

PRIVACY POLICY

ARTICLE 1: INTRODUCTION

KKB Engineering Berhad and its subsidiaries (“**KKB Group**”) respect the privacy of individuals and the sensitivity of personal data and information about yourself and are committed to the protection of your personal data. This Privacy Policy (“**Policy**”) clarifies how KKB Group processes your personal data from the point we collect, use, share, store, dispose of and the security measures that we established to ensure your personal data is well protected.

This Policy is issued to all our existing, immediate and prospective customers, suppliers, employees and all other party who had, has or may have any commercial transactions with us.

This Policy is formulated in accordance with the Personal Data Protection Act 2010 (“**PDPA**”), including all relevant regulations and code of practice issued thereunder.

ARTICLE 2: DEFINITIONS

Commercial transactions means any transaction of a commercial nature, whether contractual or not, which includes any matters relating to the supply or exchange of goods or services;

Data processor means any person or entity who processes your personal data for or on our behalf and is bound to process your personal data strictly in compliance with this Policy;

Personal data means information that identifies you and shall include but not limited to the following information: -

- (a) name, age, gender, date of birth, identity card number, passport number, photograph;
- (b) race, ethnic origin, nationality, physical and mental health condition;
- (c) contact details such as address, e-mail address and phone number;
- (d) marital status, details of children, occupation, employment history, income, employer, references and such other particulars of present and past employment;
- (e) financial status and information including bank name and bank account number;
- (f) tax file details, EPF number and SOCSO number;
- (g) present and past criminal charges and conviction;
- (h) biometric data; and,
- (i) such other relevant information and data KKB Group shall deem fit and proper;

Process means collecting, recording, holding, storing your personal data or carrying out any operation or set of operations on your personal data by us or our data processor;

Purposes means the reasons for the collection of your personal data as stated in Article 3 of this Policy.

ARTICLE 3: COLLECTION AND SOURCES OF PERSONAL DATA

We collect your personal data from the following sources: -

- (a) form containing your personal data provided by you to us;
- (b) your communication with us in person or by phone, e-mail, fax, short message service (SMS), instant messages, written form or otherwise;
- (c) public authority;
- (d) licensed/registered credit reporting agency; and
- (e) such other lawful sources which KKB Group deem fit and proper.

ARTICLE 4: REASON FOR PERSONAL DATA COLLECTION

We collect and process your personal data for the following purposes: -

- (a) preparation, implementation, performance and completion of any commercial transactions between or involving you and KKB Group, including any subsequent transactions thereafter;
- (b) maintenance and upkeep of our internal records, administration, management, business development, advertising, research, internal operations, troubleshooting and data analysis;
- (c) compliance with all relevant legal or regulatory requirement, including the internal rules of KKB Group or any co-operative arrangement with the relevant authority;
- (d) resolution of concern or complaint;
- (e) creation of directories or databases whether for publication or not;
- (f) credit assessments, financial and background investigations as and when necessary;
- (g) employment purposes; and,
- (h) any other purpose that is incidental or ancillary or in furtherance to the above purposes.

ARTICLE 5: PROCESSING OF PERSONAL DATA

We process your personal data within Malaysia. However, your personal data may be transferred to any place outside Malaysia for any of the purposes.

ARTICLE 6: DISCLOSURE OF PERSONAL DATA

We may disclose your personal data to: -

- (a) our subsidiaries, related and associated companies;
- (b) our data processor;
- (c) Securities Commission, Central Bank of Malaysia, Royal Malaysia Police, Malaysian Anti-Corruption Commissions, Companies Commission of Malaysia and such other governmental, semi-governmental, administrative, fiscal or judicial body, department, office, commission, authority, tribunal, agency or entity for legal or regulatory purpose;
- (d) Malaysian Institution of Chartered Secretaries and Administrators (MAICSA), Malaysian Institute of Accountants (MIA) and such other relevant body or association;
- (e) auditors, tax agents, lawyers and such other professional advisors; and,
- (f) any other person or entity KKB Group shall deem fit and proper.

ARTICLE 7: SECURITY MEASURE

KKB Group shall process your personal data in a secure manner and prevent any unauthorized and/or unlawful processing, accidental loss, destruction, damage or tampering of your personal data. Your personal data shall be stored either in hard copies in our offices or in servers located in Malaysia.

