



PLUS MALAYSIA BERHAD GROUP OF COMPANIES

Conflict of Interest and Confidentiality Declaration Form for Vendor

(to be read together with the Anti Bribery or Corruption (ABAC) Guide and Information Security Guide (Third Party) (ISG))

Part I : Conflict of Interest Guidelines

PMB Group holds a zero tolerance against all form of bribery and corruption as outlined in PMB's Anti Bribery & Corruption Guide. As such all vendor are required to declare any actual, potential or perceived Conflict of interest during the following:

- a) On a scheduled basis, even when the vendor does not have any Conflict of Interest during the contract period.
- b) As and when required when you become aware of the conflict. As such, we require you to fill in this form with integrity.

1. Our Principle

Vendor shall declare conflicts of interest on a scheduled basis and where actual, potential or perceived conflicts arise.

2. What constitutes as Conflict of Interest?

A “**conflict of interest**” arises in a situation where you are or may be in a position to take advantage of your role by using confidential information, assets or intellectual property for the benefit of yourself or a closely related person.

3. Who is a Closely Related Person?

A “**Closely Related Person**” is someone you are related to, have a personal friendship with, or anyone living in the same household as you. This is a broader term than ‘relative’ or ‘immediate family’. Based on the MACC (Malaysian Anti-Corruption Commission), ‘relative’ includes:

- a) Spouse.
- b) Siblings (brother(s)/sister(s)).
- c) Spouse's siblings.
- d) Your direct line of ascendant (parent/grandparents) or descendant (children/grandchildren) including your spouse's and your spouse's siblings.
- e) Uncle, aunt or cousin.
- f) Son in law or daughter in law

4. Types of conflicts of interest

You are required to declare your conflict of interest when presented with the following situation:

a) Actual conflict of interest

An actual conflict of interest is when you face a real, existing conflict This would be the case if you can influence decisions that are to be made by PMB with respect to dealings with a business, enterprise or entity owned or partially owned by you, your family/ household members, associates or friends.

b) Potential conflict of interest

A potential conflict of interest is when you are in or could be in a situation that may result in a conflict, but this has not fully materialised.

c) Perceived conflict of interest

A perceived conflict of interest is when you are in or could be in a situation that may appear to be a conflict, even if this is not the case.

5. A Personnel would be acting in conflict of interest if:

- a) The Vendor has a Closely Related Person(s) who is an employee of PMB Group who they will interact with, either on a personal or professional basis, in respect to their commercial relationship with PMB.
- b) The Vendor has an interest in PMB Group where he/ she is seeking a business arrangement or dealing where they might get preferential treatment.
- c) The Vendor has substantial shareholding in PMB Group where he/ she is seeking a business arrangement or dealing. Please take note that, for the purpose of this clause a person has a substantial shareholding in a company if he has not less than 5% of the total shareholding in that company.

6. Privacy Policy

By signing and returning the Declaration form, you represent to PMB that you have obtained the consent of your closely related person as defined in item 3 of this document in accordance with Personal Data Protection Act 2010.

By submitting the information requested in this form, you have agreed to our privacy policy which is available on our corporate website via www.plus.com.my.

Part II : Information Security and Confidentiality Guidelines

You should read, understand and comply with the ISG, which sets PMB's expectation to ensure PMB's information shared is adequately secured and protected by you, and provides confidence to you that PMB has implemented adequate mechanism and controls to ensure your information provided to PMB is secured and protected against internal and external treats.

1. What is your role in this procurement exercise?

You are authorised to acquire, analyse, store and process the information received from this procurement exercise ("procurement information").

2. What are your responsibilities?

You are responsible to ensure the usage, access and sharing of procurement information complies with ISG.

3. You would be breaching confidentiality guidelines if:

- a) you use procurement information beyond its intended purpose, e.g. personal gain/ interest.
- b) you do not exercise due care in handling procurement information.
- c) you disclose procurement information (including price) to any third party for any purpose whatsoever other than for the preparation of this procurement exercise.

Part III : Declaration

With regard to my dealings and business arrangement with PMB, I disclose the following:

- I have no Conflict of Interest to declare based on the definition of Conflict of Interest stipulated in this form
- I have the following Conflict of Interest to declare based on the declaration below
**please fill in the information below*

I understand my responsibility to keep confidential all procurement information and take reasonable care to protect procurement information from unauthorised disclosure, theft, damage, loss and unauthorised access in accordance with the ISG. I am aware that I may be disqualified from this procurement exercise for failure to comply with ISG.

Vendor Details

Individual Name : _____

Position/ Designation : _____

Company : _____

Types of Conflict of Interest (circle where applicable) : Actual Conflict of Interest/ Potential Conflict of Interest/ Perceived Conflict of Interest

Details of related PMB Group staff

Staff Name : _____

Staff ID (if known) : _____

Position/ Designation at PMB : _____

Relationship : _____

Phone Number : _____

Email : _____

Department : _____

Details of Conflict : _____

Remarks : _____

I hereby confirm that:

- a) I have read and understood this Conflict of Interest Declaration Form for Vendor;
- b) The disclosure made in this Declaration Form is complete and correct to the best of my knowledge;
- c) I have obtained the consent of my closely related person as defined in Item 3 of this Conflict of Interest Declaration Form for Vendor in accordance with Personal Data Protection Act 2010 to disclose the relevant information required in this Declaration Form; and
- d) I have read and understood PMB’s privacy policy available at PMB’s corporate website via www.plus.com.my and I agree to the use of my data in accordance with PMB’s Privacy Policy.

I agree that if I become aware of any information that might change the disclosure in this Declaration Form, I will immediately notify PMB.

Signed by:

In the presence of:

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Name:

Name:

NRIC No:

NRIC No:

Company Name:

Company Name:

Designation:

Designation:

Date:

Date: