

APPENDIX 1

Know Your Counterparty Self-Declaration Form (KYC Self-Declaration Questionnaire for Customers)

iCEP is committed to the highest standards of integrity, openness and accountability in the conduct of its business and operations. iCEP seeks to conduct its affairs in an ethical, responsible and transparent manner. The iCEP Code of Conduct and Business Ethics (“CoBE”) sets out iCEP’s core principles and detailed policy statements on the standards of behaviour and ethical conduct including with respect to ethics and integrity, data privacy, sanctions, export control and competition.

As part of our commitment, iCEP expects its customers to comply with all applicable laws and relevant parts of the CoBE.

Please complete the following questionnaire, using additional pages where necessary, and return a scanned, signed copy to iCEP’s focal person. If you subsequently learn that any of the information provided below is incorrect or incomplete, please correct or complete it (as applicable) and notify us as soon as possible.

The information provided will be evaluated by iCEP and will be kept confidential unless disclosure is ordered by the authorities.



Section A: Company
Part 1: Company Information

Registered Company Name (Full Legal Name)			
Other Name (Any Previous Legal Name/Trading Name)			
Registration Number			
Country of Incorporation		Date of Incorporation (DD/MM/YY)	
Corporate Status (Private Limited/Limited/Partnership Listed, etc.)			
Nature and Line of Business (Please state Industry and/or main activity e.g. event management, consultation etc.) Please provide a copy of the Company's annual report or other publications describing the Company's activities.			

Part 1: Company Information (cont'd)

Registered Address	
Business Address	
Telephone Number	

Part 2: Shareholders

Please outline the ownership structure of the Company up to and including the Ultimate Beneficial Owner or provide an ownership structure diagram if easier. This should identify all levels of ownership beginning with counterparty and include all intermediary owners up to any natural persons. Please provide the information as in the table below with respect to each of the individual/company identified in the ownership structure.

Full Legal Name (Individual/ Company)	Nationality/ Jurisdiction	NRIC/ Passport Number	Address	% of Shares	Date of Birth (if applicable)

Part 3: Board of Directors

Please list all members of the Board of Directors/Partners or equivalent senior officers for other company structures. Full legal names must be used. Please also include name in local language (e.g. Mandarin) if applicable.

Full Legal Name (Individual/ Company)	Nationality/ Jurisdiction	Position (Independent Director/ Non-Independent Director)	Address	Date of Birth

Section B: Notice of Disclosure

Pursuant to the requirement of Data Protection Law iCEP hereby wish to give this notice and seek your consent on the processing of your personal data as to give an assurance of our commitment to ensure that your data is securely processed, kept and not used or disclosed for any other purpose than the commercial dealings iCEP have with you. The contact 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 us can be made to the following:

Name : Anis Afiqah Mohd Pran
Tel. : 03-97673608
Email Address : afiqah@icep.com.my

Section C: Certification

By signing this document, the undersigned, being duly authorised to complete this questionnaire, hereby certify the following:

- i. declares that the Company or its shareholders or directors are not target or subject(s) of any sanctions;
- ii. has not been engaging in any conduct/activity that would result in breach of any sanctions or becoming a target or subject of any sanctions;
- iii. has not been the subject of any convictions or prosecutions or is the subject of any pending investigations by a public authority, in relation to bribery or corruption or money laundering regulations;
- iv. declares that he/she has, or has obtained from the relevant authority within the Company, the proper mandate and authority to disclose such information;
- v. consents to the processing of such information for the purpose described in the Notice of Disclosure;
- vi. acknowledges that the processing of such information may be conducted by a third party on behalf of iCEP which may occur in another country than the country of disclosure; and
- vii. represents that the information provided in this document is, to the best of his/her knowledge is accurate, current and complete as of the date of disclosure.

For and on behalf of _____

Signed by the authorised representative of the Company:

Signature

Date

Name :

Designation :