ARTICLE 8: PERSONAL DATA RETENTION PERIOD

We will retain your personal data for seven (7) years or such longer period as required to comply with legal or regulatory requirement, accounting requirements or to protect our interest. Subject to the foregoing, your personal data will be disposed of and erased completely from KKB Group's system in a proper and secured manner.

ARTICLE 9: YOUR RIGHTS AND OBLIGATIONS

You have the obligations to: -

- (a) provide us with your personal data as per our request for the above purposes;
- (b) ensure that your personal data given to us for the purposes is true and accurate; and,
- (c) inform us on any changes of your personal data which you have given to us for the purposes;

failing which may cause disruptions to any legal, contractual and/or commercial relationship between you and KKB Group.

You shall have the rights to: -

- (a) correct/update your personal data (**Form PDP-A**);
- (b) access your personal data which we or our data processor process (**Form PDP-A**);
- (c) withdraw your consent for us to process your personal data at any point of time (**Form PDP-B**); and, [Please note that any withdrawal of your consent for us to process your personal data may cause disruptions to any legal, contractual and/or commercial relationship between you and KKB Group and in which case, while we reserve all our rights, you shall be personally liable for any losses or damage thereof]
- (d) request for transmittal of your personal data to any person or party of your choice, subject to technical feasibility and compatibility of data format.

Should you have any inquiries about your rights and obligations under this Policy, kindly contact our Data Protection Officer: -

Mailing address: KKB Engineering Berhad
Lot 865, Section 66, Jalan Kilang
Bintawa Industrial Estate
93450 Kuching, Sarawak

Tel No. : 082 – 333877
Fax No. : 082 – 331152
E-mail : dpo@kkbeb.com.my

If we do not receive any notification in writing from you concerning your personal data, we shall assume that all your personal data given for the purposes is true and accurate and that we are fully authorized to process and continue to process your personal data for the purposes.

We reserve the rights to appoint, remove or re-appoint any number of data protection officer for the purpose of compliance with any applicable laws governing personal data protection.

ARTICLE 10: LANGUAGE

This Policy shall be in both Bahasa Malaysia and English Language and in the event of conflict or inconsistency, the English version shall prevail.

ARTICLE 11: RESERVATION OF OUR RIGHTS

KKB Group reserves all rights to amend this Policy by adding, deleting or substituting this Policy or any part thereof without prior notice. You are therefore advised to check regularly on this Policy either by contacting our designated personnel as stated above or visiting our official website at kkbeb.com.my.

This Privacy Policy is reviewed and approved by MANCO on 25 November 2025

Rev. 3 (25.11.2025)

POLISI PRIVASI

ARTIKEL 1: INTRODUKSI

KKB Engineering Berhad dan anak syarikatnya ("**KKB Group**") menghormati privasi individu dan kepekaan data peribadi dan maklumat tentang anda dan berkomitmen untuk melindungi data peribadi anda. Polisi Privasi ini ("**Policy**") menjelaskan bagaimana KKB Group memproses data peribadi anda dari tempat kami mengumpul, menggunakan, berkongsi, menyimpan, memusnahkan dan langkah-langkah keselamatan yang telah kami menetapkan untuk memastikan data peribadi anda dilindungi dengan baik.

Polisi ini diisukan kepada semua pelanggan, pembekal, pekerja kami termasuk pelanggan, pembekal, pekerja semasa, pelanggan, pembekal, pekerja yang kami sedia ada, dan bakal pelanggan, pembekal, pekerja serta pihak-pihak lain yang mempunyai atau mungkin mempunyai transaksi komersial dengan kami.

Polisi ini adalah berdasarkan Akta Perlindungan Data Peribadi 2010 ("**PDPA**"), termasuk semua peraturan berkaitan dan kod amalan yang dikeluarkan.

ARTIKEL 2: DEFINISI

Transaksi komersial bermaksud apa-apa transaksi yang bersifat komersial, sama ada berkontrak atau tidak, yang termasuk apa-apa perkara yang berkaitan dengan pembekalan atau pertukaran barangan atau perkhidmatan;

Pemproses data bermaksud mana-mana orang atau entity yang memproses data peribadi anda untuk atau bagi pihak kami dan perlu mematuhi Polisi ini semasa memproses data peribadi anda;

Data peribadi bermaksud informasi yang boleh mengenal pasti anda dan merangkumi tetapi tidak terhad kepada maklumat-maklumat peribadi seperti berikut:-

- (a) nama, umur, jantina, tarikh lahir, nombor kad pengenalan, nombor pasport, gambar;
- (b) bangsa, asal-usul etnik, kewarganegaraan, kesihatan fizikal and mental;
- (c) maklumat kenalan seperti alamat, alamat e-mel dan nombor telefon;
- (d) status perkahwinan, maklumat kanak-kanak, pekerjaan, sejarah pekerjaan, pendapatan, majikan, rujukan serta butir-butir lain mengenai pekerjaan sekarang dan masa lalu;
- (e) status kewangan dan maklumat termasuk nama bank and nombor akaun bank;
- (f) butiran fail cukai, nombor EPF dan nombor SOCSO;
- (g) tuduhan dan sabitan jenayah masa kini dan lalu;
- (h) data biometrik; dan,
- (i) maklumat dan data lain yang berkaitan;

Pemprosesan bermaksud mengumpul, merekod, memegang atau menyimpan data peribadi anda atau menjalankan apa-apa pengendalian atau set pengendalian terhadap data peribadi anda oleh kami atau pemproses data kami;

Tujuan bermaksud alasan kami untuk mengumpul data peribadi anda seperti yang dinyatakan dalam Artikel 3 Polisi ini.

ARTIKEL 3: KOLEKSI AND SUMBER DATA PERIBADI

Kami mengumpul data peribadi anda daripada sumber berikut: -

- (a) borang yang mengandungi data peribadi anda yang anda berikan kepada kami;
- (b) komunikasi anda dengan kami secara peribadi atau melalui telefon, e-mel, faks, khidmat pesanan ringkas (SMS), mesej segera, borang bertulis atau sebaliknya;
- (c) pihak berkuasa;
- (d) agensi pelaporan kredit berlesen/berdaftar; dan,
- (e) sumber lain yang sah.

ARTIKEL 4: TUJUAN KOLEKSI DATA PERIBADI

Kami mengumpul and memproses data peribadi anda untuk tujuan berikut: -

- (a) persediaan, pelaksanaan, prestasi dan penyiapan sebarang transaksi komersial antara atau melibatkan anda dan KKB Group, termasuk sebarang transaksi berikutnya;
- (b) penyelenggaraan rekod dalaman, pentadbiran, pengurusan, pembangunan perniagaan, pengiklanan, penyelidikan, operasi dalaman, penyelesaian masalah dan analisis data kami;
- (c) pematuhan kepada semua keperluan undang-undang atau kawal selia yang berkaitan, termasuk peraturan dalam KKB Group atau sebarang pengaturan kerjasama dengan pihak berkuasa yang berkaitan;
- (d) penyelesaian kebimbangan atau aduan;
- (e) penciptaan direktori atau pangkalan data sama ada untuk penerbitan atau tidak;
- (f) penilaian kredit, kewangan dan penyiasatan latar belakang apabila perlu;
- (g) tujuan pekerjaan; dan,
- (h) tujuan lain yang bersampingan atau berkaitan atau berlanjutan dengan tujuan yang dinyatakan di atas.

ARTIKEL 5: PEMROSESAN DATA PERIBADI

Kami memproses data peribadi anda dalam Malaysia. Walaubagaimanapun, data peribadi anda mungkin dipindahkan ke mana-mana tempat di luar Malaysia untuk sebarang tujuan di atas.

ARTIKEL 6: PENDEDAHAN DATA PERIBADI

Kami mungkin mendedahkan data peribadi anda kepada: -

- (a) anak syarikat kami, syarikat berkaitan dan bersekutu;
- (b) memproses data kami;
- (c) Suruhanjaya Sekuriti, Bank Negara Malaysia, Polis Diraja Malaysia, Suruhanjaya Pencegahan Rasuah Malaysia, Suruhanjaya Syarikat Malaysia dan lain-lain badan kerajaan, separa kerajaan, pentadbiran, fiskal atau kehakiman, jabatan, pejabat, suruhanjaya, pihak berkuasa, tribunal, agensi atau entiti untuk tujuan undang-undang atau kawak selia;
- (d) Institusi Setiausaha dan Pentadbir Bertauliah Malaysia (MAICSA), Institut Akauntan Malaysia (MIA) dan badan atau persatuan lain yang berkaitan;
- (e) juruaudit, ejen cukai, peguam dan penasihat profesional yang lain; dan,
- (f) mana-mana orang atau entiti lain yang berkaitan.

