

CUSTOMER INPUTS CREATION FORM
PETRONAS TECHNICAL TRAINING SDN BHD

REFERENCE NO	CUSTOMER NO (LEAVE BLANK)	REQUEST DATE

COMPANY DETAILS			
Registered Company/Business Name			
Address <i>(Please state the correct address for invoicing purposes)</i>			
Ship to location /Address is within any Free Zone	<input type="checkbox"/> yes	<input type="checkbox"/> No	
The address is a licensed warehouse under the Customs Act (public or private bonded warehouse.) <i>If yes, kindly provide the warehouse license under S.65 of Customs Act 1967.</i>	<input type="checkbox"/> yes	<input type="checkbox"/> No	
Company Registration No.		Reg. Date	
General Line No.		Fax No.	
SST ID No. <i>(Please indicate if the company does not require to be registered under the SST)</i>		Date SST Reg.	
Taxable Period Category	1 month / 3 months / 6 months		
Business Unit/Type of Business			
Company HR/Training Contact Person			
Telephone No.		Email Address	
Company Finance Contact Person			
Telephone No.		Email Address	
Official Stamp of Organization			

(FOR INTERNAL USE ONLY)

LINE DEPARTMENT:

	REQUESTED BY	REVIEWED BY	APPROVED BY
Signature:			
Name:			
Designation:			

FINANCE & ACCOUNTS DEPARTMENT USE ONLY:

	RECEIVED BY	REVIEWED BY	APPROVED BY
Signature:			
Name:			
Designation:			



KNOW YOUR COUNTERPARTY SELF DECLARATION QUESTIONNAIRE (KYC SELF-DECLARATION QUESTIONNAIRE FOR CUSTOMERS)

PETRONAS is committed to the highest standards of integrity, openness and accountability in the conduct of the group's business and operations. PETRONAS seeks to conduct its affairs in an ethical, responsible and transparent manner. The PETRONAS Code of Conduct and Business Ethics ("CoBE") sets out PETRONAS' core principles and detailed policy statements on the standards of behaviour and ethical conduct including with respect to ethics and integrity, competition, sanction, export control and data privacy.

As part of our commitment, PETRONAS expects its customers to comply with all applicable laws and the relevant parts of the CoBE. The PETRONAS Code of Conduct and Business Ethics is available at <https://www.petronas.com/sustainability/governance-and-ethics>.

Please complete the following questionnaire, using additional pages where necessary, and return a scanned, signed copy to the PETRONAS focal person in charge. If you subsequently learn that any of the information provided below is incorrect or incomplete, please correct or complete it (as applicable) and notify us as soon as possible.

The information provided will be evaluated by PETRONAS and will be kept confidential unless disclosure is ordered by the authorities.

SECTION A

1. COMPANY INFORMATION

Registered Company Name (Full Legal Name)			
Other Name (Any previous Legal Name/ Trading Names)			
Registration Number			
Country of Incorporation		Date of Incorporation (dd/mm/yyyy)	
Corporate Status (Private Limited, Limited, Partnership Listed, etc.)			
Nature and Line of Business (Please state your core industry and main activity e.g. Core Industry - Oil & Gas, Main activity - Trading) Please provide a copy of the Company's annual report or other publications describing the Company's activities.			
Registered Address			
Business Address			
Telephone Number			

2. Shareholders

Please outline the ownership structure of the Company up to and including the Ultimate Beneficial Owner or provide an ownership structure diagram if easier. This should identify all levels of ownership beginning with counterparty and include all intermediary owners up to any natural persons. Please provide the information as in the table below with respect to each of the companies/individuals identified in the ownership structure.

Full Legal Name (Individual/ Company)	Nationality/ Jurisdiction	Registration Number/ Passport Number	Address	% of Shares	Date of Birth (if applicable)
1.					
2.					
3.					

3. Board of Directors

Please list all members of the board of directors/ partners or equivalent senior officers for other company structures. Full Legal names must be used. Please additionally include name in Local Language (e.g. Mandarin) if applicable.

Full Legal Name	Nationality/ Jurisdiction	Position (Independent Director/ Non- Independent Director)	Address	Date of Birth
1.				
2.				
3.				

SECTION B (For INSTEP Use)

NOTICE OF DISCLOSURE

Applicable Laws relating to regulation of the Processing of Personal Data and matters connected thereto (“Data Protection Law”)

Pursuant to the requirement of Data Protection Law we hereby wish to give this notice and seek your consent on the processing of your personal data as well as to give an assurance of our commitment to ensure that your data is securely processed, kept and not used or disclosed for any other purpose than the commercial dealings we have with you, including our Group of Companies. The contact to whom written requests for access to personal data or correction and/or deletion of personal data or for information regarding policies and procedures and types of personal data handled by us can be made to the following:

Name : Sunadia Jaafar
 Telephone Number : 09-668 6026
 Email Address : sunadia_jaafar@petronas.com

SECTION C

CERTIFICATION

By signing this document, the undersigned, being duly authorised to complete this questionnaire, hereby certify the following:

- (i) declares that the Company or its shareholders or directors are not the target or subjects of any sanctions;
- (ii) have not been engaging in any conduct/activity that would result in breach of any sanctions or becoming a target or subject of any sanctions;
- (iii) have not been the subject of any convictions or prosecutions or is the subject of any pending investigations by a public authority, in relation to bribery or corruption or money laundering regulations;
- (iv) declares that he/she has, or has obtained from the relevant authority within the Company, the proper mandate and authority to disclose such information;
- (v) consents to the processing of such information for the purpose described in the Notice of Disclosure;
- (vi) acknowledges that the processing of such information may be conducted by a third party on behalf of PETRONAS which may occur in another country than the country of disclosure; and
- (vii) represents that the information provided in this document is, to the best of his/her knowledge is accurate, current and complete as of the date of disclosure.

For and on behalf of (*INSERT COMPANY NAME*)

Signed by the authorised representative of the Company:

Signature

Date

Name:

Designation:

Company Stamp :