

## **Notice Pursuant to Personal Data Protection Act 2010**

Metrogen Sdn Bhd, its subsidiaries and related corporations (hereinafter referred to as "**our**", "**us**" or "**we**") hereby would like to notify you, as our valued customers or potential customers that this notice ("**Notice**") is given pursuant to the Personal Data Protection Act 2010 and regulations, standards and policies made thereunder (hereinafter referred to as the "**Act**"). The Act is enacted to regulate the processing and collection of personal data in commercial transactions and to provide for matters connected thereto. For the purpose of this Notice, the terms "personal data" and "processing" shall have the same meaning as prescribed in the Act. The nature of your relationship with use falls within the meaning "commercial transactions" as envisaged under the Act.

We wish to inform you that your personal data is being processed by us, Metrogen Sdn Bhd or on our behalf. In regards to this, we may process your personal data such as your name, identity card number or passport number, gender, postal address, email address, telephone and fax numbers, race, date of birth, nationality, marital status, occupation, age, income, title/salutation, property details, loan details, introducer's details, lifestyle data, CCTV images and footages, photographs, recent travel history and other relevant personal data for the Purposes as prescribed below.

Please note that you are required to supply us with the details marked or specified as compulsory in our forms (collectively, "**compulsory personal data**"). If you fail to supply us with such compulsory personal data, we may refuse to process your personal data for any of the Purposes (as set out below). This may result in us being unable to provide you with the services and/or products requested for.

Your personal data is being or is to be collected and processed by us for the following purposes (where relevant):

- a) to facilitate your sales transaction including without limitation to preparation of the relevant sales documents and customers' administration;
- b) to ensure the performance by you of your pre-contractual and contractual obligations to us;
- c) to conduct background checks and credit reference checks and verifying your credit worthiness, where necessary;
- d) to verify and carry out financial transactions in relation to payments made by or to you and administering and processing any payments related to products and/or services requested or provided by you;
- e) reporting to relevant regulatory authorities;
- f) to continuously communicate with you including but not limited to providing goods, extending our services and responding to all your enquiries;
- g) to conduct internal activities (e.g. sales reporting, analysis etc.), market surveys, statistical and trend analysis including for research and development;
- h) dealing with administration, billing, complaints and any other purposes relating to your property;
- i) to allow you access any online platforms or sites owned, operated or managed by us or on our behalf ("**Platform**");
- j) to publish photographs, images or video footages of you, which are captured during our participation in any or our events (whether with or without your name), on the Platform or other social media or at our premise;
- k) to verify and record your personal particulars including comparing it with information from other sources and using the information to communicate with you;
- l) to provide you with information on our company, and business partners' products and services unless you have otherwise notified us that you do not wish for us to process your data for such purpose;
- m) to comply with any order of court or directive from authorities investigating any alleged offence, misdeed and/or abuse or enforce any of the terms in the agreements between us, where such action is necessary to protect and defend our rights or property;
- n) to grant you access to any premises/facilities, including the premises/facilities owned, operated or managed by us or on our behalf;
- o) to protect your safety and wellbeing and that of other visitors/patrons to our premises;

- p) to comply with the requirements, instructions, orders or, directives issued by any governmental agencies or regulatory and statutory authorities, and enforcing our rights; and/or
- or
- q) for such other purposes related or ancillary to the foregoing. (hereinafter collectively referred to as the "**Purposes**")

Please note that your personal data is sourced by us from information you have provided us on that Platform, the forms submitted or completed by you or on your behalf (including without limitation sales forms, visitor/guest lists, inquiry forms or other online forms), when you visit our premises in person, CCTV recordings, cookies, communications between you and us, and all other information that you may provide us from time to time.

Your personal data may be disclosed to the Metrogen Property group of companies, our third party service providers; our business partners; joint management body, management corporation, residents'/owners' association or other body/entity formed or to be formed in relation to our development; our professional advisors; credit reporting agencies; your immediate family members and/or contact person (in case of emergency); our potential assignee, assignor, transferee, transferor, acquirer or acquiree in respect of our rights, interest and properties; such third party as requested for or authorised by you; safety and security personnel; third parties due to any corporate restricting exercise; governmental departments/agencies, regulatory and statutory bodies, health authorities/hospitals; and/or other third parties for any of the Purpose. In addition to the foregoing, your personal data may be disclosed to other places outside of Malaysia.

You have the right to request access to and correction of your personal data, or limit the processing of your personal data upon payment of a prescribed fee. However, this may result in us being unable to provide you with any of our service/products. You have the right to withdraw your consent which was previously given (whether in full or in part), subject to any applicable legal restrictions, contractual conditions and a reasonable duration of time for the withdrawal of consent to be effected by providing us with a notice in writing. If you withdraw your consent to any use of your personal data, we may not be in a position to continue to administer any existing contractual relationship, which in turn may result in the termination of any agreements with us. You may contact us with any enquiries or complaints in respect of your personal data in the manner set out below:

Designated contact person: Administration Officer  
Phone Number: +(603)-5032 8888 (Monday - Friday, 9:00 am to 5:30pm except public holidays and weekends)  
Email: sales@metrogen.com.my

If we are unable to comply with your data access request or a data correction request, we shall, by notice in writing, inform you of the reason therefor.

We request that you ensure the information provided to us is accurate, complete, and not misleading and that information is kept up to date in order for us to process your personal data in accordance with the above Purposes.

Any personal data of third parties provided by you in any occasion or mode of communication should be consented by the data owner and you agree that you have used your best endeavours in providing us with such information. We will do our best to protect your personal data and looking forward to giving you our best level of service.

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.

We may update and amend this Notice from time to time. We will notify you of any amendments to this Notice via notices on our Platform or other appropriate means. Any such amendments will be effective upon such notification. By continuing to engaging with us in respect of our products and/or services, accessing our Platform or Our premises and/or providing us with your services/products, after the issuance of such amendment notice, you will be considered as having agreed to this Notice (as amended and updated).