

NOTICE PURSUANT TO PERSONAL DATA PROTECTION ACT 2010

This Notice is issued pursuant to the requirements of the Personal Data Protection Act 2010 (“PDPA”). For the purposes of this Notice, “EOFFICE” shall mean DESA EOFFICE SDN BHD and shall include such other subsidiaries, associate companies and/or related companies as may be incorporated from time to time.

1. Source and Description of Personal Data

- 1.1. You may have supplied and may continue to supply EOFFICE with your personal data in connection with credit application, promotional and/or marketing activities, or in the general course of conducting business with EOFFICE. EOFFICE may also verify or source personal data about you from third party sources such as credit reporting agencies, Companies Commission and Insolvency Department. EOFFICE may also obtain personal data from third parties which EOFFICE deals with or are connected with you (such as credit reference agencies or financial institutions) and from sources where you have given your consent for the disclosure of information relating to you and/or where otherwise lawfully permitted.
- 1.2. You may have made available your personal data to EOFFICE in hard copies, attachments in emails or any other form of electronic communications.
- 1.3. Such personal data may include but is not limited to your name, address, identity card number, passport number and contact details such as phone numbers, fax numbers, mobile phone numbers, email address and any other contact information as well as financial information. In addition, EOFFICE may from time to time request for other personal information that may be relevant for EOFFICE in the course of conducting business with you or your organisation.

2. Uses

- 2.1 The purposes for which your personal data may be used and/or processed by EOFFICE shall include but not limited to:
 - a) identity verification;
 - b) process credit application or assess and/or verify credit worthiness;
 - c) process request for products and services of EOFFICE;
 - d) facilitate and engage in business and/or commercial transactions;
 - e) conduct promotional and/or marketing activities;
 - f) provide you with information and updates including promotional and/or marketing materials in relation to products and services offered by EOFFICE and/ or business partners of EOFFICE;
 - g) communicate to you including responding to enquiries and resolving issues or complaints;
 - h) monitor and improve the performance of products and services provided by EOFFICE;
 - i) for any general conduct of business activities between EOFFICE and you or your organisation;
 - j) comply with legal and regulatory requirement and provide assistance to law enforcement agencies, if required;
 - k) administer and/or manage products and services which EOFFICE has provided including enforcing the rights and obligations of EOFFICE and/or obtaining legal advice;
 - l) maintain records required for security, claims or other legal purposes;
 - m) for such other purposes as permitted by applicable law and/or with your consent; and/or
 - n) for all other purposes in relation or incidental to the above.

3. Provision of Information

- 3.1 You have the right in deciding the information you wish to provide. However, it is obligatory to provide certain personal data and if you choose not to provide the same, EOFFICE may not

be able to offer products and services to you or your organisation, process credit application, assess credit worthiness, offer credit terms, provide you or your organisation with promotional and/or marketing offers for your benefit, and/or conduct business with you or your organisation.

4. Disclosure of Your Information

4.1 Whilst EOFFICE does not disclose your information to any third parties unless such disclosure is within the ambit of permitted disclosures under the prevailing laws/guidelines and/or you have consented to such disclosures, EOFFICE may disclose your information to the following parties:

- a) companies within EOFFICE;
- b) third party service providers;
- c) agents or contractors appointed by EOFFICE to act on behalf of EOFFICE;
- d) third parties that assist or collaborate with EOFFICE on promotional and/or marketing activities;
- e) parties that act as EOFFICE's payment channels including but not limited to financial institutions for purposes of maintaining financial records, assessing or verifying credit and facilitating payments to EOFFICE;
- f) regulatory, government bodies, other authorities or persons, if required to do so under any law or in relation to any order or judgment of a court;
- g) debt collection agencies and other parties that assist with debt recovery functions; and/or
- h) professional advisers and consultants including but not limited to lawyers, accountant, auditors and insurers on a need to know basis for the purposes of providing their services and/or advices to EOFFICE.

Your personal data may also be stored in the ERP and email systems of EOFFICE where the relevant staff of EOFFICE may have access for the purposes set out above.

5. Your Rights and How to Contact EOFFICE

5.1 You may contact EOFFICE in writing to:

- a) request for access to your personal data that EOFFICE retain about you;
- b) request for your personal data retained by EOFFICE to be corrected/updated;
- c) withdraw your consent to the processing/use of your personal data by EOFFICE.

5.2 In accordance with the PDPA, EOFFICE has the right to charge a fee for the processing of any data access request.

5.3 If you wish to limit EOFFICE's right to process your personal data or do not wish to be contacted by EOFFICE for promotional and/or marketing offers, please contact EOFFICE at the contact details set out below.

5.4 Should you have any inquiries or complaints in respect of your personal data, you may contact the following:

DESA EOFFICE SDN BHD

2-26B, Jalan Desa 1/1,

Desa Aman Puri,

52100 Kuala Lumpur,

Malaysia.

Tel: 603-6277 1316

Fax: 603-6277 7360

Email: enquiry@eoffice.com.my

6. Updates of This Notice

6.1 EOFFICE reserves the right to amend this Notice at any time and will place notice of such amendments on EOFFICE's website www.eoffice.com.my or through any other mode which EOFFICE deems suitable.

7. Consent

7.1 If you are a firm, partnership, joint venture, unincorporated body, corporation or other body corporate, the giving of this Notice addressed to such firm, partnership, joint venture, unincorporated body, corporation or other body corporate shall be deemed as notice given to all your partners, directors, office-bearers, shareholders and/or employees, as the case may be, whose data are collected and/or processed by EOFFICE for the purposes as stated in paragraph 2.1 above. In this regard, you warrant that you have obtained the consent of all such individuals to the provision of their personal data to EOFFICE for the purposes set out in paragraph 2.1 above and for disclosure to such parties as set out in paragraph 4.1 above and you undertake to extend a copy of this Notice to all such individuals, which expression shall include all such existing and new partners, directors, office-bearers, shareholders and/or employees, as the case may be, from time to time.

7.2 This Notice shall also apply to the usage, processing and disclosure of the personal data of any other individual who is not a customer of EOFFICE but whose personal data is required to be collected by EOFFICE for the purposes or incidental to the provision of products and services by EOFFICE to its customers, whether the customer concerned is another individual, company, business entity or organisation. In this regard, you confirm and warrant that you have obtained the consent of such individuals to the provision of such personal data to EOFFICE for the purposes set out in paragraph 2.1 above and for disclosure to such parties as stipulated in paragraph 4.1 above.

7.3 By providing your personal data to EOFFICE, you are consenting to the statements and terms in this Notice and the collection, use, access, disclosure, storage and processing of personal data as described in this Notice.