

**PERSONAL DATA PROTECTION ACT 2010 NOTICE
TO THE VALUED CUSTOMERS / PROSPECTIVE CUSTOMERS**

1. Collection of Personal Data

This Personal Data Protection Act 2010 Notice is issued to all our valued customers / prospective customers in pursuant to the requirements of the Malaysian Personal Data Protection Act 2010.

We treat and view your personal data seriously.

In the course of your dealings with Engtex Group Berhad("our Group") which includes the holding company, subsidiaries and any associated company as defined in the Company Act 1965 as our valued customer / prospective customer and/or guarantor and/or security provider, we will request that you provide data and information about yourself ("Personal Data") to enable us to enter into commercial transactions with you or to deliver the products and/or services, documents and notices in connection with our business. These are relevant in connection with our business process, execution, including delivery of products and/or services, documents and notices, client relationship management, credit risk management, and the promotional activities of our business.

2. Nature of Personal Data

Such Personal Data may include but not limited to the information concerning your personal details (such as name, age, gender, identity card number, passport number, date of birth, education, race, ethnic origin, nationality), contact details (such as address, email, phone numbers), family information (such as marital status, name of spouse or child or immediate family), occupation details (such as employer name, income range, job title, job responsibilities, employer's contact information and address) and other information such as trade and financial references.

3. Impact resulting from failure to supply Personal Data

The failure to supply such Personal Data may result in us unable to enter into sales and purchase transaction with you, as well as the sending of the documents and notices and/or information pertaining to our latest product and/or services.

4. Purpose of collecting Personal Data

Personal Data you provide will be collected, used, processed, and/or maintained by us for, amongst others, the following purposes:-

- i) processing the existing/prospective customers' application for obtaining, upgrading and/or renewal of trade facility.
- ii) to facilitate the sale and purchase transactions of products and/or services in the ordinary course of our businesses;
- iii) conducting credit risk assessments and background check as and when we deem necessary or appropriate;
- iv) to facilitate the delivery of products and/or services, notices and other documents;
- v) practising the clientele relationship management procedures;
- vi) conducting marketing and client profiling activities in connection with our businesses;
- vii) to support our Group's business, financial and risk monitoring, planning and decision making;
- viii) our internal record keeping;
- ix) determination and collection of outstanding payments owing by clients;
- x) for the purpose of enforcing its legal rights and/or obtaining legal advice;
- xi) prevention of crime (including but not limited to fraud, money-laundering, bribery);
- xii) meeting any legal or regulatory requirements relating to our provision of services and products and to make disclosure under the requirements of any applicable law, regulation, direction, court order, by-law, guideline, circular, code applicable to us or any member companies of our Group;
- xiii) purposes relating to any of the above (including but not limited to research, benchmarking and statistical analysis);
- xiv) any other relevant purposes in undertaking ordinary course of our businesses.

5. Disclosure

Personal Data provided to us will generally be kept confidential but you hereby consent and authorize us to provide or disclose your Personal Data to the following parties:-

- i) any person to whom we are compelled or required to do so under law or in response to a competent or government agency;
- ii) any related companies and/or member companies of our Group, including those to be established in the future;

- iii) our business partners, associates and affiliates that provide products or services related to our business;
- iv) government agencies, statutory authorities and industry regulators;
- v) our auditors, consultants, accountants, lawyers or other financial or professional advisers;
- vi) our sub-contractors or third party product or service providers as may determine to be necessary or appropriate;
- vii) our appointed service providers in relation of our reward, loyalty and privileges programs;
- viii) any guarantor or security provider related to your trade facility;
- ix) debt collection and/or credit reporting agencies in the event of default in payment.

6. Safeguards

We shall keep and process your data in a secure manner. We endeavour, where practicable, to implement the appropriate administrative and security safeguards and procedures in accordance with the applicable laws and regulations to prevent the unauthorized or unlawful processing of your Personal Data and the accidental loss or destruction of, or damage to, your Personal Data.

7. Data Transfer & Sharing

Where we consider it necessary or appropriate for the purposes of data storage or processing or providing any product or service on our behalf to you, we may transfer your Personal Data to other member companies of our Group or third party providers within or outside the country in which we are established, under conditions of confidentiality and similar levels of security safeguards.

8. Your Rights of Access and Correct

You have the right to request access to and correction of information about you held by us and in this respect, you may:

- i) check whether we hold or use your Personal Data and request access to such data;
- ii) request that we correct any of your Personal Data that is inaccurate or incomplete;
- iii) request that your Personal Data is retained by us only as long as necessary for the fulfilment of the purposes for which it was collected where practical;
- iv) request that we specify or explain its policies and procedures in relation to data and types of Personal Data handled by us;
- v) communicate to us your objection to the use of your Personal Data for marketing purposes whereupon we will not use your Personal Data for these purposes;
- vi) withdraw, in full or in part, your consent given previously, in each case subject to any applicable legal restrictions, contractual conditions and a reasonable time period.

The department to whom written requests for access to Personal Data or correction and/or deletion of Personal Data or for information regarding policies and procedures and types of Personal Data handled by us is:

The Personal Data Protection Officer
Engtex Group Berhad
Lot 36, Jalan BRP 9/2B, Putra Industrial Park
Bukit Rahman Putra
47000 Sg. Buloh, Selangor
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Fax No. : +603 6140 3881
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