

**VENDOR LETTER OF DECLARATION
TO
PLUS MALAYSIA BERHAD**

As part of our pledge to sustainable business practices, PLUS Malaysia Berhad Group of Companies (“PLUS”) are committed to conduct our business and operations in a way that is economically, environmentally and socially responsible.

We recognize and affirm our responsibility towards health & safety, environmental, social and economic performance and we expect our vendors and contractors to live by the same or equivalent principles in their own activities and in the management of their vendors and sub-contractors.

PLUS regards the adherence to these principles as an important factor in our decisions to enter into or continue relationships with vendors and contractors.

In light of the above, we require a written confirmation from you that in doing business with PLUS you will comply with the following requirements, and that you expect the same from your own vendors and contractors:

- your products and services comply with applicable health, safety, security and environmental (HSSE) laws and regulations and meet the relevant HSSE standards;
- you provide safe, secure and healthy working conditions to your employees;
- the laws in the countries in which you operate are observed and fundamental human rights are supported;
- bribery, facilitation payments, gifts and any other form of unethical business practice which are intended to influence the business decision making processes are prohibited; and
- all your Business Transactions* with PLUS are accurately and completely recorded.

You are kindly requested to sign the declaration at the bottom of this letter and to return this letter to the undersigned.

Please inform us if, for any reason, you are not able to sign the declaration, in which case we would like to discuss how we can ensure that the business between us does not breach the requirements above.

**Note: Business Transaction(s) is (are) defined as Quotations, Tenders, Purchase Orders, Letter of Awards, Agreements and Contracts.*

1 DECLARES THAT:

(a) The Vendor and its directors, officers; employees and related parties are in compliance with all applicable laws, statutes, regulations and codes including those relating to anti-bribery and corruption matters, as well as those relating to health, safety, security and environment including employees' working conditions ("**the Relevant Laws**").

(b) From the Vendor's records and publicly available information, neither the Vendor nor any of its directors, officers or employees who may be involved in the Business Transaction(s) has been convicted of any offence under the Relevant Laws particularly involving bribery or corruption or fraud; nor, to the best of the Vendor's knowledge, is any such person the subject of any investigation, inquiry or enforcement proceedings by any governmental, administrative or regulatory body regarding any offence or alleged offence under the Relevant Laws; and

(c) The Vendor did not, either directly or indirectly, promise, offer or give any bribe or an improper advantage (whether financial or otherwise) to any person in PLUS or any other person representing PLUS as an inducement, incentive, reward, gift or bonus for being selected for the Business Transaction(s).

2 UNDERTAKES THAT:

(a) The Vendor will not, either directly or indirectly, promise, offer or give any bribe or improper advantage (whether financial or otherwise) to any person in PLUS or any other person representing PLUS, as an inducement, incentive, reward, gift or bonus to be selected and/ or for any other purpose connected to the Business Transaction(s);

(b) The Vendor will not, either directly or indirectly, promise, offer or give any bribe or improper advantage (whether financial or otherwise) to any government official or private person so as to obtain or retain a business advantage on behalf of PLUS during the carrying out of the Business Transaction(s); and

(c) The Vendor will conduct its business and operations in a manner that safeguards the safety, security and health of its employees, vendors, contractors and customers, and will take steps to protect the environment in compliance with all applicable environmental laws and regulations.

(d) The Vendor will maintain adequate internal controls and procedures to ensure that all transactions with PLUS are accurately recorded and reported in its books and records to reflect truly the activities to which they pertain such as the purpose of each transaction and to whom it was made or from whom it was received.

3 AGREES THAT:

(a) In the event that the Vendor, its directors, officers or employees is in breach of any of the above declarations and undertakings, the following actions may be taken by PLUS:

(i) immediate revocation of the award, agreement or contract for the Business Transaction(s) without any liability whatsoever on the part of PLUS to the Vendor and/or its directors, officers or employees; and/or

(ii) immediate termination of the award, agreement or contract for the Business Transaction(s) without any liability whatsoever on the part of PLUS to the Vendor and/ or its director, officers or employees,

without prejudice to any other rights or remedies PLUS may have or any other appropriate action which PLUS may seek under the terms of the applicable tender/ contract or applicable laws and regulations; and

(b) Should any person attempt to solicit any bribe or advantage (whether financial or otherwise) from the Vendor or any other person connected to the Vendor either as an inducement or incentive to be selected or as a reward, gift or bonus for being selected in the Business Transaction(s) with PLUS, or where the Vendor has reasonable grounds to suspect any breach of the obligations in this letter, the Vendor will immediately report such act to PLUS Whistleblowing channels available online at PLUS Corporate Website (www.plus.com.my)

For and on behalf of the Vendor,

Name of Company Director (or Equivalent): IC/

Passport No.:

Position:

Name of Company:

Company stamp:

Received & acknowledged by:

Name of authorized signatory:

IC/ Passport No.:

Position:

PLUS Company: