

# New Vendor Registration with INNITY

Date			
<b>Company's Particulars</b>			
Name of Company		Business/ Company Registration Nos.	
Address		Payment Address	
Telephone No.		Email	
Contact Person		Contact Person's Phone No.	
Type of Corporation (Please tick where appropriate)	<input type="radio"/> Private Ltd Co. <input type="radio"/> Public Ltd Co. <input type="radio"/> Partnership <input type="radio"/> Sole Proprietor <input type="radio"/> Others - _____		
Date & Place of Incorporation	Date: _____ Place: _____		
Date of Commencement of Business Operations	Date: _____		
<b>Principal Business/ Description</b>			
Description of The Business/ Services	_____ _____ _____		
<b>Banking Information</b>			
Bank		Account Number	

Does your company have any bank account/subsidiary/headquarters situated in DPRK (North Korea), Iran, Syria, Cuba, Crimea Region Or Israel (Malaysia Country-Specific Sanctions)  
YES / NO

We, the undersigned hereby declare to the best of our knowledge and belief that the particulars furnished under this application are true and accurate. We also authorize Innity SDN BHD and its representatives to undertake further investigation if so desired. We also agree that any incorrect information stipulated in this form may render our registration invalid.

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Designation: \_\_\_\_\_  
 Date: \_\_\_\_\_

Company Stamp: \_\_\_\_\_

# INNITY Code of Conduct & Related Party Declaration – for Vendors

INNITY and its companies operate in many markets and countries throughout the region. In all instances, we respect national laws and any other laws with an international reach, such as the UK Bribery Act, the US Foreign Corrupt Practices Act and the UK Modern Slavery Act, where relevant, and industry codes of conduct. We are committed to acting ethically in all aspects of our business and to maintaining the highest standards of honesty and integrity.

We expect and require all our business partners, including vendors to have the same commitment to ethical behavior and therefore ask you to confirm your agreement with our Code of Conduct (in the first column) as amended where necessary for non-INNITY entities (in the second column).

We expect all our vendors to use appropriate systems to facilitate and monitor compliance with these standards and adherence to local and applicable international laws.

We expect our vendors to demonstrate their commitment to the principles of this code and to have an on-going process of risk management to identify the environmental, health and safety, and labor practices and ethics risks associated with the vendors' operations.

Vendors should encourage staff to report concerns without fear of threat or reprisal. Vendors should take appropriate action as required.

Vendors should put in place equivalent standards to this Code for their own Supply Chain.

<b>INNITY's Code</b>	<b>What INNITY expects from its vendors</b>
We, the officers and employees of all companies in the INNITY Group ("the Group"), recognise our obligations to all who have a stake in our success including shareholders, clients, employees, directors and vendors.	You confirm that you recognise our obligations and will not act detrimentally to these obligations.
Information about our business shall be communicated clearly and accurately in a non-discriminatory manner and in accordance with local regulations.	You confirm that you will treat information about the INNITY Group as described.
We select and promote our people on the basis of their qualifications and merit, without discrimination or concern for race, religion, national origin, colour, sex, sexual orientation, gender identity or expression, age or disability.	You confirm that you have equivalent policies in your organization.

