

## PERSONAL DATA PROTECTION POLICY STATEMENT

Maintaining your privacy is an important part of the products and services rendered by the ANCUBIC HOLDINGS SDN BHD (Company No.717437-X) and its subsidiaries (referred to as the "Ancubic Group of Companies").

- I agree with the [Privacy Policy](#) and [Terms & Conditions](#) and give consent to the collection, use, storage, or any other form of processing of my personal information in accordance with Data Privacy Act of 2010.
- I agree to be contacted by the Ancubic Group of Companies's representatives regarding my request if would like to withdraw.
- Please also keep me updated on the latest news, services and products, special offers and marketing campaigns of the.

## PERSONAL DATA PROTECTION POLICY NOTICE

***TO: Our Valued Purchasers / Prospects / Registrants / Business Partners***

Dear Sir/Madam,

We, ANCUBIC HOLDINGS SDN BHD (Company No.717437-X), and its subsidiaries (referred to as "the Company") values your privacy and strive to protect your personal data in compliance with the laws of Malaysia. This Personal Data Protection Notice ("Notice") is issued by the Company to you pursuant to the requirements of the Personal Data Protection Act 2010 and its rules and regulations prescribed and/or to be prescribed there under from time to time (collectively referred to as "the Act"). For the avoidance of doubt, please note that in the event of any conflict between the English and other language versions of this Notice, the English version shall prevail.

### 1. The Company

The Company, as referred herein, shall also consist of our related companies and proprietor of the land where our developments are situated.

### 2. Protection, Use of Personal Data and Disclosure to Third Parties

In the course of your dealings with the Company, we may collect a variety of your Personal Data, including but not limited to your name, date of birth, national registration identity number, passport number, gender, marital status, contact details, address, email address, nationality, race and religious beliefs, family background, education background, occupation, information about your organization and your designation within the organization, salary/income range, credit profile and other information deemed necessary to enable the Company to provide you with the Company's services and products effectively.

The provision of your Personal Data is voluntary; however, if you do not provide sufficient Personal Data, the Company may not be able to provide you with certain services. The Company may use and process your Personal Data for the purposes relating to the business and activities of the Company, which shall include, without limitation:

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- a. for customer relationship management needs;
- b. to inform you of our services or products;
- c. to send important notices via emails, letters or text messages;
- d. to communicate to you about your purchases and to notify you of changes to the Company's terms, conditions, and policies;
- e. to keep you posted on the Company's latest product announcements and upcoming events;
- f. to remind you to perform necessary transactions in accordance with agreements and/or contracts in relation to the Company's products and/or property;
- g. to prepare and/or enter into the relevant sale and purchase agreement and/or any other agreements or contracts with you;
- h. to establish a contractual, business and/or commercial relationship with you;

- i. to fulfil, facilitate, undertake and/or perform our roles, and responsibilities and comply with such terms and conditions under the relevant sale and purchase agreement and/or any other agreements or contracts;
- j. to enable the Company to deliver vacant possession, handover keys, manage property/estate, run security and maintenance services, customer care and/or defect rectification works;
- k. for internal administrative purposes such as auditing, data analysis, record-keeping use and research to improve the Company's products, services and customer communications; and
- l. for any other purpose that is required or permitted by any law, regulations, guidelines, commercial practice and/or relevant regulatory authorities.

Your Personal Data provided to the Company will be kept confidential. The Company takes the necessary administrative and technical precautions to safeguard your Personal Data against loss, theft, misuse and unauthorized access, disclosure, usage, alteration or destruction. As a part of providing you with our products and services and for the purposes of our business, we may be required or need to disclose information about your Personal Data with us to third parties, including but not limited to our professional advisors, including our legal advisors, our solicitors and expert consultants, regulatory and governmental authorities in order to comply with statutory and government requirements, third party service or product providers within or outside the country and other parties deemed necessary.

### **3. Source**

The Company may obtain your personal data from the following sources: -

- a. directly from you and/or an authorized representative;
- b. agreements, contracts, booking forms, sales proformas and other documents that you shall have signed and/or provided to us and/or to which we have access thereto;
- c. our holding, subsidiary and/or related/affiliated companies and/or contractors or business partners having records of your personal data;
- d. our lawyers, auditors, accountants, consultants, bankers and/or any other parties with which we have dealings;
- e. other legal means and/or searches from the relevant governing authorities/bodies/agencies and/or credit reporting agencies and/or other bodies/agencies which are legally allowed to collect, use and/or process your personal data.

### **4. Storage and Use of Personal Data**

We store your Personal Data either in hard copies or on our servers located in Malaysia. Control and access of your Personal Data are personally managed by the Company. The Company will only retain your personal data for the period necessary to fulfil the many different purposes outlined in this Notice unless a longer retention period is permitted or required by law.

