

**NOTICE UNDER  
PERSONAL DATA PROTECTION ACT 2010**

This Personal Data Protection Notice is issued to all our valued customers/prospective customers, pursuant to the requirements of the Personal Data Protection Act 2010. We treat and view your personal data seriously.

The Personal Data Protection Act 2010 (hereinafter referred to as “**the Act**”), regulates the processing of personal and sensitive personal data in commercial transactions that applies to Toyochem Specialty Chemical Sdn Bhd (hereinafter interchangeably referred to as “**Toyochem**“, “**our**“, “**us**” or “**we**”) by virtue of us having possession of personal data belonging to our customers/potential customers, their employees, agents and authorized representatives. For the purpose of this written notice, the terms “*personal data*” “*sensitive personal data*” and “*processing*” shall have the meaning prescribed in the Act.

In the course of your dealings with Toyochem and its related corporations (as defined under the Companies Act 1965) (“Toyochem Group of Companies”), as our valued customer / prospective customer, we will request that you provide data and information about yourself (“Personal Data”) to enable us to enter into business negotiations and transactions with you or to deliver the necessary notices, services and/or products.

1. This written notice and the terms hereof (“**Notice**”) serve to inform you that your personal data is being processed by or on behalf of Toyochem and your personal data was or may be collected in the future, from the information you have provided to us in our Credit Facilities Form, Customer Information Sheet, Credit Reference Checks and any other equivalent forms (hereafter collectively referred to as “**the said Forms**”) that you have been asked to complete, together with other information we may obtain about you, including but not limited to your name, national identity card number, passport number, contact number, residential address(es), photograph (s), personal email address, mobile number(s), credit card details, next of kin, employers, bankers and other information that we have requested for in our forms that you have completed including but not limited to , financial reports, credit ratings, Bank Statements and equivalent financial data (s) and all other personal information.
2. If you had failed or you failed to supply to us the above personal data or had failed or failed to supply the personal information accurately, we may not be able to process your personal data for any of the purposes (below). In addition, if you subsequently withdraw your consent to us to process your personal data, we may not be able to process your personal data for all of the purpose below which would have a negative impact in the proper fulfillment of the terms and conditions of our mutual contractual obligations, in particular in the processing of Purchase Orders, Quotations, granting of credit facilities service of notices and delivery of our products.
3. We are processing your personal data, including any additional information you may subsequently provide to us, for the purpose of entering into a contract with you, contract for the delivery of goods and services, audit, legal matters, loan documentations, management of your accounts with us performing such other contractual covenants as may have been entered into between you and us and such other purposes as may be related to the foregoing (“Purposes”).

4. Your personal data may be disclosed to our parent company, subsidiaries, related and/or associated Company, all governmental and/or quasi-governmental departments and/or agencies, regulatory and/or statutory bodies and Bank Negara Malaysia (if the law so requires) our professional business partners such as auditors, lawyers, or our banks, and/or service providers and any other party requested or authorized by us and you for the above Purposes.

#### Disclosure

Your Personal Data may be transferred, accessed or disclosed to third parties for the purposes outlined above. Further, Toyochem may engage other companies, service providers or individuals to perform functions on Toyochem's behalf, and consequently may provide access or disclose to your Personal Data to such service providers or third parties. The third parties referred to include (without limitation):-

- a. information technology service providers;
  - b. professional advisors and external auditors; and
  - c. law enforcement, regulatory and governmental authorities in order to comply with statutory and government requirements
5. Further, your personal data may be transferred to locations outside Malaysia for the above Purposes.
6. You are responsible for ensuring that the personal data you provide us is accurate complete and not misleading and that your personal data is kept up to date. You may access and request for correction of your personal data and/or limit the processing of your personal data, or make any enquiries or complaints in respect of your personal data, by contacting the authorized personnel in charge of PDPA at :-

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| <p>Toyochem Specialty Chemical Sdn Bhd,<br/>10 Jln Pengapit 15/19, Section 15,<br/>40,000 Shah Alam.<br/>Contact No: 03-55109606<br/>Fax No: 03-55108822<br/>Email : <a href="mailto:info@toychem.com.my">info@toychem.com.my</a></p> |
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We may refuse to comply with your request for access or correction to your personal data under the Act and if we refuse to comply with such a request, we will inform you of our refusal and reason for or refusal either verbally or in writing.

In the event of any inconsistency between the English version and the Bahasa Malaysia version of this notice, the English version shall prevail over the Bahasa Malaysia version.