ARTIKEL 7: PERLINDUNGAN

KKB Group akan memproses data peribadi anda dengan cara yang selamat dan menghalang sebarang pemrosesan yang tidak dibenarkan atau menyalahi undang-undang, kehilangan, kemusnahan, kerosakan atau perubahan data peribadi anda. Data peribadi anda hendaklah disimpan sama ada dalam salinan cetak di pejabat kami atau dalam pelayan yang terletak di Malaysia.

ARTIKEL 8: TEMPOH RETENSI DATA PERIBADI

Kami akan menyimpan data peribadi anda selama tujuh (7) tahun atau tempoh yang lebih lama seperti yang diperlukan untuk mematuhi keperluan undang-undang atau peraturan, keperluan perakaunan atau melindungi hak kami. Tertakluk kepada perkara di atas, data peribadi anda akan dilupuskan dan dipadamkan sepenuhnya daripada sistem KKB Group dengan cara yang betul dan selamat.

ARTIKEL 9: HAK DAN TANGGUNGJAWAB ANDA

Anda adalah bertanggungjawab untuk: -

- (a) memberikan kami data peribadi anda mengikut permintaan kami untuk tujuan tersebut;
- (b) memastikan data peribadi anda yang diberikan kepada kami untuk tujuan tersebut adalah benar dan tepat; dan,
- (c) memaklumkan kepada kami tentang sebarang perubahan data peribadi anda yang telah anda berikan kepada kami untuk tujuan tersebut;

sebarang kegagalan akan menyebabkan gangguan kepada sebarang perhubungan undang-undang, kontrak atau komersial antara anda dan KKB Group.

Anda mempunyai hak untuk:-

- (a) membetulkan/mengemas kini data peribadi anda (**Borang PDP-A**);
- (b) akses data peribadi anda yang diproseskan oleh kami atau pemproses data kami (**Borang PDP- A**);
- (c) menarik balik kebenaran anda untuk kami memproses data peribadi anda pada bila-bila masa (**Borang PDP-B**); dan,
[Sila ambil perhatian bahawa sebarang penarikan balik kebenaran anda untuk kami memproses data peribadi anda boleh menyebabkan gangguan kepada sebarang perhubungan undang-undang, kontrak atau komersial antara anda dan KKB Group dan dalam hal ini, sementara kami menyimpan semua hak kami, anda akan bertanggungjawab secara peribadi untuk sebarang kerugian atau kerosakan daripadanya]
- (d) permintaan untuk penghantaran data peribadi anda kepada mana-mana orang atau pihak pilihan anda, tertakluk kepada kebolehlaksanaan teknikal dan keserasian format data.

Sekiranya anda mempunyai sebarang pertanyaan tentang hak dan tugas anda berkaitan Polisi ini, sila hubungi Pegawai Perlindungan Data kami: -

Alamat surat- menyurat : KKB Engineering Berhad
Lot 865, Section 66, Jalan Kilang
Bintawa Industrial Estate
93450 Kuching, Sarawak

Nombor Telefon:082 – 333 877

Nombor Faks : 082 – 331 15

E-mel : dpo@kkbeb.com.my

Jika kami tidak menerima sebarang pemberitahuan secara bertulis daripada anda mengenai data peribadi anda, kami akan menganggap bahawa semua data peribadi anda yang diberikan untuk tujuan tersebut adalah benar dan tepat dan kami diberikan kuasa sepenuhnya untuk memproses and terus memproses data peribadi anda untuk tujuan tersebut.

Kami berhak untuk melantik, membuang atau melantik semula mana-mana bilangan pegawai perlindungan data bagi tujuan pematuhan kepada mana-mana undang-undang terpakai yang mengawal perlindungan data peribadi.

ARTIKEL 10: BAHASA

Polisi ini hendaklah dalam kedua-dua Bahasa Malaysia dan Bahasa Inggeris dan sekiranya berlaku konflik atau tidak konsisten, versi Inggeris akan diguna pakai.

