

Address: 138-3-5, Anson Cube, Jalan Anson,  
10400, Georgetown, Penang.

Website: [advancefa.com](http://advancefa.com)  
Enquiry: [hello@advancefa.com](mailto:hello@advancefa.com)  
Contact: 011-16461919

In compliance with the Personal Data Protection Act 2010, we would like to inform you that we, Advance Fin Advisory Sdn Bhd, our respective related corporations (as the term is defined in the Companies Act 2016), affiliates, (as the term is defined in the Personal Data Protection Act 2010) have or will collect, record, hold, store, use, disclose and/or process (collectively referred to as "Process") personal information about you in connection with your prospective appointment as agent or such other position ("Prospective Appointment") and / appointment as agent and such other position with us ("Appointment").

#### 1. Collection

In particular, we will Process partial, one, or all of the following categories of personal data of you, including but not limited to:

Main data	name, age, gender, date of birth, citizenship, nationality, race, identification card, passport details, qualifications, photographs or other images, and voice recordings;
Contact details	home address, home phone number and mobile number, email address, work address, work number, emergency contact details
Recruitment & organizational data	education and professional qualifications, work experience and previous employment details, Appointment screening test results, ex-employment details;
Education and backgrounds	information provided by previous employers through employee reference checks; background checks; professional & personal references; & such other written or verbal communications or documents delivered to us prior to & during the course of our contractual or pre-contractual dealings with you.
Others	any such information as we deem necessary or appropriate from time to time in connection with your Appointment and / or Prospective Appointment with us;

(collectively to be referred as "Personal Data").

In the event that you have disclosed to us any personal information and/or personal data (whether or not coming within the definition of Personal Data above) of another individual, you agree to collect or deemed to have obtained such individual's consent for the disclosure of such information and / or personal data as well as the Processing of the same in accordance with the terms of this notification ("Notification").

#### 2. Sources of Information

Your Personal Data will be obtained from the following sources, where applicable, or such other sources which we may see fit from time to time:

information and documentation provided / submitted by you in the Appointment application;  
from the screening tests which were undertaken by you for the Appointment's application;  
information which is publicly available or accessible from websites, telephonic communications, third party administrators;  
information provided by all relevant third party(ies) for the purpose of the Appointment.

As the accuracy of your Personal Data depends largely on the information you provide to us, you are required to inform us as soon as practicable if there are any errors, changes or updates to your Personal Data.

#### 3. Purpose

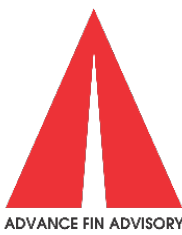
We will Process the Personal Data that you have provided to us for various purposes, including but not limited to:

Assess your suitability and qualification for the position opening.  
managing appointment and human resources management processes including amongst others, payroll, claims for reimbursement, human resource management, risk management, recruitment and internal / external audit;  
administering agent or employment-related benefits, entitlements, compensation, deductions and contributions;  
administration of medical services, performance reviews and evaluations / reevaluations;  
governing, monitoring and ensure compliance of governmental, authorities and certification bodies' requirements, in particular the requirements of Bank Negara Malaysia;  
workplace investigations and disciplinary proceedings; marketing activities (including market research & product launches); business contacts;  
access control (authorisation); verification and account management;  
safe-guarding the interest of the Company, workforce or the public against injury, theft, legal liability, fraud, abuse, and other misconduct;  
discharge the obligations imposed on the Company under applicable law, regulations, guidelines and/or relevant regulatory authorities; and  
such other purposes as we deem necessary or appropriate from time to time.

#### 4. Storage and Security

We store your Personal Data in hard and soft copy. Soft copy data is stored on, amongst others, the file server, e-mail server, personal computers, notebooks, tapes and compact disc. We may keep the Personal Data and that of other individuals that you provide to us for a reasonable period in accordance with legal requirements following the cessation of your Appointment with us. When we no longer need to use your information, we will remove it from our systems and records and/or take steps to properly anonymize it so that you can no longer be identified from it, unless we need to keep your information to comply with applicable legal or regulatory obligations or the Personal Data is required to carry out corporate tasks and achieve our business objectives.

