

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

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 contractors, subcontractors, consultants, agents, representatives and others performing works or services for or on its behalf, as well as other third parties who have dealings with iCEP (including but not limited to joint venture partners, consultants, agents, vendors, suppliers, distributors, sellers, resellers, purchasers and customers) to comply with all applicable laws and the relevant parts of the CoBE and any other relevant guidelines or manual when performing such work or services. Therefore, before iCEP engages with a third party (hereinafter referred to as ‘Company’ or ‘Counterparty’), we are obligated to conduct appropriate third party due diligence to understand the business and background of our prospective business counterparties to ensure that we are dealing with parties that subscribe to the same values and ethical standards of integrity as iCEP in the conduct of their business.

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

<b>Registered Company Name</b> (full legal name)			
<b>Other Name</b> (any previous legal name/ trading name)			
<b>Registration Number</b>			
<b>Country of Incorporation</b>		<b>Date of Incorporation</b> (dd/mm/yy)	
<b>Corporate Status</b> (Private Limited/ Limited/ Partnership Listed, etc.)			
<b>Nature and Line of Business</b> (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)

<b>Registered Address</b>	
<b>Business Address</b>	
<b>Telephone Number</b>	

**Part 2: Shareholders**

<b>Parent Company</b> (full legal name)		<b>Country</b>	
<b>Ultimate Parent Company</b> (full legal name)		<b>Country</b>	

Please provide details on the Company's Shareholders.

<b>Full Legal Name</b> (individual/ company)	<b>Nationality/ Jurisdiction</b>	<b>NRIC/ Passport Number</b>	<b>Address</b>	<b>Amount of Shares</b>	<b>% of Shares</b>	<b>Type of Shares</b>

Please also provide diagram of the Company's shareholding structure.

Please provide details on the Company's Ultimate Beneficial Owner(s).

<b>Full Legal Name</b> (individual/ company)	<b>Nationality/ Jurisdiction</b>	<b>NRIC/ Passport Number</b>	<b>Address</b>	<b>Amount of Shares</b>	<b>% of Shares</b>	<b>Type of Shares</b>

**Part 3: Board of Directors**

Please provide details on each current Director.

<b>Full Legal Name</b>	<b>Nationality/ Jurisdiction</b>	<b>Position</b> (Independent Director/ Non-Independent Director)	<b>Appointment Date</b>	<b>Date of Birth</b>

#### Part 4: Management of Company

Please provide details on key management personnel (e.g. CEO, CFO).

Full Legal Name	Nationality/ Jurisdiction	Position	Years in Position	Years in Industry/ Related Field

#### Part 5: Contract Arrangement

Does the Company intend to enter the contract under a different legal entity? Yes  No

If Yes, please provide the following details.

Full Legal Name	Entity's ID (Registration Number)	Relationship with the Company	Country	Year of Incorporation	Business Operation

Does the Company outsource or intend to outsource any of its services in relation to the proposed arrangement with iCEP? Yes  No

If Yes, please provide the following details of the third-party contractors.

Please note that any outsource arrangement in relation to the transaction requires prior consent from iCEP.

Name of Sub-contractor Entity	Country/ Jurisdiction	Year of Incorporation	Job Scope	Remarks

**Section B: Ethics & Integrity**  
**Part 1: Anti-Corruption and Bribery**

No.	Question	Answer
1	<p>Are any of the current Directors or current key employees of the Company a Public Official?</p> <p><b>Description</b>            For ease of reference, “Public Official” shall include the following:</p> <ul style="list-style-type: none"> <li>i. a person employed by a public authority holding a legislative, executive, administrative or judicial office, whether appointed or elected, whether permanent or temporary, whether paid or unpaid, irrespective of that person’s seniority;</li> <li>ii. any other person who performs a public function, including for a public agency or public enterprise, or provides a public service; or</li> <li>iii. any other person defined as a “public official” in the domestic law of a country.</li> </ul>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If Yes, please provide details.</i></p>
2	<p>Please disclose any relationship which the Company, its affiliates, its directors and/or key employees has or have with any Public Official related to the transaction.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If Yes, please provide details.</i></p>
3	<p>Have any payments been made by or on behalf of the Company during the past five years to any Public Official (directly/indirectly)?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If Yes, please provide details.</i></p>
4	<p>Does the Company have any affiliation with any current iCEP employee who is involved in this transaction?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If Yes, please provide the following details:</i></p> <ul style="list-style-type: none"> <li>a. Full Legal Name</li> <li>b. Position Held</li> <li>c. The Duty/Duties of the Position(s)</li> <li>d. Tenure (start &amp; end dates)</li> <li>e. Relationship/ description of affiliation with the employee</li> </ul>
5	<p>Does any government, its agencies or controlled organisations, or any other organisation performing a governmental function own any interest in or exercise any control over the Company’s business?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If Yes, please list the nature and extent of such interest or control.</i></p>
6	<p>Does the Company have the following documents that are compliant with relevant anti-bribery and corruption policies and regulations?</p> <ul style="list-style-type: none"> <li>i. a written employee code of conduct;</li> <li>ii. a written anti-bribery and corruption policy; and</li> <li>iii. a policy and process for reporting bribery if discovered.</li> </ul>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If Yes, please provide details.</i></p>
7	<p>Does the Company disseminate the above to all its employees?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

**Part 1: Anti-Corruption and Bribery** (cont'd)

8	<b>Does the Company conduct anti-bribery and corruption awareness training to its employees?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If Yes, please provide details of frequency.</i>
9	<b>Does the Company have any other communications about anti-bribery and corruption?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If Yes, please provide details.</i>
10	<b>Has the Company (or any of its affiliates, shareholders, directors or key employees) ever been the subject of any convictions or prosecutions, or is the subject of any pending investigations or enquiry by a public authority, in relation to bribery or corruption?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If Yes, please provide details.</i>
11	<b>Does the Company require its contractors, sub-contractors and other third parties to comply with its ethics and compliance policies (including anti-bribery and corruption)?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
12	<b>Has the Company (or any person or entity listed in this questionnaire) ever been barred from competing for government contracts in any country?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If Yes, please provide details.</i>

**Part 2: Anti-Money Laundering, Anti-Terrorism Financing & Proceeds of Unlawful Activities (AML)**

13	<b>Does the Company have any statement/ commitment on AML?</b> <i>Note: The statement/ commitment may form part of the Company's code of conduct or anti-bribery and corruption policy.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
14	<b>Does the Company provide AML awareness training to its employees?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If Yes, please provide details of frequency.</i>
15	<b>Has the Company (or any of its affiliates, shareholders, directors or key employees) ever been the subject of any convictions or prosecutions, or is the subject of any pending investigations or enquiry by a public authority, in relation to AML?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If Yes, please provide details.</i>

**Part 3: Human Rights**

16	<b>Does the Company have any statement/ commitment on human rights?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
17	<b>Does the Company provide human rights awareness training to its employees?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If Yes, please provide details of frequency.</i>
18	<b>Does the Company have a grievance mechanism for its employees and are the employees aware of the grievance mechanism?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>

## Section C: Sanctions

No.	Question	Answer
1	<p>Is the Company or any of its affiliates to the best knowledge, the directors, officers, employees:</p> <ul style="list-style-type: none"> <li>i. the target or subject of any Sanctions;</li> <li>ii. owned or controlled by any person who is the target or subject of any Sanctions; or</li> <li>iii. for the purpose of this transaction, acting for the benefit of or on behalf of any person who is the target or subject of any Sanctions.</li> </ul> <p><b>Definition</b>  “Sanctions” means all laws or regulations concerning economic sanctions (including embargoes, export restrictions, restrictions on the ability to make or receive international payments, freezing or blocking of assets of targeted Persons, or the ability to engage in transactions with or involving specified Persons or countries, or any laws or regulations threatening to impose economic sanctions on any Person for engaging in targeted behaviour) of any jurisdictions including:</p> <ul style="list-style-type: none"> <li>i. the United Nations;</li> <li>ii. Malaysia;</li> <li>iii. the European Union;</li> <li>iv. the United Kingdom (including those administered by HM Treasury);</li> <li>v. the United States (including those administered by the Office of Foreign Assets Control of the Department of the Treasury, the Bureau of Industry and Security of the Department of Commerce, or the Department of State).</li> </ul>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/>  If Yes, please provide details.</p>
2	<p>Is the Company or any of its affiliates engaged in transactions, investments, business or other dealings that directly or indirectly involve or benefit any person or entity that is the target or subject of any Sanctions.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/>  If Yes, please provide details.</p>
3	<p>Is the Company or any of its affiliates incorporated, located within or operating from any Countries and Territories Subject to Comprehensive Sanctions?</p> <p><b>Definition</b>  “Countries and Territories Subject to Comprehensive Sanctions” as at 13 July 2023:</p> <ul style="list-style-type: none"> <li>i. Iran;</li> <li>ii. Syria;</li> <li>iii. Cuba;</li> <li>iv. North Korea;</li> <li>v. Crimea;</li> <li>vi. Luhansk;</li> <li>vii. Donetsk;</li> <li>viii. Kherson;</li> <li>ix. Zaporizhzhia; and</li> <li>x. Other countries/territories as may be comprehensively sanctioned by the relevant sanctioning authority.</li> </ul>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/>  If Yes, please provide details.</p>

### Section C: Sanctions (cont'd)

4	Is the Company or any of its affiliates engaged in transactions, investments, business or other dealings that directly or indirectly involve or benefit any Countries and Territories Subject to Comprehensive Sanctions?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details.
5	Is the Company incorporated, located within or operating from Russia or Venezuela?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please specify including the details of the company, owner(s), shareholder(s) and director(s).
6	Is the Company owned or controlled by individual or entity from Russia or Venezuela?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please specify the details of the individual or entity.
7	Has the Company ever been the subject of any convictions or prosecutions, or is it the subject of any pending investigations or enquiry by a public authority, in relation to sanctions laws and regulations within the last 5 years?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details.

### Section D: Export Control

No.	Question	Answer
1	Are any of the goods and/or services that will be supplied, are items subject to export control, such as the controls as prescribed under Strategic Trade Act 2010, the U.S Export Administration Regulations or any other similar export control laws?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details.
2	Do you have relevant permits and/or approvals for the export, import, transshipment and/or brokering of those goods and/or services?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details.
3	Has the Company ever been the subject of any convictions or prosecutions, or the subject of any pending investigations or enquiry by a public authority, in relation to export control regulations within the last 5 years?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details.

### Section E: Data Privacy/ Personal Data Protection

#### Part 1: General Checklist

No.	Question	Answer
1	<p>Is the Company providing personal data processing services to iCEP or carrying out personal data processing activities for and/or on behalf of iCEP?</p> <p><b>Examples of personal data processing services:</b></p> <ul style="list-style-type: none"> <li>i. payroll management services,</li> <li>ii. data centre/ cloud storage services,</li> <li>iii. development of new software or technology which involves processing or storage of personal data,</li> <li>iv. business process outsourcing services such as call centre services,</li> <li>v. marketing agents,</li> <li>vi. any other services which involve processing or handling of personal data for and on behalf of iCEP.</li> </ul>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If Yes, please proceed to answer Part 2: Detailed Checklist.</p>

The following Part 2 is to be completed by the Company if it answers **Yes** in Part 1 above, and the transaction involves large scale processing of personal data i.e. processing personal data beyond or in addition to the processing of employees' personal data for the mere purpose of execution and performance of the contract.

**Part 1: Detailed Checklist**

1	<p><b>Is there personal data protection law in place in your country or place of business?</b></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/>  <i>If Yes, what are the laws that govern personal data protection and enforcement in your country?</i></p>
2	<p><b>Does the personal data protection law in the country accord at least an equivalent (or more stringent) level of protection in relation to the processing of personal data as compared to Malaysian personal data protection laws (i.e. the Malaysian Personal Data Protection Act 2010)?</b></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/>  <i>If Yes, please provide details.</i></p>
3	<p><b>Has the Company ever been the subject of any convictions or prosecutions, or the subject of any pending investigations or enquiry by a public authority, in relation to data protection laws?</b></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/>  <i>If Yes, please provide details of such convictions, prosecutions or investigations.</i></p>
4	<p><b>Does the Company have appropriate personal data protection policy, guidelines or manuals that have incorporated the following and which are compliant with relevant personal data laws and regulations?</b></p> <ul style="list-style-type: none"> <li>i. to obtain adequate consent from individuals;</li> <li>ii. to provide individuals with the required notices and information, and verify that their personal data has been obtained lawfully and that it is relevant for the stated purposes;</li> <li>iii. to retain the personal data that has been collected only for the period necessary to fulfil the relevant purposes, unless otherwise permitted or required by applicable law;</li> <li>iv. to inform individuals concerned about the disclosure of their personal data to third party recipients;</li> <li>v. to keep personal data secure by protecting it with adequate and appropriate security safeguards; and</li> <li>vi. to provide individuals with the ability to exercise their rights under applicable law, e.g. right to access, rectify and/or request the erasure of their personal data, where applicable.</li> </ul>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
5	<p><b>Does the Company disseminate the above to all its employees?</b></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
6	<p><b>Does the Company have a data protection lead or Data Protection Officer (“DPO”)?</b></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
7	<p><b>Has the Company implemented adequate technical and organisational security measures in order to protect and secure personal data from loss, misuse, unauthorised or accidental access or disclosure (whether processed electronically or non-electronically) which are in compliance with relevant personal data laws and regulations?</b></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/>  <i>If Yes, please provide details.</i></p>



Part 1: **Detailed Checklist** (cont'd)

8	Does the Company provide personal data protection awareness training for all its employees?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If Yes, please provide details of frequency.</i>
9	With regards to engaging sub-processor(s), does the Company ensure that there is a contract in place with the sub-processor(s) and to include equivalent personal data protection obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/>
10	With regards to engaging sub-processor(s), does the Company have any programme designed or implemented to ensure the compliance of sub-processor(s) (e.g. regular audit processes and procedures to be carried out on the Company's sub-processor(s))?	Yes <input type="checkbox"/> No <input type="checkbox"/>
11	Does the Company have processes in place to identify and report any personal data breaches to the data user/ data controller or relevant authorities?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If Yes, please provide a copy of the processes.</i>

The following section is to be filled by the Counterparty if the activity/ transaction is in relation to Mergers & Acquisition (M&A).

**Section F: Competition**

No.	Question	Answer
1	Does the Company have the following documents which are in compliance with relevant competition laws and regulations? i. a written competition law manual; ii. a written meeting protocol; and/or iii. a policy and process for reporting anti-competitive conduct/activities if discovered.	Yes <input type="checkbox"/> No <input type="checkbox"/>
2	Does the Company disseminate the above to all its employees?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3	Does the Company provide competition law training regularly for all its employees?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If Yes, please provide details of frequency.</i>
4	Has the Company ever been the subject of any convictions or prosecutions, in relation to competition or anti-trust laws?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If Yes, please provide details.</i>
5	Is the Company subject to any ongoing investigations by a public authority (e.g. Malaysia Competition Commission), in relation to competition or anti-trust laws?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If Yes, please provide details.</i>

## Section G: Notice of Disclosure

### Applicable Laws relating to regulation of the Processing of Personal Data and matters connected thereto (“Data Protection Law”)

Pursuant to the requirement of Data Protection Law we hereby wish to give this notice and seek your consent on the processing of your personal data as well 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 we 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** : Athirah Faiz Muhamad Romzi  
**Tel.** : 03 - 9767 3600/3615  
**Email Address** : [athirahfaiz@icep.com.my](mailto:athirahfaiz@icep.com.my)

## Section H: Certification

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

- i. declares that he/she has, or has obtained from the relevant authority within the Company, the proper mandate and authority to disclose such information;
- ii. consents to the processing of such information for the purpose described in the Notice of Disclosure;
- iii. 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
- iv. 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** :