

CONFLICT OF INTEREST DECLARATION FORM FOR BUSINESS ASSOCIATE

Section 1 : Conflict of Interest Principle & Guidelines

NGC Energy Sdn. Bhd. (“**NGCE**”) is committed to adopt zero tolerance policy against all forms of bribery and corruption as outlined in NGCE’s Anti-Bribery & Corruption Manual. In view thereof, business associate (person/ entity) has, or plans to establish some form of business relationship with NGCE must complete and return this Declaration Form. Please note that all business associates are subject to comply with the policies and guidelines issued by NGCE.

What constitutes as Conflict of Interest?

Typically, Conflict of Interest may arise where NGCE employee ability to perform his or her duties effectively and impartially are potentially impaired by an outside appointment, relationship or activity with the external party.

Who is a Closely Related Person?

A “**Closely Related Person**” is someone a person is related to, has a personal friendship with, or anyone living in the same household as a person. This is a broader term than ‘relative’ or ‘immediate family’. Based on the Malaysian Anti-Corruption Commission Act 2009, ‘relative’ in relation to a person means:

- a) Spouse;
- b) Siblings [brother(s)/sister(s)];
- c) Spouse’s siblings;
- d) A person direct line of ascendant (parent/grandparents) or descendant (children/grandchildren) including a person spouse’s and a person spouse’s siblings;
- e) Uncle, aunt or cousin; or
- f) Son in law or daughter in law.

Conflict of interest may arise, but not limited to the following events:

- a) The Business Associate’s employee has a Closely Related Person(s) who is an employee of NGCE who they will interact with, either on a personal or professional basis, in respect to the commercial relationship between NGCE and the Business Associate.
- b) The NGCE employee or any of the Closely Related Person has an interest in Business Associate where he/she is seeking a business arrangement or dealing where they might get preferential treatment.
- c) The NGCE employee or any of the Closely Related Person has substantial shareholding or ownership in Business Associate where he/she is seeking a business arrangement or dealing or is deriving personal financial gain from the commercial relationship between NGCE and the Business Associate.

Personal Data Protection Act 2010

By signing and returning the Declaration form, the Business Associate has obtained the consent of the Business Associate’s “Closely Related Person” as defined above to disclose relevant information required in accordance with Personal Data Protection Act 2010 or any other relevant laws.

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Section 2 : BUSINESS ASSOCIATE'S DECLARATION

With regard to my business transaction with NGCE, I/We disclose the following:

Individual Name	:	
Designation	:	
Company Name	:	
Department	:	
Type of Conflict	:	
Details of Conflict	:	

Details of related NGCE Employee *(Please write "NIL" against the relevant category if you have no such interests).*

Employee Name	:	
Employee ID	:	
Designation at NGCE	:	
Relationship	:	
Type of Conflict	:	
Mobile Number	:	
Email address	:	
Department	:	
Details of Conflict	:	

I hereby acknowledge that:

- I have read and understood the Conflict of Interest Guidelines in Section I; and the disclosure made in this Declaration Form is complete and correct to the best of my knowledge.
- I agree that if I become aware of any information that might change the disclosure in this Declaration Form, I will immediately notify NGCE in writing.

Signed by:

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Name	:	
NRIC No	:	
Date	:	