



KNOW YOUR COUNTERPARTY QUESTIONNAIRE

The MMS Code of Conduct and Business Ethics ("CoBE") for Third Parties sets out MMS' core principles with respect to ethics and integrity, competition, sanction and export control, and data privacy.

As part of our commitment, MMS expects its contractors, subcontractors, consultants, agents, representatives, and others performing work or services for on behalf of the Group to comply with all applicable laws and the relevant part of the CoBE and any other relevant guidelines or manual when performing such work or services.

Therefore, before MMS engages a third party, we are obligated to conduct appropriate third- party due diligence to understand the business and background of our prospective business counter parties to ensure that we are dealing with parties that subscribe to the same values and ethical standards of integrity as MMS in the conduct of their business.

Please complete the following questionnaire, using additional pages where necessary, and return a scanned, signed copy to the MMS focal person in charge. If you subsequently learn that any of the information provided below is incorrect or incomplete, please correct or complete it (as applicable) and notify us as soon as possible.

Third Party refers to contactors, sub-contractors, consultants, agents, representatives, and other service providers performing works, supplies or services for on behalf of MMS group of companies, JV partners, clients or otherwise.

SECTION A: INDIVIDUAL INFORMATION		
NO	QUESTIONS	RESPONSE
1.	Full legal name or any previous legal name	
2.	Nationality	
3.	Registered address	
4.	Telephone number	
5.	Nature of the individual's business	
6.	Company name (if any)	
7.	Do you have/ had any current/ past contracts with MISC Group? If yes, please provide the following details:	



SECTION A: INDIVIDUAL INFORMATION		
NO	QUESTIONS	RESPONSE
	a. MISC entity name (MISC Berhad/ Eaglestar/ AET/ MHB/ MMS/ ALAM/ Others – please provide details) b. Type of business/ service/ product	
8.	<p>Do you outsource or intend to outsource any of your services in relation to the proposed arrangement with MMS?</p> <p>If yes, please set out details of the third party contractors. Please note that any outsource arrangement in relation to the transaction requires MMS prior consent.</p>	

SECTION B: ETHICS		
NO	QUESTIONS	RESPONSE
1.	<p>Are you also a Public Official?</p> <p>If so, please provide details.</p> <p><u>DESCRIPTIONS</u></p> <p>For ease of reference, “Public Official” shall include the following:</p> <ul style="list-style-type: none"> (i) a person employed by a public authority holding a legislative, executive, administrative or judicial office, whether appointed or elected, whether permanent or temporary, whether paid or unpaid, irrespective of that person’s seniority; (ii) any other person who performs a public function, including for a public agency or public enterprise, or provides a public service; or (iii) any other person defined as a “public official” in the domestic law of a country. 	
2.	<p>Do you have any affiliation with current MMS employee who is involved in this transaction?</p> <p>If yes, please provide details of the MMS employee:</p> <ul style="list-style-type: none"> • Full Legal Name of the Individual • Position Held • The Duty/Duties of the Position(s) • Tenure (start & end dates) 	

SECTION B: ETHICS		
NO	QUESTIONS	RESPONSE
3.	<p>Are you and/ or any of your family member(s) currently working with MMS?</p> <p>If yes, please provide details:</p> <ul style="list-style-type: none"> • Name • Position • Department • Company • The Duty/Duties of the Position(s) • Tenure (start date) 	
4.	<p>Are you and/ or any of your family member(s) currently a shareholder or holds any other interest(s) in PETRONAS and/ or MISC Group including their affiliate companies?</p> <p>If yes, please provide details:</p> <ul style="list-style-type: none"> • Name • Position • Company • Other Information 	
5.	<p>Have you ever been the subject of any convictions or prosecutions, or is the subject of any pending investigations by public authority, in relation to bribery or corruption, conflicts of interest, facilitation payment or money laundering?</p> <p>Provide details, if any.</p>	
6.	<p>Within the last five (5) years, have you ever been cited, investigated by a government agency for non-compliance with any governmental rule or regulation of a material nature or involved in any lawsuit?</p> <p>Provide details, if any.</p>	
7.	<p>Do you agree to alert MMS immediately should there be any suspicion of MMS Code of Conduct & Business Ethics violation and/or a violation of MMS Anti Bribery and Corruption Policy in relation to MMS' Business?</p> <p>If No, please explain.</p>	



SECTION C: SELF DECLARATION

I understand and acknowledge that MMS observes good business conduct and is committed to adhere to all laws and regulations wherever it operates including but not limited to bribery and corruption, economic sanctions, export control, competition or anti-trust, anti-money laundering, personal data protection laws, human rights and modern slavery, guided by the MMS Code of Conduct and Business Ethics ("COBE").

Accordingly, I confirm and declare the information given in Section A and B above and that, to the best of my knowledge, I -

- (a) am not the target or subjects of any sanctions;
- (b) am not owned or controlled by any person who is the target or subject of any sanctions;
- (c) am not acting for the benefit of or on behalf of any person (including but not limited to any natural person, corporation, limited liability company, trust, joint venture, association, company, partnership, Governmental Authority or other entity) that is the target or subject of any sanctions;
- (d) am not engaged in any conduct/activity that would result in myself being in breach of any sanctions or becoming a target or subject of sanctions; and
- (e) shall not extend or offer any gift (other than promotional items) or unusual hospitality to MMS employees;
- (f) consent to the processing of such information for the purpose described in the Personal Data and Information Notice;
- (g) acknowledge that the processing of such information may be conducted by a third party on behalf of MMS which may occur in another country than the country of disclosure; and
- (h) represent that the information provided in this document is accurate, current and complete as of the date of disclosure.

Signature _____ Date _____

Name:

SECTION D: PERSONAL DATA AND INFORMATION NOTICE

Personal Data Protection Act 2010 ("PDPA 2010") & EU General Data Protection Regulation ("EU GDPR")

Pursuant to the enforcement of PDPA 2010 & EU GDPR, we hereby wish to give this notice and seek your consent on the processing of your personal data as well as to give an assurance of our commitment to ensure that your data is securely processed, kept and not used or disclosed for any other purpose than the commercial dealings we have with you. Please refer to the Personal Data and Information Notice provided to you for more information.

DOCUMENT CHECKLIST

No.	Documents to be Submitted	Yes / No	Remarks
1.	Completed and signed KYC Questionnaire Form		
2.	Other supporting documents (if any)		

Note:

1. All documents sourced from outside of Malaysia must be in English. Should the original document is not in English, please provide a certified translation to the original.
2. MMS personnel may request for further clarification and additional document(s) during registration process.