



## MMS Conflict of Interest Declaration Form for Third Parties

All Third Parties interested in conducting business with MISC Maritime Services Sdn Bhd ("MMS") group of companies ("MMS Group") must complete and return the Third Party Conflict of Interest Declaration Form in order to be a registered Third Parties. Please note that all Third Parties must comply with Part II A: Conflict of Interest, Code of Conduct and Business Ethics (CoBE), where prior to engagement with MMS Group, Third parties shall be required to declare to MMS on any situation of conflict of interest.

A conflict of interest arises in a situation where a Third Parties is in a family relationship, associates or friends with an employee of MMS and takes advantage of the employee's role at MMS for the Third Parties' personal benefit. The situation under which conflict of interest may arise includes, but is not limited to, when the employee exercises its authority and give preference to the Third Party rather than to the interests of MMS.

Prior to engagement with MMS, Third Parties shall be required to declare to MMS on any situation of conflict of interest. A failure to disclose fully the nature and scope of conflict of interest may result in termination of services. The extent of the Conflict of Interest Declaration covers all Parts of CoBE.

### **GLOSSARY**

For the purpose of this questionnaire, the terms below have the following meaning:

**MMS** - The term "MMS" means MISC Maritime Services Sdn Bhd (and its subsidiaries and controlled companies. The expression "MMS" is used for convenience where references are made to MMS companies in general. The companies in which MISC Maritime Services Sdn Bhd has direct or indirect shareholding are distinct legal entities.

**THIRD PARTIES**- The term refers to all contractors, sub-contractors, consultants, agents, representatives and other third parties performing work or services for or on behalf of MMS Group.

**EMPLOYEE** - The term refers to any person who is in the employment of MMS including but not limited to executives, non-executives, secretaries, secondees and individuals on direct hire.

**FAMILY/HOUSEHOLD** – includes your spouse(s), children (including step-children and adopted children), parents, step-parents, siblings, step-siblings, grandparents, grandchildren, in-laws, uncles, aunts, nieces, nephews and first cousins, as well as other persons who are members of you household.

**INTEREST** - The term "Interest" means business, economic or financial interest that could, or might reasonably be thought to influence judgement, action or conflict of professional ethics.



**INDIRECT INTEREST** - Indirect interest occurs when a person connected to an MMS employee or director and his/her immediate family has a beneficial interest in the supplier, customer, competitor or potential business partners of MMS.

**GIFT**- The term "Gift" includes cash money, free fares, shares, lottery tickets, travelling facilities, hospitality expenses, entertainment expenses, services, club membership, any form of commission, hampers, jewellery, decorative items, any item of high value, illegal or unduly dangerous items, indecent or sexually oriented elements and those stated in the CoBE.

**ACTUAL CONFLICT OF INTEREST** - The term refers to when there is a real conflict between an MMS employee or director's public duties and private interests.

**PERCEIVED CONFLICT OF INTEREST** - The term refers to the view of the public or third party on the employee or director's private interests that could improperly influence decisions or actions made, now or in the future relating to MMS (even if such interests do not result in a conflict).

### **DECLARATION**

1. Please select any of MISC group of companies or MMS Group which your organisation have previously or currently have business dealings with (tick where applicable):

- |                          |             |
|--------------------------|-------------|
| <input type="checkbox"/> | MISC Berhad |
| <input type="checkbox"/> | Eaglestar   |
| <input type="checkbox"/> | AET         |
| <input type="checkbox"/> | MHB         |
| <input type="checkbox"/> | MMS         |
| <input type="checkbox"/> | SUPSB       |
| <input type="checkbox"/> | NONE        |
| <input type="checkbox"/> | Other       |

For 'Others', kindly provide details:

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2. Are any of your directors, shareholders, senior management member(s) and/or their family member(s) currently working with MMS?

- |                          |     |
|--------------------------|-----|
| <input type="checkbox"/> | Yes |
| <input type="checkbox"/> | No  |

If YES, please provide details including items below in the answer box:

- |                       |
|-----------------------|
| i. Name:              |
| ii. Position:         |
| iii. Department:      |
| iv. Company:          |
| v. Other Information: |



3. Are any of your directors, shareholders, senior management member(s) and/or their family member(s) currently a shareholder or holds any other interest(s) in PETRONAS and/or MISC and/or MMS including their affiliate companies)?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

If YES, please provide details including items below in the answer box:

- |                        |
|------------------------|
| i. Name:               |
| ii. Position:          |
| iii. Company:          |
| iv. Other Information: |

4. DECLARATION: I hereby declare that we shall not extend or offer any gift (other than promotional items) or unusual hospitality to MMS employees.

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

5. DECLARATION: I hereby declare the answers to the foregoing questions are truthful and accurate to the best of our knowledge.

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

6. STATEMENT: By virtue of Part II A: Conflict of Interest, CoBE, any conflict situations should be cleared with the MMS Legal Services Department. A failure to disclose fully the nature and scope of conflict of interest may result in termination of the non-complying party's relationship with MMS and other adverse consequences.

By signing this document, the undersigned, being duly authorised to complete this declaration form hereby certify the following:

- declares that he/she has, or has obtained from the relevant authority, the proper mandate and authority to disclose such information;
- acknowledges 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
- represents that the information provided in this document is, to the best of his/her knowledge is accurate, current and complete as of the date of disclosure.

In managing information collected, MMS is committed to complying with applicable privacy and personal data protection laws, and ensuring that our collection, use, processing and storage of personal data relating to our third parties/vendors and business partners, and with whom we work with, is dealt with the high standards and consistent with the MMS Corporate Privacy Policy.



For and on behalf of (INSERT COMPANY NAME)

Signed by the authorised representative of the Company:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Name:

Designation: