pay the pro-rated subscription fees from the month of joining to July (which is the financial year of GS1 Malaysia). This will bring the company to be aligned with GS1 Malaysia financial year.

Total Fees to be paid by Companies join between months of **Jul – June**.

| Join Month | Registration Fee | Pro-rated Subscription Fee | 2 x years Advance Subscription Fees | Security Deposit | Total Amount |
|------------|------------------|----------------------------|-------------------------------------|------------------|--------------|
| July       | 950.00           | 350.00                     | 700.00                              | 350.00           | 2350.00      |
| August     | 950.00           | 320.87                     | 700.00                              | 350.00           | 2320.87      |
| September  | 950.00           | 291.70                     | 700.00                              | 350.00           | 2291.70      |
| October    | 950.00           | 262.53                     | 700.00                              | 350.00           | 2262.53      |
| November   | 950.00           | 233.36                     | 700.00                              | 350.00           | 2233.36      |
| December   | 950.00           | 204.19                     | 700.00                              | 350.00           | 2204.19      |
| January    | 950.00           | 175.00                     | 700.00                              | 350.00           | 2175.00      |
| February   | 950.00           | 145.85                     | 700.00                              | 350.00           | 2145.85      |
| March      | 950.00           | 116.68                     | 700.00                              | 350.00           | 2116.68      |
| April      | 950.00           | 87.50                      | 700.00                              | 350.00           | 2087.50      |
| May        | 950.00           | 58.34                      | 700.00                              | 350.00           | 2058.34      |
| June       | 950.00           | 29.17                      | 700.00                              | 350.00           | 2029.17      |

**An administrative fee of RM150.00** will be applied for the re-instatement of GLN membership

**An administrative fee of RM950.00** will be applied for the transfer of GLN membership (from one company to another)

## **CODING STRUCTURE**

The coding structure for GS1 Global Location Number (GLN) is:

**9 5 5 - L L L L L L L L L - C**

955 (3 digits) = GS1 Prefix of GS1 Malaysia.

L (9 digits) = Location Reference Number issued by GS1 Malaysia. These digits cannot be changed in any way.

C (1 digit) = "C" is a check digit. The check digit is calculated from the first twelve digits in the number. The formula for the calculation can be found at the GS1 Malaysia website.

---

## **REQUIRED DOCUMENTATION**

All new subscribers **must provide** the following documentation together with their GLN application:

◆ **Certificate of Incorporation / Form 9**

◆ **Form 24 / Latest Annual Returns** (only for Private Limited/Sdn Bhd, Limited/Berhad, Corporation/Koperasi & Gov)

OR

◆ **Form 58 / Super Form** (companies who were incorporated after Jan 2017)

OR

◆ **Business Registration Form / Form D** (including 2 pages of ownership information)

---

## **RULES & REGULATIONS**

1. The GLN provides unique and unambiguous identification of physical, functional and legal entities. It identifies anything that can be addressed, e.g., companies, departments, functions, rooms, shelves, delivery points, network addresses, etc.
  2. A separate unique GTIN 13 digit is required to identify each location, function, address, etc. Once assigned at the source (usually by the company owning the location), the GLN becomes a unique and universal reference that can be used by all.
  3. It is the responsibility of the company using the GLNs to keep business partners informed of all their numbers issued as well as the company's name and address details. Special care is needed if the ownership of the company changes as this may affect the GLNs.
  4. If a company (possibly because of liquidation or disposal of business interest) sells a location (physical place, service or legal entity) to another party, the GLN for the address that is associated with the previous owner **MUST BE CLOSED**.  
If the new owner wishes to identify the location with a GLN, a new number should be assigned by the new owner.
  5. If a company closes one address and opens a similar operation at a new address, the company may either transfer the existing GLN to the new address (which still belongs to the company) or assign a new GLN for the new address. The reason for a new GLN may be that the company wants to maintain records in the computer files to show the performance of the old location.
  6. If the function identified by a GLN changes, the details associated with the GLN should be changed by the party responsible for it on the related computer file record.
  7. A GLN that has been discontinued should not be reused for at least 4 years (48 months) before being re-allocated. This is to allow time for all references of the old GLN to be removed from the trading partners' files. When the GLN is put into use once again, the details relating to the new party and/or location must be re-transmitted.
-

## TERMS AND CONDITIONS

1. Companies are **STRICTLY NOT ALLOWED** to sell, lease, assign, mortgage or transfer their GLNs to any another company (be it their associated or subsidiaries or clients), even though no income or benefits are derived. Any companies found contravening this regulation shall have their GLNs withdrawn immediately. In the event of such withdrawal, no refunds shall be given for any fees already paid.
2. To ensure that the GLNs are correctly used, companies must provide to GS1 Malaysia information of all GLNs numbers used by them. The procedures and details shall be determined by GS1 Malaysia.
3. Companies which no longer use the GLNs and wish to terminate their subscription shall inform GS1 Malaysia in writing. Upon confirmation of termination from GS1 Malaysia, the GLNs will be withdrawn and the companies can no longer use the GLNs. All outstanding fees must still be paid when a company resigns or is terminated. A company that wishes to re-join are to pay all outstanding fees due previously, if any, before its application will be approved.
4. As a rule, applications that are in order and received up to 15th of each month shall begin subscription of the GLNs with effect from the month of receipt. Those received after 15th of the month shall begin payment in the following month.
5. Annual fees are due on July 1 each year. GLN subscribers who do not pay their annual fees within a period of three months from July 1 (i.e. end September) shall have their allocated GLNs withdrawn. The GLNs shall be withdrawn from companies that have outstanding annual subscription(s) or other payment due to GS1 Malaysia.
6. Any companies found misusing the GLNs, will have their GLNs withdrawn with immediate effect.
7. **All withdrawn GLNs are returned to be the property of GS1 Malaysia Berhad which issues the GLNs under our services and activities.** Legal action will be taken against companies who continue to use the GLNs after the numbers have been withdrawn. This means that they can no longer use the GLNs allocated to them. This withdrawal shall be advised to local retailers, suppliers, all users of electronic data interchange (EDI) and other related users. It will also be informed to GS1 member organisations around the world who would inform their local retailers, suppliers, users of EDI and other related users that the GLNs have been withdrawn are no longer authorised to be used and has been returned to GS1 Malaysia.

### **GS1 Malaysia Berhad**

Wisma FMM, No. 3, Persiaran Dagang  
PJU 9, Bandar Sri Damansara, 52200 Kuala Lumpur  
Tel: 03-6286 7200 Fax: 03-6276 1042  
Email: gs1malaysia@gs1my.org Website: <http://www.gs1my.org>