### **5. Right of Access, Amendment and Withdrawal**

The Company respects your right of access to your Personal Data and right to request correction of the Personal Data that is inaccurate, incomplete, misleading or not up-to-date. However, the Company reserves the right to charge you a reasonable fee for the processing of any data access requestor delay your request pending further details from you. You may also amend your Personal Data or withdraw your consent to process Personal Data at any time.

### **6. Compliance Officer**

If you have any enquiries regarding this Notice or if you have any concerns about the manner in which your Personal Data has been collected or handled by the Company or if you wish to request access to your Personal Data or if you wish to amend your Personal Data or if you wish to withdraw your consent to the Company for the processing of your Personal Data or for the transfer of your Personal Data to other parties, you may send your written request at the following link:

<b>Attention to :</b>	<b>CG Commitee</b>
<b>Link :</b>	xxxxxxxxxxxxxxxxxxx
<b>Email :</b>	Policy@ancubicproperty.com

**7. Changes to Notice**

The Company reserves the right to amend this Notice from time to time to reflect changes in legal and regulatory requirements, technological advancements and best commercial practices without further written notification, but such amendments will be notified via our website. You are advised to check the Notice on our website on a regular basis.

**8. Choices and Means to Limit Processing of Personal Data**

You have the right to limit the processing of your personal data, including the extent of the personal data that you allow us to collect, use and/or process but subject to such rights and restrictions as prescribed under the Act. You may at any time by Notice in writing to us, subject to the said rights and restrictions, proceed to retract, withdraw, limit and/or amended in whole or in part any of your personal data and/or the consent that you have granted to us in respect of the collection, use and/or processing of your personal data but however, such restrictions may affect us in giving our services to you effectively.

**9. Obligations under Law**

The Company will use your Personal Data only with your consent. Your Personal Data will be used only for the purposes of your business with the Company. However, the Company may also disclose your Personal Data to a competent authority if required to do so by law.

**10. Liability**

Our liability towards you and/or any person or party for any wrongful and/or negligent Act or omission is limited to that specifically prescribed under the Act.

***BY PROVIDING TO THE COMPANY WITH YOUR PERSONAL DATA, YOU HEREBY AGREE THAT THE COMPANY SHALL PROCESS YOUR PERSONAL DATA IN ACCORDANCE WITH ALL OF THE FOREGOING***

I, \_\_\_\_\_, have read and fully understood the contents of this Consent Form and hereby provide my consent for the Company to collect, use, and disclose my Personal Data in accordance with this Personal Data Protection Policy.

.....	.....	.....
Name:	Name:	Name:
NRIC No.:	NRIC No.:	NRIC No.:

**CTOS CONSENT FORM**

Date:

To:

CTOS Data Systems Sdn Bhd (247651H)  
Unit 1-12, Level 9, Tower A  
Vertical Business Suite, Avenue 3  
Bangsar South, No 8, Jalan Kerinchi  
59200 Kuala Lumpur

Dear Sir,

**RE: Consent Authorisation**

Pursuant to the Credit Reporting Agencies (CRA) Act 2010 and Central Bank of Malaysia Act 2009, I/we the undersigned do hereby give my/our consent to you and CTOS Data Systems Sdn Bhd ("CTOS"), a registered credit reporting agency under the CRA Act to process my/our company personal data. By this consent, I/we understand and agree that:

i) You may conduct credit/trade check, CCRIS and DCHEQS checks on me/us and where applicable on our directors, shareholders, guarantors, etc. with CTOS at any time for as long as I/we have a trade relationship with you or where any dues remain unpaid and outstanding with you, for any one or more of the following purposes:

- √ Opening of account
- √ Credit/Account monitoring
- √ Debt recovery
- √ Credit/Account evaluation
- √ Credit/Account review
- √ Legal documentation consequent to a contract or facility granted by you.

ii) You may disclose any information on my/our conduct of my/our account(s) with you, to any business entity/ies for bona fide trade checking at any time. I/We am/are also aware and understand that such information will be provided to CTOS, who may in turn share such information to subscribers of their service.

iii) Where you require any processing of my/our application to be processed by any processing centre located outside Malaysia (including your Head Office), I/we hereby give consent to CTOS to disclose my/our credit, CCRIS & DCHEQS reports to such locations outside Malaysia.

iv) Apart from the above, I/we the undersigned do give my/our consent to you and the CTOS, to process my/our personal data as per the PDPA Act.

Signed By

Signed By

Name:  
NRIC Number:  
Designation:  
Mobile number:  
Email:  
Company Stamp:  
(if any)

Name:  
NRIC Number:  
Designation:  
Mobile number:  
Email: