

PERSONAL DATA PROTECTION NOTICE

A. Introduction

Chooi & Company + Cheang & Ariff ("**Firm**") is committed to the protection of your personal data in and outside of Malaysia. This personal data protection notice ("**Notice**") explains the collection, processing and disclosure of your personal data pursuant to the Personal Data Protection Act 2010 ("**Act**").

By visiting our website or by interacting with us or by providing your personal data to us, you are deemed to have read and consent to the using, collecting and processing of your personal data in the manner described in this Notice by the Firm or on behalf of the Firm.

Kindly note that the Firm reserves the right to change, amend and/or vary this Notice at any time. You are advised to check this Notice on our website from time to time for amendments or updates. By continuing to communicate with the Firm, you signify your acceptance to such amendments and updates.

B. Collection of Personal Data

1. The Firm will collect your personal data upon and throughout the course of your dealings with the Firm including, but not limited to:-
 - i. Your personal details, including details relating to other person(s) who may be identified from your details provided to us, such as name, identity card number, age, nationality, contact number, residential address, e-mail address, birth date, gender, occupation, designation, bank account details and information of spouse/ children;
 - ii. Any sensitive personal data which may include but not limited to medical conditions and medication taken by you (where applicable);

- iii. Details of any person(s) identifiable from your personal data; and/or
- iv. Other information from which you are identifiable from.

(Collectively referred to as "Personal Data")

- 2. In addition to the Personal Data you provide to the Firm directly, the Firm may also collect your Personal Data from a variety of other sources, including without limitation at any events organised by the Firm and/or from the cookies used on the Firm's website.
- 3. Where you have provided Personal Data of another individual ("Third Party"), you must ensure that you have informed the Third Party that you are providing the Third Party's Personal Data to us, and have obtained the Third Party's consent to do so.
- 4. Kindly note that it would be obligatory for you to provide us with the abovementioned Personal Data for us to fulfil the purposes as provided for in Paragraph 5.

C. Purposes

- 5. Personal Data collected by the Firm may be used for, but not limited to the following purposes:-
 - i. Providing legal services to you or responding to any query from you and/or your representative;
 - ii. The Firm's internal record keeping;
 - iii. The Firm's internal investigations;
 - iv. Communicating with you;
 - v. Taxation and/or auditing purposes;

- vi. Conducting events and programmes, client promotional activities, marketing, promotional and client profiling activities in connection with our services;
- vii. Sending material such as newsletters, articles and other updates;
- viii. For the exercise of any functions conferred or obligation imposed on any person by law and/or towards the administration of justice; and/or
- ix. For any purpose incidental, ancillary or in furtherance to the abovementioned purposes.

(collectively referred to as "**Purposes**")

If you do not consent to the Firm processing your Personal Data or the Personal Data of any person which may be identified from the Personal Data provided to the Firm for any of the Purposes listed in this Notice, please notify the Firm using the contact details stated in Section H below.

D. Disclosure to Third Parties

6. If and when necessary, your Personal Data may be disclosed to the following third parties:-
 - i. External professional advisors, auditors, service & product providers and subcontractors;
 - ii. Governmental departments and authorities;
 - iii. Insurance agents or companies;
 - iv. Banks and financial institutions;
 - v. Law firms or providers of corporate advisory services or due diligence services in connection with due diligence exercises that may be carried out by the Firm; and/or
 - vi. Any business partner, investor, assignee or transferee (whether actual or prospective) to facilitate Business Asset Transactions* (which may extend to any merger, acquisition or any debt or asset sale) involving the Firm.

* "Business Asset Transactions" may extend to any purchase, sale, lease, merger or amalgamation or any other acquisition, disposal or financing of an organisation or a portion of an organisation or of any of the business or assets of an organisation.

E. Security of Personal Data

7. The Firm's main data server is located in Malaysia. In the event that your Personal Data is transferred to a location outside of Malaysia, the Firm ensures that confidentiality safeguards have been put in place to ensure your rights to personal data protection remains unaffected. Where we consider it necessary or appropriate for the purposes of data storage or processing or providing any service or deliverable on our behalf to you, we may transfer Personal Data to a third party service or product providers within or outside the country in which we are established, under conditions of confidentiality and similar levels of security safeguards.

F. Access and Correction

8. The Personal Data must be accurate, complete, not misleading and kept up-to-date. Should you be made aware of any inaccurate, incomplete or misleading Personal Data or where the Personal Data provided to the Firm earlier have become incorrect or out of date, kindly notify the Firm at the details provided for in paragraph 11.

9. Except as provided by law, you have the right to request access and correct your Personal Data. Such request however, may be subject to the requirements in the Act.

G. Retention Standard

10. Any Personal Data shall not be kept longer than is necessary for the fulfilment of the purposes mentioned in this Notice. The Firm shall undertake to ensure that

all Personal Data is destroyed or permanently deleted if it is no longer required for the Purposes for which it was to be processed.

H. Inquiries

11. For all further queries, complaints or request(s) kindly contact Tel No. 03-2055 3888 and/or Fax No. 03 2055 3880 and attention your queries, complaints or request(s) to both:

Yoon Ming Sun
Partner
yoonmingsun@ccalaw.com

Janet Chai
Partner
janetchai@ccalaw.com