



## **INFOMINA BERHAD**

Registration No. 200701018579 (776590-U)

# **ANTI-BRIBERY AND ANTI-CORRUPTION POLICY AND GUIDELINES**

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## Abbreviations

In this Policy & Guidelines, the following abbreviations shall have the following meaning unless otherwise stated:

|      |                                   |  |            |   |
|------|-----------------------------------|--|------------|---|
| ABAC | Anti-Bribery and Anti-Corruption  |  | ERM        | Enterprise Risk Management                    |
| ARMC | Audit & Risk Management Committee |  | LOA        | Limits of Authority                           |
| BOD  | Board of Directors                |  | MACC       | Malaysian Anti-Corruption Commission          |
| CoCE | Code of Conduct & Ethics          |  | CEO cum MD | Chief Executive Officer cum Managing Director |
| CSR  | Corporate Social Responsibility   |  | SSM        | Suruhanjaya Syarikat Malaysia                 |

## 1.0 Objectives

### 1.1. General Information

The Anti-Bribery & Anti-Corruption (“ABAC”) Policy & Guidelines (hereinafter referred to as “Policy & Guidelines”) defines the policies and procedures for Infomina Berhad (“Infomina”) and its subsidiaries (collectively known as “Infomina Group” or “the Group”). Rules (including Circulars and Letters) from the regulators shall automatically supersede the existing operating policies and procedures herein stated.

The Policy & Guidelines are applicable to the following stakeholders:

- a. Directors of Infomina, both executive and non-executive, unless otherwise stated in this Policy & Guidelines;
- b. every employee within the Group; and
- c. suppliers, sub-contractors, consultants, agents, representatives and others performing work or services for or on behalf of the Group.

It is the intention of Board of Directors (“BOD”) of Infomina to ensure that these procedures serve as our commitment to prohibit bribery and corruption in the business conduct within the Group.

### 1.2. Policy & Guidelines Objectives

The main objectives of this Policy & Guidelines are as follows:

- To ensure the policies and guidelines / practices are oriented towards embedding ABAC stance organisation wide, with guidance from Guideline on Adequate Procedures and requirements of Malaysian Anti-Corruption Commission (“MACC”) Act 2009 (amended 2018), introduced via Section 4 of the MACC (Amendment) Act 2018;
- To ensure adequate and standardised ABAC policies and guidelines are consistently applied throughout the Group by all relevant staff; and
- To ensure that business operations within the Group are strictly adhering to the ABAC Policy & Guidelines.

## 2.0 Key Definition

### 2.1. Anti-Bribery and Anti-Corruption Policy & Guidelines

This refers to the ABAC Policy & Guidelines established by Infomina.

### 2.2. Bribery

ISO 37001:2016 defines bribery as offering, promising, giving, accepting or soliciting of an undue advantage of any value (which could be financial or non-financial), directly or indirectly, and irrespective of location(s), in violation of applicable law, as an inducement or reward for a person acting or refraining from acting in relation to the performance of that person’s duties.

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#### **2.3. Board of Directors**

This refers to as the BOD of Infomina.

#### **2.4. Chief Executive Officer cum Managing Director**

Defined as the highest-ranking executive in a company, responsible for carrying out corporate policies established by the Board, acting as the main point of communication between the BOD and corporate operation.

#### **2.5. Code of Ethics and Conduct**

This refers to as the formalised work and business ethics enforced within the Group.

#### **2.6. Corporate Hospitality**

This refers to any considerate care of guests offered in the manner that complete expenses are borne by the company itself. This includes refreshments, accommodation and entertainment at a restaurant, hotel, club, resort and other venue.

#### **2.7. Corruption**

Transparency International defines corruption as the abuse of entrusted power for private gain.

#### **2.8. Donation**

This refers to the gift given out by the Group for charity, humanitarian aid or to support local community welfare, whether in-kind or by way of financial contribution.

#### **2.9. Employee**

This refers to any person who is in the employment of the Group, but not limited to executives and non-executives, contract employees.

#### **2.10. Extortion Payment**

This refers to money that is forcibly extracted from the Group or its employee by real or perceived threat to health, safety and liberty and is outside the scope of ABAC.

**2.11. Facilitation Payment**

This refers to illegal or unofficial payment made in return for services that the Group is legally entitled to receive without making such payment. For example, a payment made to government official or a person with certifying/ approval function to expedite the necessary action in the capacity of abovementioned person.

**2.12. Gift**

This refers to items given/ received by the Group to/ from a third party or items received by the Group from a third party without the expectation of payment or benefit in return. For example but not limited to, voucher, gift cards, Company branded product or promotional items, hamper, and festive gifts (i.e. mooncake, mandarin orange, Christmas gift).

**2.13. Guideline on Adequate Procedure**

This refers to the document issued by the Prime Minister's Department in December 2018, pursuant to Section 17A (4) and (5) of the MACC Act 2009 (amended 2018).

**2.14. ISO 37001:2016**

This refers to the international standards on requirements and guidance for establishing, implementing, maintaining, reviewing and improving an anti-bribery management system.

**2.15. Limits of Authority**

This refers to the approved documents stipulating the approving authority and authority limits allowed for the Board and management at Infomina.

**2.16. Management**

This refers to the management team of the Group, including HODs and Chief Executive Officer cum Managing Director ("CEO cum MD").

**2.17. Audit & Risk Management Committee**

This refers to the Audit & Risk Management Committee ("ARMC") of Infomina, providing oversight of ERM and corruption risk assessment of the Group.

**2.18. Sponsorship**

This refers to support, either financially or by way of product and/ or services for an event or activities organised by a profit/ non-profit organisation, local communities, government departments or agencies, primarily aimed at raising awareness about the Group profile.

**2.19. Whistleblower**

This refers to a person (internal or external) raising or reporting concerns of wrongful activities or wrongdoings as defined in the Whistleblowing Policy & Guidelines Document of Infomina.

**2.20. Whistleblowing Policy & Guidelines**

This refers to the Whistleblowing Policy & Guidelines of Infomina, applicable to the Group.

### 3.0 Responsibility

#### 3.1. Board of Directors

- a. Sets commitment towards prohibition of bribery and corruption in the business conduct within the Group;
- b. Approves the ABAC Policy & Guidelines;
- c. Ensures the alignment of ABAC Policy & Guidelines to the strategy of the Group;
- d. Maintains oversight on ABAC governance, ensuring that best practices of ABAC management system is established, implemented, maintained and reviewed to adequately address the Group's bribery and corruption risks, including the Policy & Guidelines; and
- e. Promotes appropriate ABAC culture within the Group.

#### 3.2. Chief Executive Officer cum Managing Director

- a. Provides overall direction on the establishment, implementation and periodic review of ABAC Policy & Guidelines;
- b. Ensures the integration of ABAC Policy & Guidelines requirements into key organisation functions such as human resource management, procurement and finance, and enhance the underlying controls on these key functions so as to support ABAC Policy & Guidelines requirements;
- c. Supports the resource allocation and investment in a robust and effective ABAC Policy & Guidelines;
- d. Supports adequate training and awareness programmes for the employees of the Group;
- e. Communicates on the ABAC Policy & Guidelines, both internally and externally;
- f. Promotes appropriate ABAC culture within the Group; and
- g. Supports other relevant management personnel in preventing and detecting bribery and corruption.

#### 3.3. Executive Director (Contract and Administration)

- a. Ensures that the ABAC Policy & Guidelines are adhered to within the Group;
- b. Reports on non-compliance cases to the ARMC, including follow-up action status on the said cases;
- c. Attends to inquiries about Infomina's ABAC Policy & Guidelines and its practices within the Group; and
- d. Facilitates the corruption risk assessment periodically.

#### 3.4. Employee

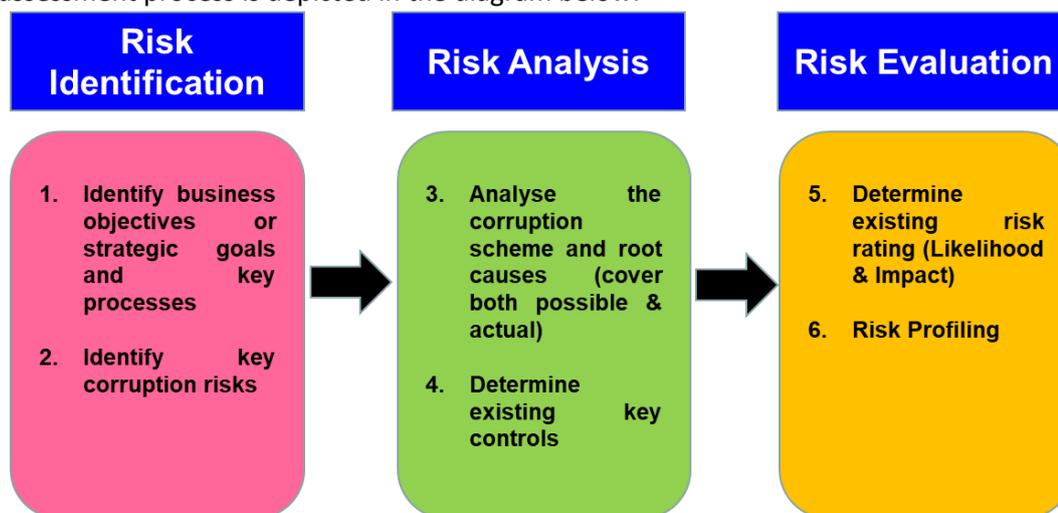
- a. Executes the ABAC Policy & Guidelines, including enhancement of underlying controls on affected functions under his/ her responsibility, as elaborated in this Policy & Guidelines;
- b. Adheres to the requirement of the ABAC Policy & Guidelines; and
- c. Reports on suspected bribery or corruption via the whistleblowing channel of Infomina.

### **3.5. Amendments to Policy & Guidelines**

If there is any requirement to update, improve, and / or amendments made to this Policy & Guidelines, proposed changes shall be submitted for authorisation and for approval by the MD. Key information on addition of new policy / procedure and deletion or variation of existing policy / procedures shall be indicated for version control purpose.

#### 4.0 Corruption Risk Assessment Approach

- a. Infomina had established a Corruption Risk Management Framework guided by ISO 37001:2016 and Guidelines on Adequate Procedures. The framework outlines the governance, structure and policies, assessment process, and integration of risk management into the Group operations activities to promote continuous monitoring on the corruption risk identified. The corruption risk assessment process is depicted in the diagram below:



- b. The BOD, through the ARMC, which comprises of Independent Non-Executive Chairman, Independent Non-Executive Directors, Chief Executive Officer cum Managing Director and Executive Directors shall oversee and ensure accountability of corruption risk identified with the corresponding controls to be implemented.
- c. The risk parameters (i.e. financial impact, customer relationship and reputation / media) are established to estimate the consequences of a risk, namely likelihood of occurrence and criticality of impact, based on Infomina's risk appetite.
- d. Risk Register is developed to capture potential corruption scheme(s), possible root causes, existing key controls and impact are maintained for the Group. The risks are then evaluated based on the likelihood of occurrence and criticality of impact (i.e., Low, Medium, High and Extreme) to provide a basis for Management in strategic decision-making process and mitigation of corruption risks.
- e. ARMC of Infomina shall conduct regular risk assessment i.e. on a yearly basis and/or when there is a change in law or circumstance of the business to ensure the identified corruption risks are remains relevant and adequate mitigating controls are discussed and implemented.
- f. Specific anti-corruption plan shall be identified by the respective Heads of Department and reported to the CEO cum MD for review and monitoring.

## 5.0 Gift and Corporate Hospitality

Infomina recognises the importance of gift and corporate hospitality giving/ acceptance, donation and sponsorship activities to maintain good rapport with its vendors, customers and government officials. The policies and procedures set out below are to safeguard the Group's reputation and to protect its employee from allegation of soliciting bribe, corruption or exercising undue influence on external party(s) for personal gain.

### 5.1. Purchase of Gift and Corporate Hospitality

- a. Purchase requisition pertaining gift and corporate hospitality shall be a reasonable amount, subject to the approval of the CEO cum MD and in line with the Limits of Authority ("LOA"). Such gifts and hospitality shall fulfil **ALL** the following conditions prior to approval:
  - i. They are intended to maintain good rapport with the vendors/ customers of the Group and government officials;
  - ii. They are limited, customary and lawful under the circumstances;
  - iii. They do not have or perceived to be affecting action(s) or decision(s) of the receiving party;
  - iv. There shall be no expectation of any specific favour, benefit or advantages from the intended recipients;
  - v. There shall not be any corrupt/ criminal intent; and
  - vi. The giving out of gift or corporate hospitality shall be transparent.
- b. Purchase of gift or corporate hospitality, subject to the fulfilment of condition as stipulated in Clause 5.3(a), is only permitted to the HOD and above within the Group.
- c. Any purchase of gift or corporate hospitality in nature exceeding RM5,000 requires second approval from an Executive Director.
- d. Purchase requisition pertaining to gift and corporate hospitality for government official from the public sector, it shall be restricted to statutory limit of the respective countries. However, gift in the form of cash or cash equivalent shall never be given or offered to any public or government officials.
- e. Purchase requisition on gift or corporate hospitality shall be indicated with purpose of requisition, including client or vendor name or representative details.
- f. In the event of any dispute between any internal practice, existing policy and or procedure already imbedded within the constitution of the organisation prior to the commencement of this ABAC Policy & Guidelines, the **limits** set in Section 5 of this ABAC Policy & Guidelines shall prevail over all other documentation.

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**5.2. Gift Acceptance**

- a. Under no circumstances that an employee of the Group shall receive or solicit for personal gift from an external party.
- b. Although the general principle is to immediately refuse or return such gifts, accepting a gift on behalf of Infomina is allowed only in very limited circumstances, whereby refusing the gift is likely to seriously offend and may sever Infomina's business relationship with the Third Party. However, in no circumstances may an employee, director or his/her family/household members accept gifts in the form of cash or cash equivalent. Gifts such as festive season hampers, fruits or food received and shared to other employees in the office are acceptable.
- c. Gifts received by an employee of the Group from external party(s) valued more than RM1,000 requires declaration to the CEO cum MD and Human Resource ("HR") Manager.

**5.3. Entertainment Acceptance**

- a. Employees of the Group shall exercise proper care and judgment prior to accepting entertainment from external party. This is vital to safeguard the Group's reputation and to protect its employee from allegation of soliciting bribe or corruption.
- b. Any entertainment received by an employee of the Group from external party(s) valued more than RM1,000 requires declaration to the CEO cum MD and HR Manager.

## 6.0 Corporate Social Responsibility

- a. All Corporate Social Responsibility (“CSR”) related sponsorships and donations shall be made in accordance with Infomina’s policies with prior approval by authorised personnel in line with the LOA.
- b. Given the nature of Infomina’s business, government agencies or local authority bodies may request for sponsorship and/ or donations in respect of CSR events. As part of Infomina’s commitment to corporate social responsibility and sustainable development, as a general matter, Infomina provides such assistance in appropriate circumstances and in an appropriate manner.
- c. Such requests shall be examined for legitimacy and not be made to improperly influence a business outcome. The proposed recipient shall be a legitimate organisation and appropriate due diligence shall be conducted in particular to ascertain whether any public officials are affiliated with the organisation. Any red flags shall be resolved before committing any funds to the programme. Even requests determined to be legitimate shall be carefully structured to ensure that the benefits reach their intended recipients.
- d. If any employees or Directors are in any doubt as to whether a charitable contribution or social benefit is appropriate, Management shall seek legal consultation accordingly.