There are security policies, safeguards and procedures in place including but not limited to the restrict access to your Personal Data to authorized personnel only. In any case, only personnel who have the "need to know" are permitted access. Nonetheless, there is no absolute security for any data transmission on the network.



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## 5. Transfer

We may transfer your Personal Data to the relevant parties for the Purposes as specified in this notification including to transfer to the locations outside of your home country. We provide appropriate protections for cross-border transfers as required by law for international data transfers, including information transferred to third parties. In this regard, you hereby acknowledge, agree and consent to the transfer of your Personal Data from your home country to the alternate country.

## 6. Providing Personal Data

It is obligatory for you to provide all of the categories of Personal Data which we request from you. In the event that you elect not to provide categories of Personal Data as listed in Clause 1 above, this may adversely affect your ability to enjoy and/or participate in the full benefits and entitlements which we provide to our agents or employees.

In relation to the Appointment, if you elect not to provide categories of Personal Data as in Clause 1 above, this may adversely affect our ability to assess your suitability and eligibility for the position.

## 7. Disclosure and Processing

Generally, we will not disclose your Personal Data to any third party unless you have notified us in writing that you consent to such disclosure. Therefore, if you envisage that any third party such as financial institutions will be contacting us to request for your Personal Data, you should notify us in advance and provide your written consent for us to disclose your Personal Data.

Nonetheless, it may be necessary for us to disclose your Personal Data: where required by any regulatory authority of competent jurisdiction and statutory bodies; to discharge any legal obligation imposed on us by law; for the medical benefit and prescription drug administrators and / or pension administrators; to organizations including professional service providers and relevant regulatory authorities whether within or outside Malaysia, in connection with the acquisition, disposition and / or intended acquisition or disposition of the Company's assets and / or of the Company itself whether directly or indirectly; to other third party service providers that Process Personal Data on behalf of the Company & its affiliates; to our partners & service providers, for the purpose of training & agent development & payroll software maintenance; and if we deem that such disclosure is necessary to prevent or mitigate a serious and imminent threat to your life or health or the life or health of another person.

Rest assured that only minimum information which we deem necessary will be disclosed and we will take all reasonable steps to ensure that such information is kept confidential. We strictly prohibit any selling trading or renting of your Personal Data.

## 8. Rights on Data

With respect to all of the above and subject to the extent as permitted by the law, you may request to: access your Personal Data that is stored by the Company; rectify, amend, or update any of your Personal Data that is inaccurate, incomplete or out-of-date; restrict the processing of your Personal Data as necessary for the fulfillment of the purposes for which it was collected; delete your Personal Data that is retained by us only as long as necessary for the fulfillment of the purposes for which it was collected; specify or explain our policies & procedures in relation to Personal Data & the categories of Personal Data processed by us; and withdraw, in full or part, your consent given previously, in each case subject to any applicable legal restrictions, contractual conditions and a reasonable time period as well as the consequences as mentioned above.

Please address all requests and / or questions or concerns which you may have regarding the subject matter and contents of this notification to [hello@advancefa.com](mailto:hello@advancefa.com) for further inquiries.

The Company reserves the right to update & amend this Notification or its Privacy Policy from time to time. The Company will notify you of any amendments to this Notification or its Privacy Policy via announcements on the Company's website or other appropriate means. If the Company amends this Notification or its Privacy Policy, the amendment will only apply to Personal Data collected after the Company has posted the revised Privacy Notice or Privacy Policy.

In the event of any inconsistencies or discrepancies between the other version, the English version shall prevail. Last updated on 26 May 2020.

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## ACKNOWLEDGMENT AND AGREEMENT

I hereby confirm my understanding of this Notification and my consent to the Processing of Personal Data in accordance with this Notification.