ARTIKEL 11: RESERVASI HAK KAMI

KKB Group berhak untuk meminda Polisi ini dengan menambah, memadam atau menggantikan Polisi ini atau mana-mana bahagiannya tanpa notis terlebih dahulu. Oleh demikian, anda dinasihatkan untuk menyemak Polisi ini dengan kerap sama ada dengan menghubungi kakitangan kami yang ditetapkan seperti yang dinyatakan di atas atau layari lama web rasmi kami di www.kkbeb.com.my.

*Polisi Privasi ini disemak dan diluluskan oleh MANCO pada **25 November 2025***

Rev. 3 (25.11.2025)



PERSONAL DATA ACCESS/CORRECTION REQUEST FORM

(Form PDP-A)

Please tick (✓) on one of the followings: -

- I am the data subject and I would like to access my personal data only.
(Please fill in Section 1 and Section 3 below)
- I am the data subject and I would like to access and correct my personal data.
(Please fill in Section 1 and Section 3 below)
- I am a third party requestor.
(Please fill in Section 2 and Section 3 below)

SECTION 1: TO BE FILLED IN BY DATA SUBJECT

Full Name	
Identification No. / Passport No.	
Mobile Phone No.	

SECTION 2: TO BE FILLED IN BY THIRD PARTY REQUESTOR

This request is based on (please tick (✓) on one of the followings):-

- I am acting under the Data Subject's authorisation/Power of Attorney
(Please attach duly signed letter of authorisation / duly stamped Power of Attorney / other relevant documents)
 - I am the legal/personal representative of the Data Subject.
(Please attach letter of representation / other relevant documents)
 - I am the executor/administrator of the Data Subject's estate.
(Please attach grant of probate / will / letter of administration / other relevant documents)
 - I have administrative/judicial order affecting the Data Subject.
(Please attach administrative/judicial order / other relevant documents)
 - Others *(please specify with supporting documents attached)*
-

A: Particulars of Data Subject	
Full Name	
Identification No. / Passport No.	
Mobile Phone No.	
B: Particulars of Third Party Requestor	
Full Name	
Identification No. / Passport No.	
Mobile Phone No.	
E-mail Address	
Correspondence Address	

SECTION 3: ACCESS/CORRECTION OF PERSONAL DATA

Please specify the personal data you would like to Access / Correct / Access & Correct (please circle):

DECLARATION	
<p>Declaration by Data Subject</p> <p>I, (IC No./Passport No.) do hereby solemnly declare that I am the person named in Section 1 and I am requesting to ACCESS / CORRECT / ACCESS & CORRECT my personal data. I confirm that the information herein is true and accurate. I have fully read, understand and consented to the terms and conditions of this request form. I undertake to defend hold harmless indemnify and keep KKB Group indemnified against any losses or damage suffered by KKB Group as a result of complying with my request herein.</p> <p>Signature: Date:</p>	<p>Declaration by Third Party Requestor</p> <p>I, (IC No./Passport No.) do hereby solemnly declare that I am the Third Party Requestor named in Section 2 and I am requesting to ACCESS / CORRECT / ACCESS & CORRECT the Data Subject's personal data. I confirm that the information herein is true and accurate. I have fully read, understand and consented to the terms and conditions of this request form. I undertake to defend hold harmless indemnify and keep KKB Group indemnified against any losses or damage suffered by KKB Group as a result of complying with my request herein.</p> <p>Signature: Date:</p>
FOR OFFICE USE ONLY	
<p><input type="checkbox"/> APPROVED</p> <p>Action Taken:</p> <p>Date of Action:</p> <p><u>ATTENDED BY</u> Name: Designation: Date:</p>	<p><input type="checkbox"/> NOT APPROVED</p> <p>Reason:</p> <p>Action Taken:</p> <p><u>ATTENDED BY</u> Name: Designation: Date:</p>

Terms and Conditions: -

- KKB Group reserve all rights under the Personal Data Protection Act 2010 and all other written law, including but not limited to the right to refuse this request.
- KKB Group shall have all the rights to verify the request including all the information and document provided herein.
- The request may not be processed if the information/document provided is incomplete.
- The request must be supported by relevant proof.
- Data Subject means the person whose personal data is processed by KKB Group in accordance to KKB Group's Privacy Policy.
- Third Party Requestor refers to any other person or entity not being the Data Subject.
- KKB Group shall respond to the request within fourteen (14) working days from the date of submission of request subject to the completeness of documents furnished and the payment of processing fee (the amount of which shall be at KKB Group's sole discretion but shall not exceeding RM10.00 per request/action)
- Please complete this form using CAPITAL LETTERS only.

