

[Name of Director or PIC]
[Position]
[Company Name]
[Company Address]

Date:

Dear Sir/Madam,

Re: Boustead Group's Anti-Bribery and Corruption Measures and Compliance to The Malaysian Anti-Corruption Commission Act

1. In 2018, the Malaysian Anti-Corruption Commission Act 2009 ("MACC Act") has been amended to introduce corporate liability provision for bribery and corruption under section 17A of the MACC Act. The provision enables commercial organisations and associated persons to be prosecuted should the person associated with the commercial organisation commits any form of corruption offences stipulated in the MACC Act. Please refer to Appendix 1 for more information on this new provision.
2. In compliance to the new corporate liability provision of the MACC Act, Boustead Group has put in place policies and procedures to ensure that the company conducts all its business activities in an honest, ethical and fair manner while upholding the highest standard of integrity, accountability and professionalism. We are committed to:
 - a. Comply with the provisions of the Malaysian Anti-Corruption Commission (MACC) Act 2009 (Act 694) and the applicable laws by instilling integrity, transparency and accountability in all aspects of business;
 - b. Prohibit employees from soliciting, accepting and offering bribes and any form of corruption;
 - c. Ensure all employees and business associates adhere to Boustead Group's Anti-Bribery and Corruption Policy and the related procedures set out by the Anti-Bribery Management System, and take the initiative to continuously improve the system; and
 - d. Promote a culture of integrity by providing channels for reporting of any suspected acts of corruption and improper conducts in line with Boustead Group's Whistleblowing Policy.
3. Therefore, as our business associate who performs services to, for or on behalf of Boustead Group, you are expected to:
 - a. Respect and fully abide by all applicable laws, policies, procedures, and rules on bribery and corruption prevention as defined under the MACC Act 2009 [Act 694] and other applicable laws on bribery and corruption at all times;
 - b. Refrain from participating and decline all forms of corruption i.e. accepting bribe, giving bribe, false claim and abuse of power in all business activities with and in relation to Boustead Group including that with Government authorities, and other third parties while representing or acting on behalf of Boustead Group;
 - c. Extend full cooperation to Boustead Group and MACC in preventing all forms of bribery and corruption;



- d. Have and maintain in place your own anti-bribery and corruption measures, as well as implementation of Adequate Procedures as required by MACC Act 2009 (Amendment 2018);
 - e. Report any form of corruption that comes to your knowledge which you believe may, will, or has taken place while conducting business with Boustead Group, to the relevant department or persons in the Boustead Group via our Whistleblowing Channels available at www.boustead.com.my and Boustead Group Whistleblowing Policy or directly to the Malaysian Anti-Corruption Commission; and
 - f. Read, understand and acknowledge Boustead Group's anti-bribery and corruption related policies as listed below:
 - i. Boustead Group Anti-Bribery and Corruption Policy;
 - ii. Boustead Group Whistleblowing Policy; and
 - iii. Boustead Group No Gift Policy.
4. You may refer to our corporate website at www.boustead.com.my for details on the above policies and other information pertaining to integrity matters.
5. Please acknowledge receipt of this letter by returning a signed copy of the acknowledgement notice to us by e-mail to Group Administration [groupadmin@boustead.com.my].

Should you have any questions please do not hesitate to contact Group Administration at [groupadmin@boustead.com.my] or 03 – 2141 9044.

Thank you.

Yours sincerely,

This is a computer-generated document.
No signature is required.

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Group Finance – Administration
Boustead Holdings Berhad





Boustead Holdings Berhad
Level 23, The Bousteador,
10, Jalan PJU 7/6, Mutiara Damansara,
47800 Petaling Jaya, Selangor,
Malaysia.

Date:

Dear Sir/Madam,

Acknowledgement Receipt of Boustead Group Anti-Bribery And Corruption Measures And Compliance To The Malaysian Anti-Corruption Commission Act

On behalf of our company, I confirm that we have read, understood, and agree to acknowledge the above anti-bribery and corruption terms. *We have also accepted the Addendum to our existing contract. *(*applicable for existing vendors*)

Signature :
Name :
Position :
Company :
Address :

Company Stamp:





VENDOR CONFLICT OF INTEREST DISCLOSURE FORM

I understand that if I and/or any Directors, Employees, Owners/Shareholders (including family members) have any direct or indirect interest in _____ which has business dealings with Boustead Holdings Berhad, I shall make a declaration to the Management of Boustead Holdings Berhad as follows:

Do you or your family members (“**related persons**”) have any personal connection or interest in the related party’s dealings with Boustead Holdings Berhad?

Yes, I believe I have an actual/potential conflict of interest¹.

No, I do not have any conflict of interest.

If yes, I hereby declare that I have an actual/potential conflict of interest as follows.
(Briefly describe the type of interest and the parties involved.):

I hereby confirm that this is a complete disclosure of all conflicts of interest concerning personal interests or that of a related person in the related party which has business dealings with Boustead Holdings Berhad.

I acknowledge, and agree to comply with, any approach identified in this form for removing or managing an actual/potential conflict of interest.

Name :

Position :

Signature :

¹ A Conflict of interest: is a situation in which an individual’s personal interest that could be seen to have the potential to interfere with the objectivity in performing duties or exercising evaluation and judgement.

CONSENT FORM

PERSONAL DATA PROTECTION ACT 2010 (PDPA 2010)

1. In compliance with the Personal Data Protection Act 2010 (PDPA 2010), Boustead Holdings Berhad (BHB) seeks your consent to collect and use your personal data (i.e., Name, NRIC, contact numbers, mailing and email addresses) in order to maintain the BHB registry of panel vendor.
2. BHB will also collect and process your personal data for the purpose of the followings:
 - 1 = Credit evaluation on subject with consent
 - 2 = Credit evaluation on director/shareholder with consent
 - 3 = Credit Review on existing vendor
 - 4 = Debt Recovery on Non-performing account
 - 5 = Due Diligence on AMLA compliance
 - 6 = Vendor evaluation on subject with consent
3. I hereby give my acknowledgement and consent to BHB to use my personal data for the registration of BHB's Panel Vendor.
4. I agree that my consent will remain in place until my withdrawal by officially notifying BHB in writing at groupadmin@boustead.com.my.

Signature : _____

Name : _____

NRIC No. : _____

Contact No. : _____

Email : _____

PRELIMINARY SAFETY AND HEALTH GUIDELINES FOR CONTRACTOR/ VENDOR

These guidelines apply to all contractors/ vendors registering with Boustead Holdings Berhad as a registered vendor. Although activities are generally low-risk, certain tasks may involve working with electrical appliances or at height, which require additional precautions.

1. Contractors/ vendors must comply with the Occupational Safety and Health Act 2022 and all other relevant local, national, and industry-specific safety regulations.
2. All contractors/ vendors shall abide by Boustead Holdings Berhad's existing safety and health policies. Contractors/ vendors must review these policies and ensure their employees are trained accordingly.
3. Before commencing work, contractors shall complete the Permit to Work (PTW) form provided by the building management and attend any required safety briefings.
4. Contractors/ vendors must report any safety and health incidents, near misses, or hazards through the designated reporting platform or via email to bosh@boustead.com.my.
5. Failure to comply with safety and health requirements may result in suspension of work activities until compliance is achieved, termination of the contract for repeated or severe non-compliance, financial penalties or other legal actions as deemed appropriate by Boustead Holdings Berhad.
6. Contractors/ vendors are responsible for providing and enforcing the use of all necessary Personal Protective Equipment (PPE) and safety equipment required for the safe execution of their employees' tasks. Boustead Holdings Berhad may provide additional support or resources at its discretion to ensure a safe working environment.
7. Any questions concerning safe practices should be directed to the Boustead Holdings Berhad Representatives.

Acknowledgement and Agreement

We hereby acknowledge and agree to comply with the guidelines set forth herein prior to commencing any work. By signing below, we affirm our commitment to adhere to all safety and health requirements outlined in this document.

Company Chop:

Contractor Representative Name:

Signature:

Date:

