

Muhibbah Engineering (M) Bhd (197201001137 (12737-K)) and its group of companies (** see complete list of companies below) ("**Muhibbah Group of Companies**") respect your privacy. We treat and view your personal data seriously.

This Personal Data and Privacy Notice is issued to all our Muhibbah scholarship applicants/recipients and internship applicants, pursuant to the requirements of the Malaysia Personal Data Protection Act 2010.

Personal Information & Data Collection

In the course of your application for a scholarship and/ or internship and for the duration of the Muhibbah Scholarship Agreement ("**Scholarship Agreement**") or Internship Programme ("**Internship Programme**"), we will request that you provide data and information about yourself and your family members ("**Personal Data**").

Such Personal Data may include information concerning name as per identity card, identity card number, age, contact number, passport information, nationality, gender, residential address, email address, date of birth, marital status, education details, academic qualifications, intended courses of studies, school activities, family details, information in audio and/or video format (including voice, video recording, closed circuit television ("**CCTV**") or security recording), images (including photographs), etc; and may in some instances, include sensitive information such as physical or mental health, biometric information, political opinions, religious beliefs or other beliefs of a similar nature, the commission or alleged commission and/or charge of an offence, and other such data necessary for the purpose of the Scholarship Agreement or Internship Programme.

Why do we collect Personal Data?

Personal Data you provide will be collected, used and otherwise processed by us for, amongst others, the following purposes:

- (a) for evaluation of scholarship application;
- (b) for potential employment-related purposes by virtue of the compulsory services term under the Scholarship Agreement;
- (c) to monitor, evaluate and assess the performance of scholarship students during the duration of scholarship;
- (d) to facilitate payment of scholarship and other administrative management in connection with the scholarship award;
- (e) for internal record keeping;
- (f) meeting any legal or regulatory requirements relating to our provision of scholarship to you, and to



make disclosures under the requirements of any applicable law, regulation, direction, court order, by-law, guideline, circular, code applicable to us;

- (g) for evaluation of internship application;
- (h) for administration and facilitation of internship placement, onboarding;
- (i) to monitor, evaluate and assess your performance during internship;
- (j) for potential employment related purposes post-internship;
- (k) to obtain legal advice or enforce legal rights;
- (l) judicial or arbitration proceedings or any other form of legal proceedings;
- (m) to enable us to contact you and/or send you information by email or telecommunication means (telephone calls or text messages); and
- (n) any other purposes relating to or necessary to enable Muhibbah Group of Companies to provide scholarships or internships to you or to enable you or Muhibbah Group of Companies to perform any obligations under the Scholarship Agreement and/or Internship Programme.

What are the effects arising from failure to provide Personal Data?

The failure to supply such Personal Data will / may result in us being unable to:

- (a) evaluate/ assess your scholarship or internship application/ and your performance during the duration of scholarship or internship;
- (b) perform our obligations under the Scholarship Agreement or the Internship Programme, including payment of scholarship funds; and
- (c) contact you for necessary communications under the Scholarship Agreement or the Internship Programme.

Disclosure

Personal Data provided to us will generally be kept confidential. However, there may be occasions when we will have to disclose your personal data to other categories of parties and you hereby consent and authorize us to provide or disclose Personal Data to the following categories of parties:

- (a) any person to whom we are compelled or required to do so under law, regulation, court order and etc.
- (b) law enforcement agencies, government agencies, statutory authorities and regulators, tribunal or courts;
- (c) our auditors, contractors, consultants, vendors, external auditors, counsellors, accountants, insurers, lawyers or legal advisors, or other financial or professional advisers or data processors;
- (d) our shareholders, sub-contractors or third party service or product providers, our business partners, our clients as may be determined to be necessary or appropriate;

- (e) any person notified and authorized by you;
- (f) financial institutions;
- (g) any person/party appointed by us to recover our outstanding debt;
- (h) potential buyers in the event of acquisition/merger/disposal of assets; and
- (i) Muhibbah Group of Companies (** see complete list of companies below).

Safeguards

We shall keep and process Personal Data in a secure manner. We endeavour, where practicable, 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 Personal Data and the accidental loss or destruction of, or damage to, such Personal Data.

Data Transfer & Sharing

Where we consider it necessary or appropriate for the purposes of data storage or processing or providing any service or deliverable on our behalf to you, we may transfer Personal Data to a third party service / product providers or to Muhibbah Group of Companies, within or outside Malaysia, under conditions of confidentiality and similar levels of security safeguards.

Your Rights of Access and Correction

You have the right to request access to and correction of Personal Data held by us and in this respect, you may:

- (a) check whether we hold or use such Personal Data and request access to such data;
- (b) request that we correct any Personal Data that is inaccurate, incomplete or out-of- date;
- (c) request that we specify or explain our policies and procedures in relation to data and types of Personal Data handled by us.

Written requests for access to Personal Data or correction of Personal Data or for information regarding policies and procedures and types of Personal Data handled by us can be made to:

Manager, HR Support Services

Muhibbah Engineering (M) Bhd

Lot 586 & 579, 2nd Mile, Jalan Batu Tiga Lama, 41300 Klang, Selangor

Tel: (+603) 33424323

Email: pdpa.hr@muhibbah.com.my



We will retain your personal data for as long as reasonably necessary to fulfil the purposes we collected it for, including for any operational, legal, regulatory, tax, accounting or reporting purposes.

Third Party Consent

In the event you have provided personal data of third parties (e.g. your emergency contact person, employers/previous employers, authorized representatives, referees, lawyers, financiers) to us, we rely on you to have sufficiently obtained the prior consent of such third parties to allow us to process their personal data in relation to the Purpose

Changes to our Privacy Policy

We reserve the right to amend this Privacy Policy from time to time without prior notice. We advise that you check our Privacy Policy on a regular basis.

In accordance with the requirement of Malaysian data protection and privacy law, this Privacy Notice is issued in both English and Bahasa Malaysia. In the event of any inconsistencies or discrepancies between the English version and the Bahasa Malaysia version, the English version shall prevail.

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

Name :

Signature :

Date :



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