### 6.1 Donation and Sponsorship

- a. As set out in the Code of Conduct & Ethics (“CoCE”), employees shall ensure that all sponsorships and donations are not used as a subterfuge for bribery or used to circumvent or avoid any of the provisions of the CoCE, including in particular, the prohibition on bribery. Infomina needs to be certain that donations to foreign-based charities or beneficiaries are not disguised illegal payments to government officials, and shall ensure that the charity does not act as a conduit to fund illegal activities in violation of international anti-money laundering, anti-terrorism and other applicable laws.
- b. The Policy & Guidelines, in accordance with Infomina’s commitment to contribute to the community coupled with its values of integrity and transparency, all sponsorships and donations shall comply with the following:
  - ensure such contributions are allowed by applicable laws;
  - obtain all the necessary internal and external authorisations;
  - be made to well established entities having an adequate organisational structure to guarantee proper administration of the funds;
  - be accurately stated in the company’s accounting books and records; and
  - not to be used as a means to cover up an undue payment or bribery;

Examples of red flags to look out for are as follows:

- The proposed recipient /organisation have affiliations with a Public Official or their relatives are involved;

- The contribution is made on behalf of a Public Official;
  - There is a risk of a perceived improper advantage for Infomina; or
  - The proposed recipient is based in a high-risk country, the request comes from a high-risk country or the activity takes place in a high-risk country.
- c. Infomina requires employees to use good judgment and common sense in assessing the requests. When in doubt, employees shall seek for legal advice or escalate the matter to the CEO cum MD to determine the authenticity of such requests.
- d. Donation and sponsorship are only permissible with prior approval by the MD. All donations and sponsorship payment shall be supported with an official letter of request from the requesting external party and proof of receipt.
- e. Donation or sponsorship which are more than RM10,000 are subject to approval by the BOD of Infomina.

## **6.2 Education Sponsorships**

Infomina has a sponsorship programme with the objective to provide educational opportunities to deserving students to enable them to realise their potential and to contribute to the growth of Infomina and the nation.

The awarding of scholarships shall be based on strict guidelines and due diligence to ensure that only the most qualified and deserving students receive the scholarship award. This is crucial to ensure that no element of corruption is involved in the giving out of scholarships. The selection of sponsorship recipients shall be based on approved criteria such as academic qualifications and assessment results.

The process of selection shall be transparent and the reasons for selection shall be properly recorded. If the sponsorships are to be awarded to foreign public officials or persons associated with foreign public officials' caution shall be exercised to ensure that the awarding of sponsorship would not violate any local laws and shall be in compliance with the approved sponsorship policy and guidelines of Infomina.

## **7.0 Facilitation and Extortion Payments**

- a. Facilitation payment to external party, in particular, government officials, is strictly prohibited as it is seen as a form of bribery and corruption. Extortion payment to external party, on the other hand, is not categorised as an illegal activity by legal means, as the health, safety and liberty of one is paramount.
- b. The Finance Director shall maintain a record of such event and report the payment to the relevant authority.

### **7.1. Facilitation Payment**

- a. Facilitation payment to external party, in particular, government officials, is strictly prohibited as it is seen as a form of bribery and corruption, unless it can be proven that such payment is legitimate and supported by an official receipt.
- b. Facilitation payment shall not be in any way or form be disguised or translated in personnel remuneration package.
- c. Subject to the fulfilment of criteria in Clause 7.1(a), facilitation payment request may be approved by the MD.

### **7.2. Exception to Facilitation Payment (Extortion Payment)**

- a. Extortion payment to any party shall not be made unless the employee(s) and or their families health, safety and or liberty are threatened.
- b. Subject to the fulfilment of criteria in Clause 7.2(a), extortion payment request may be approved by the MD.

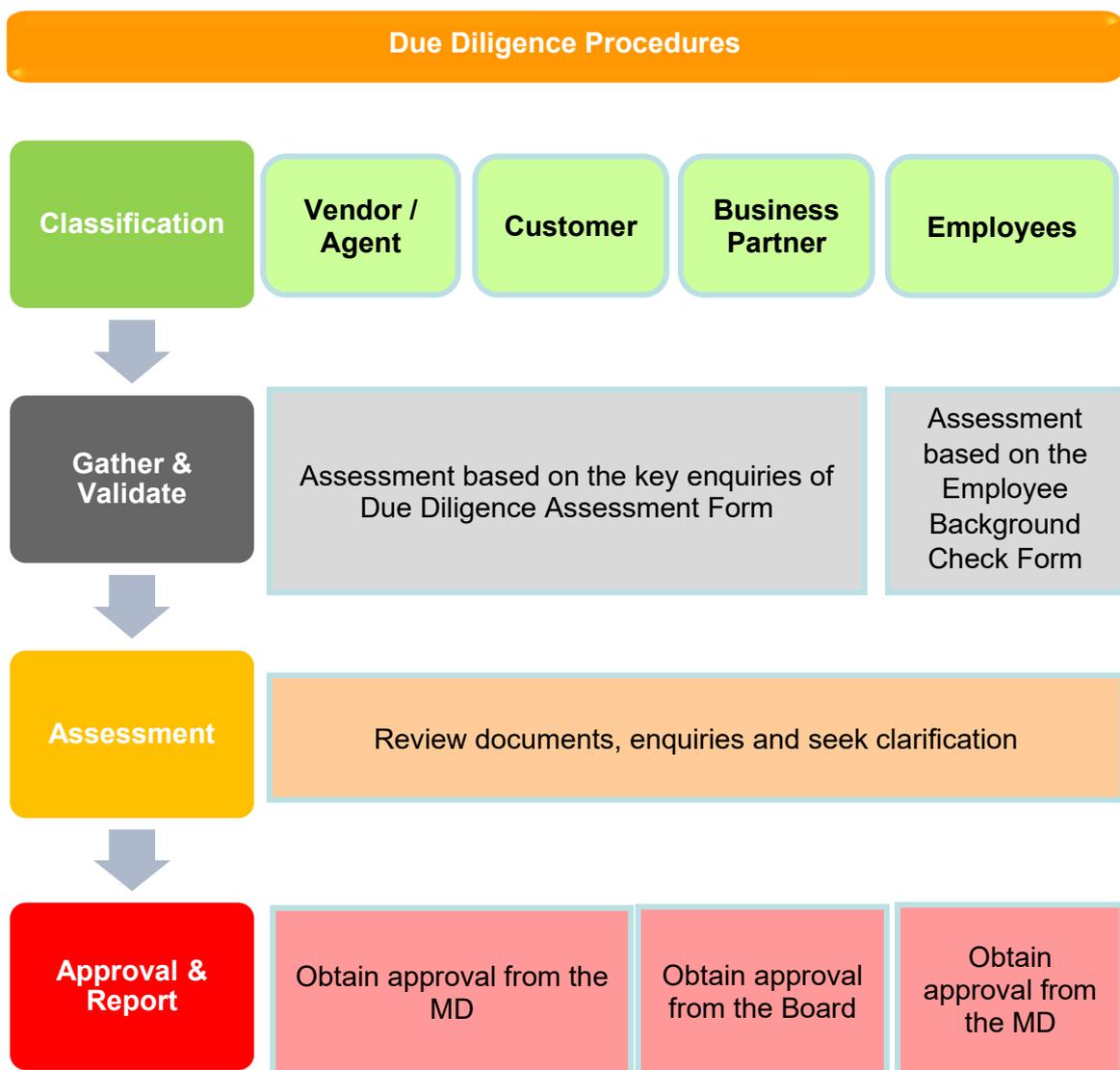
## 8.0 Due Diligence Procedures and Dealing with External Parties

Infomina recognises the objective of due diligence procedures on customers, business partners, vendors and employees to evaluate the risk of bribery and corruption associated with these parties. This also serves as a basis for decision making, whether to accept or reject before entering into any contractual arrangement or business dealing.

Infomina Group shall require due diligence procedures to be applied on the key stakeholders below:

- i. Vendors or agents;
- ii. Customers;
- iii. Business partners; and
- iv. Employees.

