



1. Muhibbah Engineering (M) Bhd (197201001137(12737-K)) and / or its group of companies ("**Muhibbah Group of Companies**") will use the personal information you provide / have provided in your application form together with information we obtain directly from you or from third parties (e.g. from your referees and from carrying out security / credit checks), information we obtain as a result of our relationship with you such as personal identification details, financial and banking account details, health details, criminal convictions, race, religion and ethnicity, medical records, information in audio and/or video format (including voice, video recording, closed-circuit television ("**CCTV**") or security recording), images (including photographs) and biometric information (including your medical records collected, maintained and stored by Muhibbah Group of Companies or third party health or insurance service providers on behalf of Muhibbah Group of Companies) ("**Personal Data**"). This Personal Data may be collected and processed prior to and during the recruitment process and if you are subsequently employed by Muhibbah Group of Companies, it will be used and maintained throughout your employment for:
  - a) Human resource management purposes including:
    - (i) for the identification and determination of eligibility for employment in the country in which Muhibbah Group of Companies is established generally and qualification relevant to employment within Muhibbah Group of Companies;
    - (ii) pre-employment verification of information provided by prospective employees which include: checking the accuracy and completeness of the details (such as qualifications) provided by prospective employees;
    - (iii) pre-employment vetting of prospective employees' background and circumstances which may include conducting background checks in relation to criminal records, obtaining information from credit bureaus to check for employees' creditworthiness, conducting reference checks in relation to employees' job suitability;
    - (iv) assessing individual work performance, attendance and disciplinary record;
    - (v) conducting employee disciplinary proceedings;
    - (vi) conducting training of employees;
    - (vii) obtaining and maintaining employee health records and information which include: requiring you to complete a medical questionnaire or undertake a medical examination;
    - (viii) reviewing salaries, bonuses and other benefits;
    - (ix) providing employee references which include: letters to third parties providing employee's details (excluding salary information) of employment within Muhibbah Group of Companies;
    - (x) monitoring your business activities and communications (by monitoring CCTV, telephone, email and internet traffic data i.e. sender, receiver, subject; date and time of text messages; attachments to email; numbers called and duration of calls; domain names of web sites visited, duration of visits; and files downloaded from the internet) for reasons which include: providing evidence of business transactions; ensuring that our business procedures, policies and contracts with employees are adhered complying with any legal obligations; monitoring standards of service, staff performance, and for staff training;



- (xi) disclosure to the employment, tax, immigration authorities and/or any governmental authorities;
  - b) Business process execution, including delivering services to clients, annual report preparation;
  - c) Disclosure to any potential buyers of Muhibbah Group of Companies and/or part of the business of Muhibbah Group of Companies pursuant to any due diligence exercise or any exercise of a similar nature;
  - d) Administration and management purposes;
  - e) Legal compliance;
  - f) Operating Muhibbah's premises in a manner which is physically safe, secure and befitting of health and safety;
  - g) Quality control audits;
  - h) Financial or security checks;
  - i) Statistical analysis;
  - j) Assessment and analysis, credit checking, security settling;
  - k) Legal demand, legal proceedings or arbitration; and
  - l) All other matters relating to your employment with Muhibbah Group of Companies as Muhibbah Group of Companies considers to be necessary or appropriate.
2. Apart from information provided by you, Muhibbah Group of Companies may obtain Personal Data on you from various reference checks, background checks or from the various governmental authorities.
3. We may disclose your information to our service providers, agents and the parties identified below for the above referenced purposes.
- a) any related companies and subsidiaries of Muhibbah Group of Companies, including its affiliates, associate companies, shareholders, agents, representatives, service providers and business partners within and outside Malaysia, including those established in the future, such as organizations that provide and administer employee benefits and other services to Muhibbah Group of Companies, including but not limited to legal advisors, auditors, insurance service providers, healthcare service providers and immigration related service providers for administrative purposes, economic efficiencies, benchmarking and transfer opportunities within Muhibbah Group of Companies.
  - b) any person to whom Muhibbah Group of Companies is compelled or required to do so under law, by court order or in response to a competent regulatory, law enforcement or government agency;
  - c) any person where public interest or our interests require disclosure;
  - d) any agent or third party service provider who provides administrative, commercial, professional, telecommunications, payroll services computer or other services to Muhibbah Group of Companies in connection with our business;