<p>We believe that a workplace should be safe and civilised and that employment must be freely chosen; we will not tolerate sexual harassment, discrimination or offensive behaviour of any kind, which includes the persistent demeaning of individuals through words or actions, the display or distribution of offensive material, or the use or possession of weapons on INNITY or client premises.</p>	<p>You confirm that you have equivalent policies in your organization and for your supply chain, and that you will respect our workplace and people as described. In particular:</p> <ul style="list-style-type: none"> <li>• Employment must be freely chosen; forced or bonded labour or any other form of modern slavery must not be used;</li> <li>• Workers must not be forced to submit passports or government issued identities as a condition of employment; <ul style="list-style-type: none"> <li>• Child labour is not to be used;</li> </ul> </li> <li>• Compensation paid to workers must comply with all applicable wage laws; <ul style="list-style-type: none"> <li>• Work weeks are not to exceed the maximum set by local law;</li> </ul> </li> <li>• There is to be no inhumane treatment of workers including sexual harassment, sexual abuse, corporal punishment, physical coercion or verbal abuse;</li> <li>• INNITY expects its suppliers to create and foster safe working conditions for all workers;</li> <li>• Worker exposure to physical hazards must be eliminated wherever possible, or, if not, must be controlled;</li> <li>• Vendors must have adequate procedures in place to handle emergencies that may affect workers; and <ul style="list-style-type: none"> <li>• Systems must be in place to manage, track and report occupational injuries and illness.</li> </ul> </li> </ul>
<p>We will not condone the use, possession or distribution of illegal drugs, or our people reporting for work under the influence of drugs or alcohol.</p>	<p>You confirm that you have equivalent policies in your organization and that you will respect our workplace and people as described.</p>
<p>We will treat all information relating to the Group's business, or to its clients, as confidential. In particular, "insider trading" is expressly prohibited and confidential information must not be used for personal gain.</p>	<p>You confirm that you agree to our policy in respect of our information.</p>
<p>We are committed to protecting consumer, client and employee data in accordance with national laws and industry codes.</p>	<p>You confirm that you have equivalent commitments in your organization that cover all information from and relating to our business and that of our partners in that business.</p>
<p>We will not knowingly create work which contains statements, suggestions or images offensive to general public decency and will give appropriate consideration to the impact of our work on minority segments of the population, whether that minority be by race, religion, national origin, colour, sex, sexual orientation, gender identity or expression, age or disability.</p>	<p>Wherever relevant, you confirm that you have equivalent standards for your work.</p>

<p>We will not undertake work which is intended or designed to mislead, including in relation to social, environmental, and human rights issues.</p>	<p>Wherever relevant, you confirm that you have equivalent standards for your work.</p>
<p>We will consider the potential for clients or work to damage the Group's reputation prior to taking them on. This includes reputational damage from association with clients that participate in activities that contribute to the abuse of human rights.</p>	<p>This relates only to members of the INNITY Group.</p>
<p>We will not for personal or family gain directly or indirectly engage in any activity which competes with companies within the Group or with our obligations to any such company.</p>	<p>This relates only to members of the INNITY Group.</p>
<p>We will not give, offer or accept bribes, whether in cash or otherwise, to or from any third party, including but not restricted to government officials, clients and brokers or their representatives. We will collectively ensure that all staff understand this policy through training, communication and by example.</p>	<p>This applies directly to you.</p>
<p>We will not offer any items of personal inducement to secure business. This is not intended to prohibit appropriate entertainment or the making of occasional gifts of minor value unless the client has a policy which restricts this.</p>	<p>This applies directly to you.</p>
<p>We will not accept for our personal benefit goods or services of more than nominal value from suppliers, potential suppliers or other third parties</p>	<p>This applies directly to you.</p>
<p>We will not have any personal or family conflicts of interest within our businesses or with our suppliers or other third parties with whom we do business.</p>	<p>You should have equivalent policies in your organization.</p>
<p>No corporate contributions of any kind, including the provision of services or materials for less than the market value, may be made to politicians, political parties or action committees, without the prior written approval of the INNITY Board.</p>	<p>You should have your own policy regarding such contributions, together with appropriate authorisation procedures.</p>
<p>We will continue to strive to make a positive contribution to society and the environment by: maintaining high standards of marketing ethics; respecting human rights in our business, supply chain and through our client work; respecting the environment; supporting community organizations; supporting employee development; and managing significant sustainability risks in our supply chain. Our Sustainability Policy and Human Rights Policy Statement provide more detail about our commitments in these areas.</p>	<p>You should have equivalent policies in your organization. In particular:</p> <ul style="list-style-type: none"> <li>• Vendors must comply with the requirements of the national laws and any other laws with an international reach, such as the UK Bribery Act, the US Foreign Corrupt Practices Act and the UK Modern Slavery Act, where relevant, and industry codes of conduct.</li> <li>• Vendors must obtain all relevant environmental authorisations, including for waste and emissions;</li> <li>• Vendors must endeavor to prevent pollution by</li> </ul>

implementing conservation measures in their facilities and processes, by recycling, reusing and substituting materials.