The diagram below depicts the due diligence process flow:



### 8.1. Dealing with Vendors or Agents

- a. Infomina is committed to uphold the highest standard of ethics and integrity in all aspects of its procurement activities by:
  - i. Adhering to the procurement policies and procedures;
  - ii. Avoiding dealing with any vendor, sub-contractors, or agents who known or reasonably suspected of corrupt practices;
  - iii. Ensuring that all new vendors/ sub-contractors/ agents are subject to background assessment and conflict of interest check prior to registration and acceptance;
  - iv. Communicating the Policy & Guidelines requirements to vendor, sub-contractors or agents (Please refer to **Appendix A** for **Third Party ABAC Declaration Form**);
  - v. All contracts / agreement entered with vendors, sub-contractors or agents to incorporate a provision whereby Infomina retains right to audit third party compliance with the Policy & Guidelines; and
  - vi. All agents are required to declare on their adherence to the Policy & Guidelines requirements via **Appendix A Third Party ABAC Declaration Form**.
  
- b. A Due Diligence Assessment Form shall be used in guiding Infomina employee to undertake an assessment on the vendors', sub-contractors', or agents' background and reputation, including their conflict of interest (Please refer to **Appendix B** for **Due Diligence Assessment Form**). The key components of vendor/ agent due diligence procedures cover the following but may vary depending on the circumstances:
  - i. Corporate profile;
  - ii. Company search via Suruhanjaya Syarikat Malaysia ("SSM") or equivalent authorities in the respective countries of operation;
  - iii. Financial background;
  - iv. Directorship;
  - v. Past records of criminal, bribery or corruption cases; and
  - vi. Potential conflict with existing employees or Director of the Group.
  
- c. The results and/ or any concern raised during this due diligence assessment shall be communicated to and with approval from the CEO cum MD prior to entering into the relationship.

### 8.2. Dealing with Customers

- a. In ensuring that Infomina dealings with its customers complies with relevant rules, regulations and the Policy & Guidelines requirements, the safeguard procedures below are required:
  - i. New customers are subject to background assessment and conflict of interest check prior to entering into a business dealing; and
  - ii. A standard ABAC clause shall be included in all contracts / agreement entered with customers to enable the Company to terminate the contract in the event of any proven bribery or corruption activities.

- b. A Due Diligence Assessment Form shall be used in guiding the employee of Infomina to undertake an assessment on the customers' background and reputation, including their conflict of interest (Please refer to **Appendix B** for **Due Diligence Assessment Form**). The key components of customers due diligence procedures cover the following but may vary depending on the circumstances:
  - i. Corporate profile;
  - ii. Company search via SSM or equivalent authorities in the respective countries of operation;
  - iii. Financial background;
  - iv. Directorship;
  - v. Past records of criminal, bribery or corruption cases; and
  - vi. Potential conflict with existing employees or Director of the Group.
  
- c. The results and/ or any concern raised during this due diligence assessment shall be communicated to the CEO cum MD prior to entering into the relationship. Government entities and large financial institutions (banks and stock exchanges) are excluded from the due diligence requirement as the contracts with such customers will include the standard ABAC clause.

### **8.3. Dealing with Business Partners**

- a. To improve the background assessment, a due diligence process shall be carried out with regards to any business partner who intend to enter into long terms business relationship with Infomina.
  
- b. Due diligence assessment shall be carried out to ensure business partner is not likely to commit bribery and corruption activities in the course of its partnership with Infomina. Conflict of interest check shall also be carried out during due diligence and make declaration to the Board during evaluation. (Please refer to **Appendix B** for **Due Diligence Assessment Form**). The key components of business partner due diligence procedures cover the following but may vary depending on the circumstances:
  - i. Corporate profile;
  - ii. Company search via SSM or equivalent authorities in the respective countries of operation;
  - iii. Financial background;
  - iv. Directorship;
  - v. Past records of criminal, bribery or corruption cases; and
  - vi. Potential conflict with existing employees or Director of the Group.

### **8.4. Dealing with Public Officials**

A 'public or government official' is defined in the CoCE which includes, without limitation, candidates for public office, officials of any political party, and officials of state-owned enterprises other than Infomina. Caution shall be exercised when dealing with public officials. Providing gift, entertainment or corporate hospitality to public officials or their family/ household members is generally considered a 'red flag' situation in most jurisdictions.

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Infomina shall not provide non-business travel and hospitality for any government official or his/her family/household members without permission from the CEO cum MD in consultation with a lawyer.

Other Infomina's policies and procedures on gift, entertainment and corporate hospitality shall also be abided by, copies of which can be obtained from the Human Resource Department.

If approval is given to provide gift, entertainment or corporate hospitality to public officials, the Management shall ensure that the value of gift, entertainment or corporate hospitality shall not exceed the statutory limit.

#### 8.5. Dealing on Recruitment of Employees

- a. Background screening on shortlisted candidate(s) is required during the evaluation stage of recruitment process (Please refer to **Appendix C** for **Employee Background Check Authorisation Form** and **Appendix D** for **Employee Background Check Form**).
- b. Key considerations prior to acceptance of shortlisted candidate(s) cover the following:
  - i. Past criminal records (if any);
  - ii. Potential fraud, bribery or corruption committed in the previous organisation;
  - iii. Verification of past employment or institution of learning references, where applicable; and
  - iv. Conflict of interest, i.e. relationship with any employee, vendor, customer or Director of the Group.
- c. Recruitment due diligence result shall be vetted by the CEO cum MD prior to acceptance of the candidate.
- d. Newly recruited employee(s) shall be provided with an onboarding programme, including the briefing on Infomina's ABAC Policy & Guidelines and CoCE.
- e. All employees of Infomina Group shall declare their adherence to to the Policy & Guidelines requirements via **Appendix E Employee ABAC Declaration Form**.

#### 9.0 Reporting Procedures on Suspected Bribery or Corruption Activities

Reference shall be made to the *Whistleblowing Policy & Guidelines Document* pertaining to reporting procedures on suspected bribery or corruption activities.

Whistleblowers are encouraged to report in good faith or to raise a concern about any attempted, suspected and actual bribery or corruptions activities that violates to the Policy & Guidelines at the earliest possible stage.

Upon making a disclosure in good faith, based on reasonable grounds and in accordance with the procedures pursuant to the *Whistleblowing Policies & Guidelines Document*, the whistleblower shall be protected from any form of retaliation within the Group.

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**9.1. What to Report**

The key information or documents below are to be provided by the whistleblower to facilitate further investigation, if required:

- a. Whistleblower's contact information
  - i. Name (\*)
  - ii. Designation
  - iii. Contact Number
  - iv. Email Address (\*)
  
- b. Suspect's information
  - i. Name
  - ii. Designation
  - iii. Contact Number
  - iv. Email Address
  
- c. Complaints / concerns
  - i. Incident date
  - ii. Affected parties
  - iii. Incident or event location
  - iv. Supporting documents (where applicable)
  - v. Other details or information which may assist the investigation

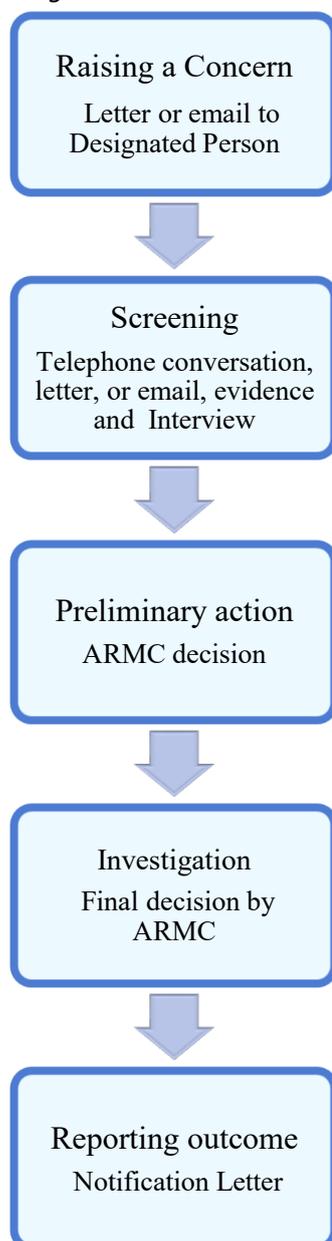
*\* May leave the information blank if the whistleblower wishes to remain anonymous*

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## 9.2. How to Report

Whistleblowers shall report their concerns using the reporting channels as stated in the *Whistleblowing Policies & Guidelines Document*, which is available on the Infomina website.



