



16, Lengkok Kikik 1, Taman Inderawasih, 13600 Perai, Penang, Malaysia.
40, Jalan Sepadu B25/B, 40400 Shah Alam, Selangor, Malaysia.
15, Jalan Molek 1/8, Taman Molek, 81100 Johor Bahru, Johor, Malaysia.

T: 04-380 8282 F: 04-380 8280
T: 03-5122 3366 F: 03-5122 3386
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www.myc02.com.my
enquiry@myco2.com.my

PERSONAL DATA PROTECTION STATEMENT

The Personal Data Protection Act 2010 regulates the processing of personal data by the data user in a commercial transaction and protects the interest of the data subject.

1.Introduction

The following statements explain the general terms of MY CO2 Sdn Bhd and all its subsidiary and associated companies (hereinafter collectively referred to as “MYCO2”) regarding the collection and processing of your personal data by MYCO2. MYCO2 is committed to the protection of your personal data and compliance of all applicable personal data protection laws and regulations in Malaysia.

2.Your Consent

By providing your personal data to MYCO2, you have read and accepted the statements herein; and you have consented to the processing of your personal data by MYCO2 in the manner set out herein. If you provide personal data of third parties to MYCO2, you warrant and represent to MYCO2 that you have obtained the required consent of the third parties for the processing of the relevant personal data by MYCO2 in the manner set out herein.

3.Notice and Choice Principle Statement

- a. MYCO2 may be required to collect personal data from you during the course of your dealings with MYCO2 or for the purpose of MYCO2's business activities. Such personal data may include (but not limited to) name as per identity card, preferred name, identity/passport number, age, contact number, residential address, email address, birth date, gender, race, nationality, occupation, designation, bank account details, information of spouse/children such as name and birth date, information of your company such as name, registration number and address, information as to physical or mental health, political opinions, religious beliefs or other beliefs of a similar nature, the commission or alleged commission of an offence and such other data necessary for the purposes which the personal data is collected.
- b. The personal data provided by you to MYCO2 may be processed by MYCO2 for the following purposes:-
 - to administer the business or contractual relationship between MYCO2 and you and/or your company;
 - to communicate with you and/or your company;
 - to administer customer relationship management procedures;
 - to provide you with information about the activities, products, services, events and programmes that may be organized, managed, facilitated, provided, sponsored and/or participated by MYCO2;
 - to facilitate payment in connection with the business or contractual dealings between MYCO2 and you and/or your company;
 - to conduct research, study, assessment, survey and/or prepare reports/statistics for purpose of MYCO2's business activities;
 - to respond to your enquiries;
 - to comply with any legal or regulatory requirements applicable to MYCO2, and to make disclosure under the requirements of any law, regulation, direction, court order, by-law, guideline, circular or code applicable to MYCO2;
 - for recruitment of employees;
 - for MYCO2's internal record keeping; and/or
 - other lawful business activities of MYCO2.
- c. The personal data provided by you to MYCO2 may, if required, be disclosed to the following classes of third parties:
 - MYCO2's subsidiaries within or outside Malaysia;
 - MYCO2's sub-contractors or third party service or product providers as may be determined by MYCO2 to be necessary or appropriate;
 - financial institutions for purposes of facilitating payments and/or maintaining financial records in connection with the business or contract relationship between MYCO2 and you and/or your company;

MY CO2 GROUP SDN BHD

202201032134 (11477831-M)

MY CO2 (PG) SDN BHD | SAMM No. 384

201701042071 (1256244-P)

MY CO2 (KL) SDN BHD | SAMM No. 564

201501029820 (1155142-M)

MY CO2 (JB) SDN BHD | SAMM No. 752

201501029979 (1155302-A)

MY CO2 CERTIFICATION SDN BHD

201601026813 (1197752-X)

MY CO2 SDN BHD

200601024684 (744438-M)

A group member of **LMS COMPLIANCE LTD.** (SGX: LMS)

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- government agencies and selected parties within or outside Malaysia including strategic partners that work with MYCO2 in connection with MYCO2's business activities or any event or programme;
 - agents, contractors, auditors, consultants, accountants, insurers, lawyers or other financial or professional advisers of MYCO2;
 - regulatory bodies, government bodies or other authorities if required or authorized to do so to discharge any regulatory function under any law or in relation to any order or judgment of a court;
 - any person to whom MYCO2 is compelled or required to do so under the law; and/or
 - our shareholders.
- d. Generally, the personal data processed by MYCO2 is collected from you or provided by a third party to MYCO2 for the aforesaid purposes.
- e. Please note that your personal data is necessary for MYCO2 to carry out the aforesaid purposes. The failure to supply such personal data will or may:
- result in MYCO2 being unable to administer the business or contractual relationship between MYCO2 and you and/or your company;
 - result in MYCO2 being unable to provide you with information about the activities, products, services, events and programmes organized, managed, facilitated, provided, sponsored and/or participated by MYCO2; and/or
 - result in MYCO2 being unable to provide you with information about the products, services, events and programmes offered by selected third parties which may interest you.
- f. You have a right to request for access to and for correction of your personal data. You may also choose to limit the processing of your personal data. If you would like to make any of such requests, kindly submit your request in writing to MYCO2 at the postal/email address specified in paragraph 6 below. We may charge you an administration fee for such request.
- g. If you have any inquiries or complaints in respect of the personal data, kindly communicate to MYCO2 in writing at the postal/email address specified in paragraph 6 below.

4. Security of Your Personal Data

MYCO2 has implemented security policies and technical measures to protect your personal data in accordance with such requirements of the applicable personal data protection laws and regulations. Where we consider it necessary or appropriate for the purpose of data storage or processing, we may transfer the personal data to a third party service or product providers within or outside Malaysia, under similar level of security measures.

5. Changes To This Statement

This statement may be revised and updated from time to time. MYCO2 recommends that you visit <https://myco2.com.my> to review the most updated version of this statement each time you provide your personal data to MYCO2.

6. Contact Us

If you have any questions about this statement, you may contact MYCO2 at:-

MY CO2 SDN BHD**16, Lengkok Kikik 1, Taman Inderawasih, 13600 Perai, Penang.****Email: hr_manager@empiric.com.my****Tel: 04-3808282****Fax: 04-3808280**

I, _____ (IC No.: _____), for and on behalf of _____ (ROC No.: _____), hereby declare the following: (i) I have read the Information Request outline and fully understand the terms and conditions and agree to abide by them; and (ii) I have read and understood MYCO2 Personal Data Protection Statement and agreed to the processing of personal data by MYCO2 in the manner set out therein.

Signed by,

Witnessed by,

Name:

Position:

Name:

Position: