

## PERSONAL DATA & INFORMATION NOTICE

In compliance with the Personal Data Protection Act 2010 and the rules and regulations prescribed and/or as may be prescribed thereunder from time to time (collectively referred to as "the Act"), we, Ann Joo Resources Berhad and/or companies listed in the Appendix hereto ("AJ") wish to inform you that your Personal Data (as defined below) is being and/or will be processed by or on behalf of AJ.

This Personal Data & Information Notice ("the Notice") is to, among others, help you understand the types of Personal Data we collect, how and for what purposes we use your Personal Data, and with whom we share your Personal Data.

### Your Consent

By:-

- (i) entering or having entered into any transactions with AJ;
- (ii) engaging or having engaged AJ to provide services;
- (iii) communicating or interacting, and/or having communicated or interacted with us;
- (iv) browsing/using or having browsed/used our website; or
- (v) visiting or having visited our offices;

you consent to the processing of your Personal Data by or on behalf of AJ. The term "processing" shall have the meaning as prescribed in the Act.

### Personal Data

Personal Data shall have the meaning as prescribed in the Act and it shall include information about you, such as your:-

- (i) Name, NRIC/Passport No, age & date of birth;
- (ii) Nationality, race & gender;
- (iii) Contact details including address(es), telephone/fax/handphone numbers & email address(es);
- (iv) Marital status, details of spouse/family members;
- (v) Job/profession particulars including name and address of company, title/position & income range;
- (vi) Financial and legal status (including bank account information and bankruptcy); and
- (vii) Any other information which may be pertaining to you, your spouse or family members that have been or may subsequently be collected, stored, used and processed by AJ from time to time.

It is your obligation to ensure that all Personal Data submitted to us and retained by us are accurate, not misleading, updated and complete in all aspects. For the

avoidance of doubt, AJ and/or the Group and/or its employees or authorized officers or agents will not be responsible for any Personal Data submitted by you to us that is inaccurate, misleading, incomplete and not updated.

### Purposes

The purposes for which your Personal Data may be used are, but not limited to:-

- For assessment of your credit application
- For administration purposes
- To conduct our activities
- For security and fraud prevention purposes
- For our communications and corporate affairs purposes which may include publication in our printing materials, website and/or electronic media as well as external parties' printing materials and/or electronic media
- For the purpose of complying with the Companies Act 1965
- For the purposes of our corporate governance  
(collectively, "the Purposes")

and you consent to AJ using and processing your Personal Data in the manner as stated in this Notice.

### Sources

We may obtain your Personal Data from the following sources:-

- (i) Directly from you, your employer and/or authorized representative;
- (ii) Agreements, contracts, forms and other documents that you shall have signed and/or provided to us and/or which we have access thereto;
- (iii) Our business partners or affiliates and/or other parties which we have dealings with, having records of your Personal Data;
- (iv) Other legal means and/or searches from the relevant governing authorities/bodies/agencies and/or credit reporting agencies and/or other bodies/agencies which are legally allowed to collect, use and/or process your Personal Data; and/or
- (vi) From the cookies used on our website.

### Right of Access

Subject to any exceptions under applicable laws, you may at any time request for access to and for correction of your Personal Data kept by us and contact us with any inquiry or complaint in respect of your Personal Data as follows:-

Full name of AJ		
Address	:	

Tel	:	
Fax:		
eMail:	:	
Attention	:	

In accordance with the Act:

- (i) we may charge a prescribed fee for processing your request for access or correction; and
- (ii) we may refuse to comply with your request for access or correction to your Personal Data and if we refuse to comply with such request, we will inform you of our refusal and reason for our refusal.

### Disclosure to Third Parties

While we maintain strict confidentiality policy on your Personal Data, your personal data may be disclosed, disseminated and/or transferred to companies within the Ann Joo Group (including the holding company, subsidiaries, associated, related and affiliated companies as well as their subsidiaries, associated and affiliated companies, both local and international) whether present or future (collectively, "the Group") or to our and your professional advisors, external auditors, accountants, consultants, bankers and lawyers or regulatory and/or statutory authorities/bodies/agencies and/or credit reporting agencies in order for us to comply with statutory and governmental requirements or any third party organizations or persons for the purpose of fulfilling our obligations to you in respect of the Purposes and all such other purposes that are related to the Purposes and also in providing integrated services, maintaining and storing records.

### Right to Limit Processing of Personal Data

Subject to such rights and restrictions as prescribed under the Act, you may at any time limit the processing of your Personal Data including the extent of the Personal Data and/or the purpose for which it is being processed by giving notice in writing to us, delivered by hand or sent by registered post to AJ at our address stated above.

### Consequences in Failing to Supply Data

All Personal Data supplied by you to us shall be wholly voluntarily on your part. However, if you do not provide or do not consent to AJ processing your Personal Data, we may not be able to :

- (i) perform or achieve the purposes as set out above;
- (ii) provide you the services you require;

- (iii) effectively fulfill, facilitate, undertake and/or perform our roles and responsibilities in providing any service to you; and/or
- (v) communicate with you.

#### Transfer of Personal Data

Your Personal Data may be transferred to, stored, used and processed in a jurisdiction other than Malaysia. You understand and consent to the transfer of your Personal Data to any place outside of Malaysia.

#### Third Party Consent

We may request your assistance to procure the consent of third parties whose personal data is made available by you to us and you hereby agree to use your best endeavours to do so.

#### Modifications

AJ may amend and/or modify the terms of this Notice from time to time without prior notice and will notify you of any such amendment via our website, by email, letter or such other means of communication as may be deemed appropriate by AJ. Your continued interaction or communication with AJ or use of AJ's website following such modifications, updates or amendments to this Notice shall signify your acceptance of such modifications, updates or amendments.

#### Retention

Any personal data retained by us shall be destroyed and/or deleted from our records and system in accordance with our retention policy in the event such data is no longer required for the Purposes.

#### Language

This Notice is issued in English Language and Bahasa Malaysia. In the event of any conflict between the English and Bahasa Malaysia version, the English version shall prevail.

This Notice is issued on 15 February 2014.

## Appendix

### List of Companies:-

1. Ann Joo Metal Sdn Bhd (260316-P);
2. Anshin Steel Service Centre Sdn Bhd (164093-X);
3. Anshin Steel Processor Sdn Bhd (487678-D);
4. Anshin Steel Industries Sdn Bhd (30543-K);
5. Saga Makmur Industri Sdn Bhd (406319-U); and
6. Ann Joo Management Services Sdn Bhd (211919-V).