## 10.0 Internal / External Assessment

- a. As part of the internal monitoring process, Executive Director (Contract and Administration) shall review the underlying controls of ABAC and identify any non-compliance incidences on a quarterly basis.
- b. If any of Infomina Group's key stakeholders as defined in Clause 8.0 are found to have breached any ABAC rules and regulations or this Policy & Guidelines, including willful non-disclosure of suspected bribery and corruption, such breach may result to the following actions taken:

| Key stakeholders                                   | Actions taken   |
|--|---|
| Employee   | Disciplinary action by Infomina Group in accordance with the CoCE of Infomina which includes termination of employment.   |
| Vendor/ agents/<br>customers/ business<br>partners | <ol style="list-style-type: none"> <li>i. Subjected to BOD's approval, retain business dealings;</li> <li>ii. Discontinue business dealings with immediate effect;</li> <li>iii. Termination of contract with immediate effect; or</li> <li>iv. Legal proceedings if required.</li> </ol> |

- b. Infomina shall engage with independent consultant to review and assess the adequacy and implementation of this Policy & Guidelines on a regular basis i.e. every three (3) years.

## **11.0 Training and Awareness Programme**

- a. Annual training and awareness programme on ABAC shall be provided to Infomina's employees and key stakeholders as defined in Clause 8.0, as appropriate to their roles and taking into account the bribery risk assessment.
- b. Updates on this Policy & Guidelines with regards to its content as well as regulatory requirement affecting the ABAC practices shall be communicated to Infomina's employees and key stakeholders, defined in Clause 8.0.

## **12.0 Record-Keeping and Documentation**

- a. All accounts, invoices, documents and records relating to dealings with third parties, such as clients, suppliers and business contacts, shall be prepared and maintained with completeness as well as compliance with relevant regulatory or statutory requirements.

Importance of proper and complete records to be maintained of all payments made to and from third parties in the usual course of business as these would serve as evidence of such payments were bona fide, and not linked to alleged corrupt and/or unethical conduct.

- b. Infomina is determined to uphold its commitment to maintain accurate and complete records, reflecting Infomina's highest ethical standards and accountability.

Infomina ensures any and all information in the Group's documents and record keeping processes shall not:

- i. Intentionally reflect a false or misleading entry in an official company record, report, file or claim;
- ii. Be represented in a falsified, omitted, misstated, altered, concealed in any manner or form or otherwise misrepresent the facts on the Group's records;
- iii. Engage in any scheme to defraud the Group or any other individual; and
- iv. Encourage and allow any persons to compromise the accuracy and integrity of records.

This Policy was reviewed and approved by the Board on 23 July 2025 and is made available for reference on the Company's website at <http://infomina.co/>.

## Appendices

### Appendix A – Third Party ABAC Declaration Form

| <b>Third Party ABAC Declaration Form</b>   |
|--|
| <p>Our company, _____ (Company Name), (which includes its Directors, officers and Employees who intend to conduct business transaction(s) with the Infomina Berhad and its subsidiaries, here-in-after referred to as the "Infomina Group") hereby to confirm that:</p> <ul style="list-style-type: none"><li>a. A copy of the ABAC Policy &amp; Guidelines was provided and we have read and understood the policy (A copy of the policy is available on <a href="http://www.infomina.com.my">www.infomina.com.my</a>). We agree and undertake to abide by all the terms and condition of the ABAC Policy &amp; Guidelines at all times.</li><li>b. We have not been convicted nor are we subject of any investigation, inquiry or enforcement proceedings by the relevant authorities of any actual or suspected bribery and corruption activities.</li><li>c. If we have reasonable grounds to suspect any actual or suspected breach to the ABAC Policy &amp; Guidelines, we shall report such act to Infomina as soon as reasonably practicable.</li><li>d. In the event that we are in breach of the ABAC Policy &amp; Guidelines, the Infomina Group may immediately terminate the contract / agreement entered without any liability whatsoever on the part of the Infomina Group to us. This is without prejudice to any other rights or remedies that the Infomina Group may have or any other appropriate action which the Infomina Group may seek under the terms of the applicable contract / agreement or the applicable rules and regulations.</li></ul> <p>Yours sincerely,</p> <p>_____<br/>Name of Company Director (or Equivalent):<br/>Name of Company:<br/>Company stamp:</p> |

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**Appendix B – Customer Due Diligence Assessment Form**

|  |  |                             |
|--|--|-----------------------------|
|  | <b>Infomina Berhad<br/>Due Diligence Assessment Form</b> | Ref. No: Infomina-<br>DD-00 |
|--|--|-----------------------------|

**1.0 Company Background Information**

|                              |  |   |  |
|------------------------------|--|---|--|
| <b>Company Name</b>          |  | <b>Registration Number</b>              |  |
| <b>Date of Incorporation</b> |  | <b>Country / location of Operations</b> |  |
| <b>Principal Business</b>    |  |   |  |

Please list the shareholders or owners who have interest in the Company's business

| Name | Shareholders/<br>Director | % of Shares |            | Any interest within Infomina Group (Y/N) |
|------|---------------------------|-------------|------------|--|
|      |                           | Number      | Percentage |  |
|      |                           |             |            |  |
|      |                           |             |            |  |
|      |                           |             |            |  |

**2.0 Financial Performance**

| Description     | Current year | Previous Year | Remarks |
|-----------------|--------------|---------------|---------|
| Revenue         |              |               |         |
| Gross margin    |              |               |         |
| Profit / (Loss) |              |               |         |

**3.0 General checklist**

| Description   | Yes | No | Remarks (if Yes) |
|---|-----|----|------------------|
| 1. Within the last three (3) years, did any of the shareholders, directors or senior management, ever been found involved into any criminal, bribery or corruption cases? |     |    |                  |
| 2. Does the Company allow facilitation payment practice in its business dealings?   |     |    |                  |
| 3. Does the Company have any channels in place to allow reporting of any misconduct?  |     |    |                  |
| 4. Does the Company rely on agents or intermediaries for its business operation?  |     |    |                  |
| 5. Does the Company have a code of conduct or any form of formalised ABAC policy and guidelines?  |     |    |                  |
| 6. Does the Company have any policy to govern gift, corporate hospitality and entertainment giving and acceptance?  |     |    |                  |

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**Appendix B – Customer Due Diligence Assessment Form (Cont'd)**

|  |  |                             |
|--|--|-----------------------------|
|  | <b>Infomina Berhad</b><br><b>Due Diligence Assessment Form</b> | Ref. No: Infomina-<br>DD-00 |
|--|--|-----------------------------|

| 3.0 General checklist   |     |    |                     |
|---|-----|----|---------------------|
| Description   | Yes | No | Remarks<br>(if Yes) |
| 7. Do any shareholders, directors or Senior Management of the Company have connections with government official / politician (including immediate family member)? |     |    |                     |

**Attachments required:**

1. Form 49 equivalent or SSM search report
2. CTOS report
3. Company's code of conduct (if any)
4. Company's ABAC Policy & Guidelines (if any)
5. Any other background research / news

Assessed by:

Reviewed by:

---

 Signature

Name:

Date:

---

 Signature

Name:

Date:

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**Appendix C - Employee Background Check Authorisation Form**

**Employee Background Check Authorisation Form**

I, \_\_\_\_\_, understand and agree to give consent to Infomina Berhad to conduct a background check to confirm my personal information, and previous employment experience by contacting my references or previous employers to verify the details provided in the application form.