PERSONAL DATA WITHDRAWAL OF CONSENT REQUEST FORM

(Form PDP-B)

Please tick (✓) on one of the followings: -

- I am the data subject.
(Please fill in Section 1 and Section 3 below)

- I am a third party requestor.
(Please fill in Section 2 and Section 3 below)

SECTION 1: TO BE FILLED IN BY DATA SUBJECT

Full Name	
Identification No. / Passport No.	
Mobile Phone No.	

SECTION 2: TO BE FILLED IN BY THIRD PARTY REQUESTOR

This request is based on (please tick (✓) on one of the followings):-

- I am acting under the Data Subject's authorisation/Power of Attorney
(Please attach duly signed letter of authorisation / duly stamped Power of Attorney / other relevant documents)

- I am the legal/personal representative of the Data Subject.
(Please attach letter of representation / other relevant documents)

- I am the executor/administrator of the Date Subject's estate.
(Please attach grant of probate / will / letter of administration / other relevant documents)

- I have administrative/judicial order affecting the Data Subject.
(Please attach administrative/judicial order / other relevant documents)

- Others *(please specify with supporting documents attached)*

A: Particulars of Data Subject

Full Name	
Identification No. / Passport No.	
Mobile Phone No.	

B: Particulars of Third Party Requestor

Full Name	
Identification No. / Passport No.	
Mobile Phone No.	
E-mail Address	
Correspondence Address	

SECTION 3: PERSONAL DATA FOR WHICH CONSENT IS TO BE WITHDRAWN

I hereby withdraw my consent for KKB Group to process (please tick (✓) on one of the followings):-

- all my personal data in KKB Group's possession *(please explain)*

- such portion of my personal data in KKB Group's possession *(please specify and explain)*

DECLARATION	
<p>By Data Subject</p> <p>I, (IC No./Passport No.) do hereby solemnly declare that I am the person named in Section 1 and I am withdrawing my consent to KKB Group to process my personal data. I confirm that the information herein is true and accurate. I have fully read, understand and consented to the terms and conditions of this request form. I undertake to defend hold harmless indemnify and keep KKB Group indemnified against any losses or damage suffered by KKB Group as a result of complying with my request herein.</p> <p>Signature: Date:</p>	<p>By Third Party Requestor</p> <p>I, (IC No./Passport No.) do hereby solemnly declare that I am the Third Party Requestor named in Section 2 and I am withdrawing the Data Subject's consent to KKB Group to process the Data Subject's personal data. I confirm that the information herein is true and accurate. I have fully read, understand and consented to the terms and conditions of this request form. I undertake to defend hold harmless indemnify and keep KKB Group indemnified against any losses or damage suffered by KKB Group as a result of complying with my request herein.</p> <p>Signature: Date:</p>
FOR OFFICE USE ONLY	
<p><input type="checkbox"/> APPROVED</p> <p>Action Taken:</p> <p>Date of Action:</p> <p><u>ATTENDED BY</u> Name: Designation: Date:</p>	<p><input type="checkbox"/> NOT APPROVED</p> <p>Reason:</p> <p>Action Taken:</p> <p><u>ATTENDED BY</u> Name: Designation: Date:</p>

Terms and Conditions: -

- KKB Group reserve all rights under the Personal Data Protection Act 2010 and all other written law, including but not limited to the right to refuse this request.
- KKB Group shall have all the rights to verify the request including all the information and document provided herein.
- The request may not be processed if the information/document provided is incomplete.
- The request must be supported by relevant proof.
- Data Subject means the person whose personal data is processed by KKB Group in accordance to KKB Group's Privacy Policy.
- Third Party Requestor refers to any other person or entity not being the Data Subject.
- KKB Group shall respond to the request within fourteen (14) working days from the date of submission of request subject to the completeness of documents furnished and the payment of processing fee (the amount of which shall be at KKB Group's sole discretion but shall not exceeding RM10.00 per request/action)
- Please complete this form using CAPITAL LETTERS only.