- e) any person seeking employment references;
  - f) financial institutions or credit check or reporting agencies and fraud prevention agencies;
  - g) pension or insurance companies with whom Muhibbah Group of Companies has arranged benefit coverage for its employees; and
  - h) such clients, sub-contractors or third party service or product/service providers as Muhibbah Group of Companies may determine to be necessary or appropriate for purposes of data storage or processing or human resource management or otherwise.
4. If at any time you provide us with personal information about another person, you shall ensure that you are authorized to do so.
  5. We may keep your information for a reasonable period of time after you cease to be employed by us in accordance with legal requirements.
  6. You have the right to request a copy of the information we hold on you and to update or correct any inaccuracies in your information by contacting the Human Resource Department.
  7. Failure to supply such Personal Data may affect your employment prospects or affect the ability of Muhibbah Group of Companies to perform its obligations under any potential or existing employment contract or your ability to enjoy the benefits of your employment with us.
  8. We shall endeavor 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.
  9. You have the right to request access to and correction of information about you held by Muhibbah Group of Companies and you may:
    - a) check whether Muhibbah Group of Companies holds or uses your Personal Data and request access to such data;
    - b) request that Muhibbah Group of Companies correct any of your Personal Data that is inaccurate, incomplete or out-of-date;
    - c) request that your Personal Data is retained by Muhibbah Group of Companies only as long as necessary for the fulfillment of the purposes for which it was collected;
    - d) request that Muhibbah Group of Companies specify or explain its policies and procedures in relation to data and types of Personal Data handled by Muhibbah Group of Companies; and
    - e) 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. In relation to paragraph 9(e) above, please note that notwithstanding the withdrawal of your consent, Muhibbah Group of Companies may still proceed to process your personal data in circumstances recognized and permitted by law.
  10. The person 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 Muhibbah Group of Companies is:



**Designation: Manager, HR Support Services**

**Tel No.: (+603) 3342 4323**

**Email: [pdpa.hr@muhibbah.com.my](mailto:pdpa.hr@muhibbah.com.my)**

11. This Notice is provided in English and Bahasa Malaysia. The English version prevails in the event there are any inconsistencies between the two versions.
12. List of Muhibbah Group of Companies:



1. Muhibbah Engineering (M) Bhd
2. Muhibbah Marine Engineering Sdn Bhd
3. Elelink Sdn Bhd
4. ITS Konsortium Sdn Bhd
5. Muhibbah Airline Support Industries Sdn Bhd
6. MEB Construction Sdn Bhd
7. Muhibbah Steel Industries Sdn Bhd
8. Muhibbah Steel Kuantan Sdn Bhd
9. Ann Bee (M) Sdn Bhd
10. MEB Marketing Sdn Bhd
11. Muhibbah Reefers Sdn Bhd
12. Citech Energy Recovery System Malaysia Sdn Bhd (fka Solid Reserve Sdn Bhd)
13. Citech Energy Recovery Solutions (UK) Ltd
14. Muhibbah-LTAT JV Sdn Bhd
15. Konsortium Muhibbah Eng-LTAT Sdn Bhd
16. CB International Engineering Sdn Bhd
17. Muhibbah Maritime Hub Sdn Bhd
18. Muhibbah Marine Kuantan Sdn Bhd
19. Karisma Duta Sdn Bhd
20. Karisma Project Management Inc
21. Juara Lagi Sdn Bhd
22. Sun Vibrant Sdn Bhd
23. MEB Equipment Sdn Bhd
24. Khas Jejaka Sdn Bhd
25. Muhibbah Oil & Gas Sdn Bhd (fka Besimega Sdn Bhd)
26. Muhibbah O&G Sdn Bhd
27. Muhibbah Defense Engineering Sdn Bhd
28. Aspect Saga Sdn Bhd
29. Muhibbah International Labuan Ltd
30. Muhibbah Airport Services (Labuan) Ltd
31. Muhibbah Airport Management Sdn Bhd
32. Muhibbah Offshore Services Ltd
33. Muhibbah Engineering Middle East LLC
34. Advance Vision Ltd
35. Delta Field Ltd
36. Muhibbah Engineering (Singapore) Pte Ltd
37. Muhibbah Construction Pty. Limited
38. Muhibbah Engineering (Cambodia) Co., Ltd
39. Muhibbah Engineering (Laos) Co. Ltd
40. PLH Co Ltd
41. M&G Sutera 8 Sdn Bhd
42. Muhibbah Masteron Cambodia JV Limited
43. Muhibbah Engineering (Philippines) Corporation
44. MCI Philippines Corp
45. Muhibbah Myanmar Company Ltd
46. Favelle Favco Bhd
47. Favelle Favco Cranes (M) Sdn Bhd
48. Favelle Favco Cranes Pte Ltd
49. Favelle Favco Cranes (USA), Inc
50. Favelle Favco Cranes Pty. Limited
51. FF Management Pty Milperra Blasting and Coating Pty Limited
52. Kroll Crane A/S
53. Favelle Favco Cranes International Ltd
54. FES Equipment Services Sdn Bhd
55. Favelle Favco Management Services Sdn Bhd
56. Favelle Favco Winches Pte Ltd
57. Shanghai Favco Engineering Machinery Manufacturing Co Ltd
58. Roadcare (M) Sdn Bhd
59. Freyssinet PSC (M) Sdn Bhd
60. Societe Concessionnaire de l'Aeroport
61. Wabag Muhibbah JV Sdn Bhd
62. Cambodia Airport Management Services Ltd
63. Inno Marine Services Sdn Bhd
64. IDS Cahaya Ltd
65. IDS Cahaya Sdn Bhd
66. IDS Darussalam Sdn Bhd
67. IDS Offshore Sdn Bhd
68. MEB (Thailand) Co., Ltd
69. Favco Offshores Sdn Bhd
70. Favelle Favco Machinery and Equipment LLC
71. Favco Heavy Industry (Changsu) Co., Ltd (fka Favco Equipment (Shanghai) Co. Ltd
72. Exact Automation Sdn Bhd
73. Exact Analytical Sdn Bhd
74. Sedia Teguh Sdn Bhd
75. Strata Niaga Sdn Bhd
76. Strata Niaga (B) Sdn Bhd
77. Master-Pack Group Berhad



13. By signing and returning the Personal Data and Information Notice, you consent to Muhibbah Group of Companies:
- a) Processing your personal information as described above;
  - b) Processing your sensitive personal information, including information relating to your health, criminal convictions, race, religion and ethnic origin for the purposes described above; and
  - c) Transferring your personal information to countries of other Muhibbah Group of Companies, related companies and third party service providers outside Malaysia which may not provide the same level of data protection as Malaysia, if such transfer is necessary for the above purposes.
14. If you are not offered employment, Muhibbah Group of Companies will keep your information for a reasonable period in accordance with legal requirements, for administration and record purposes, as part of our talent pool database. We may contact you if other job opportunities arise in the future which we think may be suitable for you. If you do not wish your data to form part of our talent pool database / do not wish us to contact you for future job opportunities, please tick (v) in this box. ☐

I have fully read and understood this Personal Data and Information Notice and by signing this, I consent the use of my Personal Data in accordance with the terms of this Personal Data and Information Notice.

Name : .....

Signature : .....

Date : .....