I also understand that this is necessary if I wish to meet all of the criteria for the position of \_\_\_\_\_ [job title] at Infomina Berhad, and that a successful background check is not a guarantee of employment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**Appendix D - Employee Background Check Form**

|  |   |                             |
|--|---|-----------------------------|
|  | <b>Infomina Berhad</b><br><b>Employee Background Check Form</b> | Ref. No: Infomina-HR-<br>00 |
|--|---|-----------------------------|

|                  |              |
|------------------|--------------|
| References Name: | Contact No.: |
| Date called:     | Time called: |

| No                  | Category | Questions   | Points | Remarks (if any) |
|---------------------|----------|---|--------|------------------|
| 1                   | A        | How long had the employee served the Company  |        |                  |
| 2                   |          | What was the reason for him / she leaving the previous Company  |        |                  |
| 3                   | B        | Work Attitude   |        |                  |
| 4                   |          | Performance   |        |                  |
| 5                   |          | Punctuality   |        |                  |
| 6                   |          | Relationship with superior  |        |                  |
| 7                   |          | Relationship with peer  |        |                  |
| 8                   |          | Relationship with subordinates  |        |                  |
| 9                   |          | Willing / unwilling to accept responsibility  |        |                  |
| 10                  |          | Relationship with clients   |        |                  |
| 11                  |          | Leadership skills   |        |                  |
| 12                  |          | Job Knowledge / Professional qualification related to position applied  |        |                  |
| 13                  | C        | Are there any misconduct / disciplinary action taken against the employee<br>(If yes, list each incident and the details) |        |                  |
| 14                  | D        | Would you consider to reemploy him  |        |                  |
| 15                  |          | Would you consider others to employ him   |        |                  |
| <b>Total points</b> |          |   |        |                  |

**Appendix D - Employee Background Check Form**

|  |   |                             |
|--|---|-----------------------------|
|  | <b>Infomina Berhad</b><br><b>Employee Background Check Form</b> | Ref. No: Infomina-HR-<br>00 |
|--|---|-----------------------------|

| Category | Points | Remarks  |
|----------|--------|--|
| A        | 4      | Consistent information provided in Employment Application Form / Interview Session   |
|          | 0      | Inconsistent information provided in Employment Application Form / Interview Session |
| B        | 1      | Poor   |
|          | 2      | Satisfactory   |
|          | 3      | Good   |
|          | 4      | Excellent  |
| C        | 4      | No misconduct case   |
|          | 0      | If any misconduct case   |
| D        | 4      | Recommended  |
|          | 0      | Not recommended  |

|              |         |              |
|--------------|---------|--------------|
| Total Points | 10 - 29 | Poor         |
|              | 30 - 40 | Satisfactory |
|              | 41 - 50 | Good         |
|              | 51 - 60 | Excellent    |

Background checked by:

---

Signature

Name:

Date:

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**Anti-Bribery and Anti-Corruption Policy and Guidelines**

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**Appendix E - Employee ABAC Declaration Form**

**Employee ABAC Declaration Form**

I, \_\_\_\_\_ understand and agree to give consent to the following:

- a. A copy of the ABAC Policy & Guidelines was provided and I have read and understood the policy (A copy of the policy is available on [www.infomina.com](http://www.infomina.com)). I agree and undertake to abide by all the terms and condition of the ABAC Policy & Guidelines at all times.
- b. I have not been convicted nor am I subject of any investigation, inquiry or enforcement proceedings by the relevant authorities of any actual or suspected bribery and corruption activities.
- c. If I have reasonable grounds to suspect any actual or suspected breach to the ABAC Policy & Guidelines, I shall report such act to the Board or Management of Infomina Berhad ("Infomina") as soon as reasonably practicable.
- d. In the event that I am in breach of the ABAC Policy & Guidelines, Infomina may take disciplinary action against me, in accordance with Infomina's Code of Conduct & Ethics and/or immediately terminate employment without any liability whatsoever on the part of Infomina to me. This is without prejudice to any other rights or remedies that Infomina may have or any other appropriate action which Infomina may seek under the terms of the applicable employment contract or the applicable rules and regulations.

Yours sincerely,

\_\_\_\_\_  
Name:  
NRIC:

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**Appendix F – Vendor Due Diligence Assessment Form**

**INFOMINA BERHAD**  
**VENDOR DUE DILIGENCE DECLARATION**

PLEASE READ:

1. Thank you for considering Infomina Berhad as your business partner. In order to best facilitate our business dealings with you, we appreciate if you could furnish all information requested in this document.
2. This document consists of 2 sections: (1) the Vendor Application Form (“**Form**”); and (2) Annex A: Contract & Purchase Terms and Conditions (Products & Services) (“**Terms (Products & Services)**”)
3. Please return the duly signed copy of the Form and applicable terms and conditions to: -

**Infomina Berhad**  
 BO3-C-12-1 & BO3-C-13-1, Menara 3A, No. 3, Jalan Bangsar,  
 KL Eco City, 59200 Kuala Lumpur, Malaysia

Infomina Contact Person (if any): \_\_\_\_\_

| TO BE COMPLETED BY NEW PARTNER ONLY                |  |             |                |
|--|--|-------------|----------------|
| <b>PART I: GENERAL INFORMATION</b>                 |  |             |                |
| <b>Registered Business Name:</b>                   |  |             |                |
| <b>Business Registration Number:</b>               |  |             |                |
| <b>SST Registration Number:</b>                    |  |             |                |
| <b>SST Taxable Group:</b>                          |  |             |                |
| <b>Taxable Service(s):</b>                         |  |             |                |
| <b>Business Organization Type*:</b>                | <input type="checkbox"/> Sole Proprietorship<br><input type="checkbox"/> Partnership<br><input type="checkbox"/> Private Limited Company (Sdn. Bhd.)<br><input type="checkbox"/> Public Limited Company (Berhad or Bhd.)<br><input type="checkbox"/> Limited Liability Partnership (LLP)<br><input type="checkbox"/> Foreign Company |             |                |
| <b>Country of Incorporation:</b>                   |  |             |                |
| <b>Registered Business Address:</b>                |  |             |                |
| <b>Business website / Business E-mail Address:</b> |  |             |                |
| <b>Contact Name &amp; Email Address</b>            |  |             |                |
| <b>Contact Number</b>                              | Tel Number:  | Fax number: | Mobile Number: |

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|  |  |
|--|--|
| <b>Is your company listed on stock market?</b>   | <input type="checkbox"/> Yes <span style="float: right;"><input type="checkbox"/> No</span><br><br>If yes,<br>1. Which market is it listed?<br>_____<br><br>2. What is your stock code?<br>_____   |
| <b>Is your company subsidiaries listed on stock market?</b>                            | <input type="checkbox"/> Yes <span style="float: right;"><input type="checkbox"/> No</span><br><br>If yes,<br>1. What is the business subsidiaries name?<br>_____<br><br>2. Which market is it listed?<br>_____<br><br>3. What is the stock code?<br>_____ |
| <b>Number of Branches / Outlets:</b>   |  |
| <b>Number of Employees in Organization:</b>  |  |
| <b>Nature of Business:</b>   |  |
| <b>Paid Up Capital:</b>  |  |
| <b>Name(s) of all related companies (e.g., subsidiaries, holding companies, etc.):</b> |  |
| <b>Name(s) of all Owner(s) / Shareholder(s) (Major 3 with the percentage):</b>         |  |
| <b>Name(s) of all Director(s) (Major 3 signatories):</b>                               |  |