## Code of Conduct Declaration:

We confirm that we adhere to the INNITY Code of Conduct as amended for our organization. If we become aware of any breaches, particularly in respect of bribery or inappropriate gifts or services to or from your organization or any other third party, or in respect of other matters that could harm INNITY's reputation directly or by association, we will inform you immediately.

Name .....

Signature .....

Position ..... Date .....

Organization Name .....

# Related Parties / Conflict of Interest Declaration (By Vendor)

To Whom it may concern:

To the best of our knowledge and belief, we hereby confirm that:

There is not any related party relationship between [REDACTED] ("**Vendor Party**") and INNITY which may lead to situations in which there is, or there may be a perception of, a conflict of interest between INNITY Group and Vendor Party, including but not limited to the below situations:

<i>Related party scenarios</i>	<i>Yes</i>	<i>No</i>
Vendor Party has <b>control</b> or <b>joint control</b> (including direct or indirect ownership of a majority of shares or voting rights) over INNITY Group		
Vendor Party can exercise significant influence over procurement, client, financial and/or reporting decisions of INNITY Group		
Vendor Party is a member of the <b>key management personnel</b> (including directors) of INNITY Group		
INNITY Group's employees with influence in or control over the vendor party		

All "yes" answers above are set out in the table below:

	<i>Full name of Vendor Party</i>	<i>Role at/relationship with Vendor</i>	<i>Full name of interested party at INNITY</i>	<i>Nature/details of interest</i>
<b>1</b>				
<b>2</b>				
<b>3</b>				
<b>4</b>				
<b>5</b>				

Definitions

"**Vendor Party**" means:

- (a) the Vendor; or
- (b) any director, employee, agent or sub-contractor of the Vendor; or
- (c) any close family member of a director, employee, agent or sub-contractor of the vendor

"**Control**" is the power to govern the financial and operating practices of INNITY Group so as to obtain benefits from its activities.

"**Key management personnel**" are those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any director (whether executive or otherwise) of INNITY Group.

Name ..... Signature .....

Position ..... Date .....

## **ANTI-BRIBERY AND CORRUPTION 'DECLARATION FORM**

I/ Our company \_\_\_\_\_ bearing the company registration number, I/c No. \_\_\_\_\_ (hereinafter referred as 'The Vendor'/ 'The Client'/ 'The Contractor' ) who intend to / has entered into business transaction(s) or any form of relationship with INNITY GROUP and / or its subsidiaries

Declare that:

1. we and every natural person, company or other entity (collectively, a "Person") acting on behalf of us (i) are familiar with, (ii) understand, and (iii) have not violated any of the applicable anti-bribery and anti-corruption laws and regulations and other similar anti-corruption laws and regulations applicable to other jurisdictions where we or every Person acting on behalf of us will provide services under the Agreement or do anything in connection with the Agreement (hereinafter collectively referred to as the "Anti-Corruption Laws");

2. we and every Person acting on behalf of us have not been convicted or investigated by law enforcement or other competent agencies for violations of the Anti-Corruption Laws, Section 17A of the MACC Act and any applicable laws and regulations relating to Anti-bribery, fraud and corruption;

3. we shall, and shall ensure that every Person acting on behalf of us shall, comply fully with all the Anti-Corruption Laws;

4. in connection with our obligations under the Agreement, we shall not, and shall ensure that every Person acting on behalf of us shall not,

