

EMPLOYMENT APPLICATION
Applicant's Acknowledgement and Consent

1. **Bank Pertanian Malaysia Berhad (Company No. 811810-U) (Agrobank)** (hereinafter referred to as "AGROBANK", "we", "us" or "our") is subject to all applicable laws, rules and regulations of the relevant authorities, including but not limited to the Personal Data Protection Act 2010 ("PDPA") which regulates the processing of personal data in commercial transactions and this document serves to inform you as job applicants that your personal data are being collected and processed by or on behalf of AGROBANK. For the purpose of this document, terms used herein shall have the meanings ascribed to them in the PDPA. We may process your personal data, including any additional information you may subsequently provide to us through several methods which include but not limited to personal data collected through oral and/or written communications for the purposes of the contract of service or contract for service or such other contract as may have been entered into between you and us and such other purposes as may be related to the foregoing ("Purposes").

2. We require the following personal data (whether you may have provided during the application and recruitment process with us or which we may have obtained from legitimate or public sources) which may include what is defined as sensitive personal data under the PDPA in relation to you as part of the recruitment process and/or necessary to determine your suitability for the available position which includes information on your:

- name, identification no., nationality, date and place of birth, gender, marital status;
- contact details including address, telephone numbers, email address;
- medical history including physical or mental health or medical condition(s);
- personal financial and social security details including bank account number, SOCSO number, EPF Number;
- details of family members and dependents;
- resume, particulars of educational qualification and academic achievements;
- employment history including last drawn salary, referees and achievements (if any and where applicable);
- commission or alleged commission of any offence or proceedings for any offence committed or alleged to have been committed including past misconduct; and
- any other information necessary to process your personal data for any of the Purposes.

(collectively, "Personal Data").

3. In addition to the above, the Purposes for which your Personal Data and other information collected from you, including any information that you subsequently provide may be used and processed by us for the following reasons, including but not limited to:-

- 3.1 Processing employment application, including pre-employment checks;
- 3.2 Contacting you, such as by telephone or e-mail in relation to your job application;
- 3.3 Maintaining our recruitment records and/ or reference for future/ potential vacancies;
- 3.4 Monitoring compliance with our internal rules and policies;

- 3.5 Complying with the compliance and disclosure requirements of any and all governmental bodies and/or quasi-governmental departments and/or agencies, regulatory and/or statutory bodies (e.g. Inland Revenue Board, the Employees' Provident Fund Board, the Social Security Organization and Bank Negara Malaysia ("BNM"));
 - 3.6 Subject to any law and regulations applicable to AGROBANK; or
 - 3.7 All other employment requirements and purposes relating thereto.
4. As a job applicant, you have the right to decide what information that you wish to provide. However, please be informed that all the information that we request for, as stated above, are mandatory information for us. If you fail to supply to us the Personal Data for any obligatory to be provided by you (and/ or decide not to give us consent to process your Personal Data including explicit consent for sensitive Personal Data), we may not be able to process your application for employment and this may result in our inability to perform our obligations under any potential or existing employment contract or your ability to enjoy the benefits of your employment with us.
 5. If an application for employment is successful, data about employees (including sensitive Personal Data) may also be collected from employees during the period of their employment with us and from other sources such as third party background checks, any registered credit reporting agency, any regulatory authorities and any authority, central depository or depository agent in relation to the securities industry.
 6. Please be informed that your Personal Data may be disclosed, disseminated and/or transferred within the AGROBANK, or to our affiliates, auditors, banks, governmental departments and/or agencies, regulatory and/or statutory bodies, our third party service providers and any such third party requested or authorized by you, whether within or outside Malaysia, for any of the above Purposes or any other purpose for which your Personal Data to be disclosed at the time of its collection or any other purpose directly related to any of the above Purposes under conditions of confidentiality and similar levels of security safeguards.
 7. To this end, we are committed to ensuring the confidentiality, protection, security and accuracy of your Personal Data made available to us.
 8. It is your obligation to ensure that the Personal Data provided to us are accurate, not misleading, updated and complete in all aspects. Any omission or misrepresentation made by you in connection with the employment application and/ or recruitment process including but not limited to any forms and online submissions, may result in refusal of employment or termination of your employment with AGROBANK in accordance with applicable laws and regulations.
 9. Any Personal Data supplied by you will be retained by us as long as the purpose it was collected for remains valid or as is required to satisfy any legal, regulatory and/ or accounting requirements.
 10. In any circumstances where you may have provided Personal Data relating to other individuals, you represent and warrant that you are authorized to provide their Personal Data to us and you have obtained their consent for their Personal Data to be processed by us in the manner as described in this document.
 11. As part of the screening process required by BNM, you hereby acknowledge that AGROBANK may, if required, perform screening before, as well as during and after the termination of your employment with AGROBANK (if you are employed by AGROBANK) in accordance with BNM's policy document on Employee Screening.

12. If required, you shall provide us with a **duly executed statutory declaration** using the template attached herewith in order for us to proceed with your employment application and as part of the recruitment process.
13. Pursuant to paragraph 12 above, you hereby agree and consent to (where applicable):
 - 13.1 authorize us to make an inquiry into your previous employment records which covers all current and former employers in the period of seven years up to the date herein and where relevant, the *Financial Markets Association of Malaysia (FMAM)*;
 - 13.2 authorize your current and former employers in the period of seven years up to the date herein to disclose your employment history, including the facts and details of any internal disciplinary proceedings which you might have been subjected to, irrespective of whether such disciplinary proceedings have been concluded, or initiated after you left employment;
 - 13.3 where relevant, authorizes FMAM to disclose the facts and details on any case of financial market misconduct which you might have been subjected to, including disciplinary proceedings under the Asian Institute of Chartered Bankers (AICB)-FMAM Joint Disciplinary Scheme, irrespective of whether such proceedings have been concluded as at the date of our written inquiry with FMAM;
 - 13.4 release your current and former employers and where relevant, the FMAM from any contractual obligations which limit, in any way, their ability to disclose the information required by us.
14. Subject to paragraph 12 above, we reserve the right to proceed to finalize your employment assessment and if deemed required, to withdraw the employment offer in any case where any of your current or former employers in the period of seven years up to date fail to provide your employment references as requested by the Bank.
15. You may contact the Human Resources Division in the event you require access to and/or wish to make corrections to your Personal Data. The data amendment will be processed within 21 working days upon receipt of such request.
16. We reserve the right to amend this document at any time and will ensure that a notice of such amendments will be made available to you through the AGROBANK's webpage, intranet or through any other method we view appropriate and suitable.
17. For further details on how we process your Personal Data, you may access to our Personal Data Protection Act 2010 Notice ("PDPA Notice") through our webpage at www.agrobank.com.my.
18. You hereby confirm that you agree to the terms above with respect to our processing of your Personal Data as described in this document.

Signature of Applicant :
Full Name as per IC / Passport :
IC / Passport Number :
Date :