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| <b>PART II: FINANCIAL INFORMATION</b>  |   |
|--|---|
| <b>Name / Title of Person to Contact for Payment:</b>  |   |
| <b>E-invoice Registration Number:</b>  |   |
| <b>Credit Line Offered:</b>  |   |
| <b>Credit Term Offered:</b>  | <input type="checkbox"/> 30 days <input type="checkbox"/> 45 days <input type="checkbox"/> 60 days<br><input type="checkbox"/> 90 days <input type="checkbox"/> Others, please state: |
| <b>Bank Information [Primary Banker(s)]</b>  |   |
| <b>PART III: SUPPORTING DOCUMENTS</b>  |   |
| <b>Documents required to be submitted with this Form:</b>  |   |
| (1) Copy of the business registration certificate issued by the Companies Commission of Malaysia (Suruhanjaya Syarikat Malaysia or SSM), or the foreign equivalent, showing the full particulars of the business, including the registered business name, registration number, and names of all directors/owners/shareholders. |   |
| (2) Copy of the latest financial statement (Balance Sheet and Income Statement). If unaudited financial statements are provided, a duly authorized officer of the business must sign and date such financial statements.   |   |
| <b>PART IV: DECLARATION</b>  |   |
| Is there currently a pending court case against the business*? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If "YES", please furnish details of the following:  |   |
| Is there currently a pending court case against the director of the company*? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If "YES", please furnish details of the following:   |   |
| Case number (e.g. MC Suit No. 123/2012):   |   |
| Name of Claimant:  |   |
| Date proceedings were commenced:   |   |
| Brief description of the case:   |   |
| Is there currently a pending court case against the director of the company*? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If "YES", please furnish details of the following:   |   |
| Case number (e.g. MC Suit No. 123/2012):   |   |
| Name of Claimant:  |   |

**INFOMINA BERHAD [Registration No. 200701018579 (776590-U)]**

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|   |  |
|---|--|
| Date proceedings were commenced:  |  |
| Brief description of the case:  |  |
| Is there any of your staff have relationship with any Infomina's staff?<br>If "YES", please provide their name with the relationship; |  |

|   |
|---|
| <p><b>PART V: APPLICABLE TERMS AND CONDITIONS</b></p>   |
| <p>By signing on this Form,</p> <ol style="list-style-type: none"> <li>(1) You certify that all information stated in this Form is true and correct.</li> <li>(2) You agree to promptly inform Infomina Berhad ("<b>INFOMINA</b>") in writing of any changes to the information provided in this Form, in particular (but not limited to), changes in owners/shareholders, directors, and related companies.</li> <li>(3) You agree to the applicable Terms (Products &amp; Services), the latest version of which is appended herein and available upon request. These terms may be amended by INFOMINA from time to time.</li> </ol> <p style="text-align: center;">AGREED TO:</p> <p>Signature/Company Stamp: _____</p> <p>Name / Title: _____</p> <p>Date: _____</p> <p>NOTE: This Form <u>and</u> the applicable Terms must be signed by a duly authorized registered director of the company (for incorporated entities) or the legal owner of the business (for other entities).</p> |

## ANNEX A

### INFOMINA BERHAD

#### CONTRACT & PURCHASE TERMS AND CONDITIONS (PRODUCTS & SERVICES)

All contract & purchases made by INFOMINA to the Supplier are subject to these terms and conditions. Supplier's acceptance of these terms and conditions shall be deemed by (i) Supplier signing these terms and conditions; or (ii) INFOMINA providing a Purchase Order to Supplier; or (iii) Supplier and INFOMINA reached a mutual agreement and signed a Contract to provide product or services, or products with services; or (iv) INFOMINA's acceptance of any Product or Service from Supplier; whichever occurs first.

These Terms and any document(s) referred to in them constitute the entire agreement about Supplier's sale of the Products and Services to INFOMINA and supersede all prior understandings, arrangements and agreements. UNLESS EXPRESSLY AGREED IN WRITING, ANY DIFFERENT OR ADDITIONAL TERMS AND CONDITIONS IN ANY CONTRACT OR PURCHASE ORDER, INVOICE OR OTHER SUCH DOCUMENT SUBMITTED TO INFOMINA ARE HEREBY EXPRESSLY REJECTED AND SHALL HAVE NO FORCE OR EFFECT.

#### 1. DEFINITIONS

In these Contract and Purchase Order terms and conditions, all references to "the Contract and Purchase Order" are to the contract between INFOMINA and Supplier of which these conditions form part, all references to "INFOMINA" are Infomina Berhad, its subsidiaries or associates, and all references to "Supplier" are to the person, firm, company or corporation to whom the order for goods or services is given by INFOMINA and/or who supplies such goods or renders such services to INFOMINA and all references to "goods" and "services" are to the goods and/or services which are the subject of the Contract or Purchase Order.

#### 2. GENERAL

2.1. Unless otherwise expressly agreed in writing all quotations and all offers to supply goods or services to INFOMINA are only accepted and all orders are only given by INFOMINA subject to these Contract or Purchase order terms and conditions which apply to all purchases by INFOMINA of goods or services and override and exclude any other conflicting terms or conditions stipulated or incorporated or referred to, by supplier whether in a quotation, an acceptance of order, a delivery note, in any negotiations or otherwise. All orders hereafter given by INFOMINA shall be deemed to be given subject to these purchase order terms and conditions and the signing by INFOMINA of Supplier's acknowledgement of order or other documentation shall not imply any modification or waiver of these purchase order terms and conditions. INFOMINA shall only be bound by orders given on its official Contract or Purchase Order form.

#### 3. CONFIRMATION OF ORDER

3.1. Supplier is required to confirm the Contract or Purchase Order and advise expected shipping details within seven days of the order. Failure to confirm the order shall be grounds for INFOMINA to cancel the Contract or Purchase Order.

#### 4. DELIVERY AND ACCEPTANCE OF GOODS

4.1 Unless otherwise expressly agreed in writing, all goods shall be delivered at Supplier's cost and expense to the destination specified in INFOMINA's order or if no such destination is specified to such places as requested by INFOMINA from time to time.

4.2 Goods which are received from carriers and are unexamined by INFOMINA, shall not be accepted or deemed accepted by INFOMINA (notwithstanding any prior payment therefor) until INFOMINA shall have examined the goods and found them to satisfy all the relevant requirements therefor under the Contract or Purchase Order.

4.3 Goods shall remain in the sole risk of Supplier until they have been delivered as aforesaid.

4.4 Goods shall become the property of INFOMINA upon the earlier of

- payment by INFOMINA therefor or
- delivery thereof as aforesaid.

4.5 Goods shall be delivered to INFOMINA or in accordance with its instructions on, or if so agreed by INFOMINA before the date confirmed by The specified date or period for delivery shall only be extended by mutual agreement in writing and in any event time of delivery of the goods shall be of the essence.

4.6 Shipping marks specified in the Purchase Order shall be prominently displayed on the outside of all packaging.

4.7 If goods are not delivered in accordance with, or do not conform to the requirements of the Purchase Order, then without prejudice to any other available remedies INFOMINA shall be entitled to reject the goods (in which event property and risk therein shall remain with or revert to Supplier as the case may be); impose liquidated damages at the rate of one percent (1%) of the purchase price per week or part thereof up to a maximum of ten percent (10%) of the purchase price; and/or cancel the Purchase Order or the delivery of any undelivered balance of the goods including further instalment of goods where delivery by instalments has been expressly agreed.

#### 5. QUALITY OF GOODS

5.1 Goods shall conform to the specification and description referred to in the Contract or Purchase Order and to the sample (if any) approved by INFOMINA and shall in any event be of merchantable quality, free from defect in material or workmanship, and fit in all respects for such purposes as may be made known by INFOMINA to Supplier (in which case INFOMINA relies and shall be entitled to rely on Supplier's skill and judgement).

#### 6. PACKAGING

6.1 Goods shall be properly packed so as to reach their destination in good condition under normal conditions of transportation and shall be marked as specified by INFOMINA.

6.2 Unless otherwise agreed in writing all packaging shall be free and non-returnable.

#### 7. PERFORMANCE OF SERVICES

7.1 Supplier shall commence and complete the performance of services for INFOMINA within the times specified in INFOMINA's order or if no such times are so specified within a reasonable time after receipt of the order by Supplier and time for the performance of services shall be of the essence.

7.2 Supplier shall perform services so as to satisfy in all respects the requirements of INFOMINA's order and shall in any event carry out services in a proper workmanlike and safe manner using reasonable care and skill and suitable equipment methods and materials which shall be of merchantable quality and fit for the purposes for which they are used.

7.3 Services shall be performed and any product thereof shall remain at the sole risk of Supplier until such services have been completed in accordance with the terms of the Contract or Purchase Order and approved and accepted by INFOMINA provided that unless otherwise specified in INFOMINA's order risk shall be deemed to have passed to INFOMINA if INFOMINA has not notified Supplier of such approval and acceptance (or of rejection) within one month after the completion of the services.