(1) give, offer or promise to give anything of value, including but not limited to, any cash, meal, gift, entertainment, political contribution, or travel (collectively, "Gifts"), directly or indirectly, to any government or public official, any director, officer or employee of a government-owned or state-owned entity, or any political party or party official, any political candidate, or any official of a public international organization (collectively, the "public officials"), or to any of their respective agents, representatives, family members or other relatives, for the purpose of obtaining, retaining or developing business by (a) influencing any act or decision by the public officials, or (b) inducing the public officials to do or omit to do any action in violation of the public officials' lawful duty, or (c) securing any improper advantage, or

(2) authorize any Person to give, offer or promise to give the Gifts to any other Person with the knowledge or firm belief that all or a portion of the Gifts will be given, offered, or promised to give, directly or indirectly, to the public officials for any of the purposes described in (1) above;

5. we shall, and shall ensure that every Person acting on behalf of us shall, prepare and maintain accurate books, records and accounts necessary to demonstrate its compliance with the Anti-Corruption Laws [and with the Policy];

6. we shall, and shall ensure that every Person acting on behalf of us shall, execute written certifications and provide you with information and materials reasonably requested by you in order for you to examine whether we or such Person is in compliance with the Anti-Corruption Laws [and with the Policy];

7. if we or every Person acting on behalf of us is reasonably determined by you to be in breach of the Anti-Corruption Laws, the Agreement may be terminated by you upon written notice to us with immediate effect without you being subject to any liability to us or any other Person;

8. we shall indemnify and hold harmless you from and against any and all liabilities, losses, fines, costs, or other damages resulting from or arising out of any breach by us or every Person acting on behalf of us of the Anti-Corruption Laws; and

9. in case that we retain any agent, sub-agent, representative, consultant, sub-contractor, or other Person (the "Sub-contractors") to assist in the carrying out, or to make them to carry out on behalf of us upon your prior written consent, we shall cause the Sub-contractors owe the same duties as owed by us hereunder.

10. I/We have read, understood and agree to abide by the INNITY GROUP Anti Bribery & Corruption Policy, (copy of the policy made available at <https://www.innity.com/board-charter#anti-bribery>) and to report any suspected breach or incident to the Whistle-Blower Channel (found in <https://www.innity.com/board-charter#whistle-blowing>) immediately.

Yours Faithfully,

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Name: \_\_\_\_\_

Company Stamp:

Position: \_\_\_\_\_

NRIC/ Passport Number: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Date: \_\_\_\_\_



# ANTI-BRIBERY, CORRUPTION AND CONFLICT OF INTEREST QUESTIONNAIRES

- 1) Within the last three (3) years, did any of your directors, owners, shareholders, partners, senior management, employees or yourself, ever been found investigated/charged with any offense including bribery or corruption cases?

Yes

No

If yes, Please provide details:

- 2) Does your company ever been suspended or debarred from doing business in any capacity as a result of fraud, misrepresentation, corruption, bribery, money laundering or any other related activities in any jurisdiction?

Yes

No

If yes, Please provide details:

- 3) Does your company require you to pay money or give anything of value to a Government or public official in order to retain business or obtain an improper advantage in any jurisdiction?

Yes

No

If yes, Please provide details:

- 4) Is any of your directors, owners, shareholders, director, partners or other key personnel a government official?

Yes

No

If yes, Please provide details:

- 5) Is any of your family members or family members of your directors, owners, shareholders, partners or other key personnel hold a position in the Innity Group of companies?

Yes

No

If yes, Please provide details:

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The undersigned, who is duly authorized and has full legal capacity to complete this Questionnaire on behalf of the Company, hereby certifies the matters set forth in this Questionnaire, signs and certifies this document as follows;

- a) To the best of my knowledge, all information set forth in this questionnaire is accurate
- b) I acknowledge and understand that the provision of false or misleading information may result in suspension or revocation or termination of any existing or future contract/engagement between the company/stakeholder and Innity Group.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_