7.4 Where the services to be performed by Supplier include the construction, assembly, or installation of anything on INFOMINA's premises or other works or services involving the transfer of property in anything to INFOMINA property therein shall pass to INFOMINA upon the earliest of

- such thing becoming part of INFOMINA's premises
- payment by INFOMINA therefor or
- approval and acceptance thereof by INFOMINA as aforesaid.

7.5 Supplier shall observe and shall ensure that its employees and other persons under its control including any subcontractors observe and comply with all INFOMINA's safety and other regulations whilst on INFOMINA's premises.

7.6 If services are not performed in accordance with the requirements of the Contract or Purchase Order then without prejudice to any other available remedies INFOMINA shall be entitled to reject any product of such services in which event property and risk therein shall remain with or revert to Supplier

## INFOMINA BERHAD

**CONTRACT & PURCHASE TERMS AND CONDITIONS (PRODUCTS & SERVICES)**

(as the case may be) and to cancel the Contract or Purchase Order.

- 7.7 Supplier shall only be entitled to invoice INFOMINA the price payable for services, when the services are signed off as completed by INFOMINA, provided that no payment shall be considered as evidence of the quality of any services to which such payment relates. Payments made by INFOMINA hereunder shall not prejudice INFOMINA's right to reject deficient services or Supplier's responsibility to rectify deficient services.

**8. INDEMNITY AND INSURANCE**

(a) Supplier shall be responsible for and shall indemnify INFOMINA against all claims, demands, actions, losses, liabilities, damages, costs and expenses of whatsoever nature in respect of injury to or death of any person whatsoever or in respect of loss of or injury or damage to any property whatsoever or in respect of other loss injury or damage howsoever caused and wheresoever arising which may at any time occur as a result, whether directly or indirectly, of goods or services not being supplied in accordance with the Contract or Purchase Order and these conditions or of any act or omission whatsoever of Supplier, its servants, agents, subcontractors or persons under its control.

(b) Supplier shall at all times effect and maintain suitable and sufficient insurance cover against all those risks specified in paragraph 8(a) above and shall provide evidence of such insurance cover to INFOMINA upon request.

**9. PRICE AND PAYMENT**

(a) Unless otherwise expressly agreed in writing the price specified in INFOMINA's order for the supply of the goods or services shall be a fixed price inclusive of all applicable duties levies and taxes in force at the time of the making of the Contract or Purchase Order (any subsequent change in such duties levies or taxes beyond Supplier's control shall result in a corresponding adjustment to the price) and (in the case of the supply of goods) inclusive of the costs of and incidental to delivery in accordance with paragraph 4.1 above.

(b) INFOMINA shall be entitled to deduct any monies due from Supplier to INFOMINA from any monies due from INFOMINA to Supplier whether under the Contract or Purchase Order or otherwise.

(c) INFOMINA shall be entitled to withhold any payment for defective goods on arrival, delay in delivery and any amount in dispute.

**10. PATENTS AND OTHER RIGHTS**

(a) Supplier shall not supply goods or services to INFOMINA the use, sale or other enjoyment of which shall infringe any patent, trademark, design or other industrial property rights provided that Supplier shall not be responsible for any such infringement arising solely as a result of Supplier utilising INFOMINA's designs, processes or equipment in connection with the supply of goods or services.

(b) All INFOMINA's designs, processes, equipment and knowhow made available by INFOMINA to Supplier in connection with the performance of the Contract or Purchase Order shall at all times remain the property of INFOMINA, shall only be used by Supplier for the purposes of the Contract or Purchase Order and shall be kept confidential by Supplier to the extent not then publicly available.

**11. LIENS**

All liens or rights of lien of Supplier and/or its subcontractors in respect of any goods or services supplied shall be released and waived or deemed released and waived as soon as property in such goods or the product of such services has passed to INFOMINA.

**12. FORCE MAJEURE**

If INFOMINA's business or any relevant part thereof is suspended, interrupted or restricted as a result of any strike, lockout, industrial dispute, war, riot, civil disorder, fire, explosion, flood, epidemics, accident, plant breakdown,

intervention of government or other authority or any other cause beyond INFOMINA's reasonable control INFOMINA shall be entitled to postpone, reduce or cancel the delivery of goods and the performance of service during any such period of suspension, interruption or restriction provided always that either INFOMINA or Supplier shall be entitled by giving notice in writing to the other to terminate the Contract or Purchase Order in the event that such period of suspension, interruption or restriction continues for six (6) weeks or more provided such termination shall be without prejudice to any accrued rights of either party.

**13. BANKRUPTCY AND LIQUIDATION**

If Supplier shall become insolvent or bankrupt or commit any act of bankruptcy or shall go or be put into liquidation, receivership or judicial management or shall enter or propose to enter into any arrangement or composition with creditors or if a receiver or judicial manager shall be appointed of Supplier's assets or undertaking or any part thereof or if any distress or execution shall be levied thereover, INFOMINA may (without prejudice to any other rights which it may have) terminate the Contract or Purchase Order and/or refuse to accept further deliveries of goods or performance of services.

**14. ANTI-BRIBERY AND CORRUPTION**

(a) The Supplier represents, warrants and agrees that the Supplier and all of its Personnel:

- i. are in compliance and will remain in compliance with all applicable anti-bribery Laws including but not limited to the Section 17A under Malaysian Anti-Corruption Commission Act 2009 (MACC Act 2009), UK Bribery Act 2010 and the US Foreign Corrupt Practices Act (collectively, "Anti-Bribery Laws"); and
- ii. prior to entering into this Contract has not, and shall not during the term of this Contract, give or offer to give or authorize to give to any person, or request or accept or authorize the request or acceptance of, directly or indirectly, any gratification, including any gift or consideration of any kind, facilitation payments, or anything of value (including without limitation to cash, cash equivalents like gifts, services, employment offers, loans, travel and entertainment, charitable donations, sponsorships, business opportunities, favourable contracts or giving anything even if nominal in value) as an inducement or reward for doing or not doing, or for having done or not done any action, or for receiving an improper or unfair advantage in relation to this Contract.

(b) The Supplier shall immediately give written notice to the Customer upon a breach, or suspected breach, of any of its obligations under Clause 14(a). For the purposes of this Clause, "Personnel" means the Supplier's employees, vendors, subcontractors, contractors, advisers, representatives, agents and any other third parties with whom the Supplier transacts.

**15. ASSIGNMENT AND SUBCONTRACTING**

(a) Rights and obligations under the Contract may not be assigned, subcontracted or otherwise transferred by Supplier without the prior consent in writing of INFOMINA.

(b) In the event that INFOMINA consents to any such assignment, subcontracting or transfer as aforesaid Supplier shall remain responsible to Buyer for the due and proper performance of the contract by Supplier's assignee, subcontractor or transferee.

**16. GENERAL**

16.1. INFOMINA may amend these Terms at any time, by giving Supplier notice by mail, e-mail or by posting a notice on INFOMINA's website. By continuing to receive orders from INFOMINA, Supplier will be deemed to have accepted the revised Terms.

16.2. No variation of these Terms by the Supplier shall be effective unless made in writing and signed by a duly authorized officer of both parties.

**INFOMINA BERHAD [Registration No. 200701018579 (776590-U)]**  
**Anti-Bribery and Anti-Corruption Policy and Guidelines**

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16.3. Any provision of these Terms which is invalid or unenforceable will be read down to the extent necessary, and the remaining provisions will continue unaffected.

16.4. Supplier agrees that failure or delay by INFOMINA to exercise a right or power under these Terms shall not operate as a waiver.

16.5. Supplier may not assign or attempt to assign any of its rights and obligations under these Terms.

16.6. These Terms are governed by the laws of Malaysia and the courts of Malaysia shall have exclusive jurisdiction to hear any disputes arising from or relating to these Terms.

I/We have read and fully understood the Terms. I/We agree to the Terms and undertake to comply with the Terms.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Company Stamp: