



**SINGLE BUYER**

**DEFAULT DECLARATION FORM**

The information in this Default Declaration Form is required, for Single Buyer to conduct our due diligence exercise due to the prospective business relationship or transaction with you. This is part of our effort to ensure that we are able to comply with the relevant laws.

As part of customer's due diligence, we require the information requested in this Default Declaration Form to understand the profile and activities of our customers.

Please complete all the parts. Any incomplete or unverified information may trigger us to make further queries or we may refuse to enter into any business relationship or transaction with you.

**PART A: CORPORATE DETAILS**

Name of entity

Type of entity  Company incorporated in Malaysia  Company incorporated outside Malaysia  Partnership  Sole proprietorship  Others

If others, please specify \_\_\_\_\_

Entity registration no.	<input type="text"/>
Date of establishment	<input type="text"/>
Place of establishment	<input type="text"/>
Industry (business type)	<input type="text"/>
Website Registered	<input type="text"/>
Address Business	<input type="text"/>
Address Office no.	<input type="text"/>
Fax no.	<input type="text"/>
Email address	<input type="text"/>

**PART B: DECLARATION OF ULTIMATE BENEFICIAL OWNERSHIP\***

Please provide a list of your beneficial owners who meets at least one of the following criteria<sup>1</sup>:

Ownership Criteria:

**Criteria 1:** the individual has interest, directly or indirectly, in not less than 20% of the shares of the company; or

**Criteria 2:** the individual holds, directly or indirectly, not less than 20% of the voting shares of the company.

Effective Control Criteria:

**Criteria 3:** the individual has the right to exercise ultimate effective control, whether formal or informal, over the company, or the directors or the management of the company;

**Criteria 4:** the individual has the right or power to directly or indirectly appoint or remove a director(s) who holds a majority of the voting rights at the meeting of directors; or

**Criteria 5:** the individual is a member of the company and, under an agreement with another member of the company, controls alone a majority of the voting rights in the company.

(in case the space provided is sufficient, please provide the information by attaching separate declaration forms)

Name	NRIC No./Passport No.	Relationship with company	Nationality	Criteria (please specify 1/2/3/4/5) <sup>2</sup>



**PART E: TERMS AND CONDITIONS**

Single Buyer may require you to provide further information or documentation, upon any such reasonable request, from time to time.

Single Buyer reserves the right to terminate our business relationship or transaction with you, in the event it is discovered that any information or document provided is false, inaccurate or misleading.

**Personal Data Protection:**

Single Buyer shall comply with the applicable laws on personal data protection including Personal Data Protection Act 2010 (PDPA 2010), in order to collect, use, process, record, hold, store, share and/or disclose any or all personal data related to the performance and obligations for the purpose of conducting the due diligence process.

By completing and signing this Default Declaration Form, you agree that we may share your personal data (currently or subsequently held) for the purpose of compliance with our audit requirements, regulatory requirements, legal obligations and contractual obligations in respect to our services herein.

Single Buyer shall implement adequate technical and organisational security measures to protect the personal data from any loss, misuse, modification, unauthorised or accidental access or alteration, disclosure or destruction of your personal data.

In the event that your company is not selected to engage in any business relationship with Single Buyer, Single Buyer may keep all documents submitted for a period of six (6) months for the purpose of considering your company's potential in other services. After the period ended and if there is no positive prospect to it, Single Buyer shall ensure that the said documents to be permanently deleted or permanently dispose from our records.

**PART F: CONFIRMATION**

The above information is true to the best of my/our knowledge, correct and accurate.

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

**NAME & SIGNATURE OF AUTHRISED PERSON**

**PART G: GENERAL INFORMATION**

**DEFINITION OF TERMS**

Close Associates <sup>4</sup>	Refers to any individual closely connected to a PEP, either socially or professionally. An individual who is closely connected to a PEP may include the PEP's: a) extended family members, such as relatives (biological and non-biological relationship); b) financially dependent individuals (i.e. persons salaried by the PEP such as drivers, bodyguards, secretaries); c) business partners or associates; d) prominent members of the same organisation as the PEP; e) individuals working closely with the PEP (i.e. work colleagues); or f) close friends.
Family Member <sup>5</sup>	Refers to individuals who are related to a PEP either directly (consanguinity) or through marriage. Family member of the PEP includes the PEP's: a) parents*; b) siblings*; c) spouse(s); d) child*; or e) spouse's parents*. * biological and non-biological relationship
Politically Exposed Person (PEP) <sup>6</sup>	Refers to: a) foreign PEPs – individuals who are or who have been entrusted with prominent public functions by a foreign country. For example, Heads of State or Government, senior politicians, senior government, judicial or military officials, senior executives of state owned corporations and important political party officials; b) domestic PEPs – individuals who are or have been entrusted domestically with prominent public functions. For example, Heads of State or Government, senior politicians, senior government, judiciary or military officials, senior executives of state owned corporations and important political party officials; or c) persons who are or have been entrusted with a prominent function by an international organisation which refers to members of senior management. For example, directors, deputy directors and members of the board or equivalent functions. The definition of PEPs is not intended to cover middle ranking or more junior individuals in the foregoing categories.
Ultimate Beneficial Owner (UBO) <sup>7</sup> :	Individual who meets at least one of the following criteria: Ownership Criteria: Criteria 1: the individual has interest, directly or indirectly, in not less than 20% of the shares of the company; or Criteria 2: the individual holds, directly or indirectly, not less than 20% of the voting shares of the company. Effective Control Criteria: Criteria 3: the individual has the right to exercise ultimate effective control, whether formal or informal, over the company, or the directors or the management of the company; Criteria 4: the individual has the right or power to directly or indirectly appoint or remove a director(s) who holds a majority of the voting rights at the meeting of directors; or Criteria 5: the individual is a member of the company and, under an agreement with another member of the company, controls alone a majority of the voting rights in the company.
Sanctions	Limitation of one country or a block/coalition of countries put on another country, and occasionally, on specific citizens or group of people in that country. In addition to sanction, certain countries also impose export and import control restrictions under their laws.

**ADDITIONAL NOTES**

\*The declaration made must be the name of an individual. If the ultimate beneficial shareholder/PEP/sanctioned person is an entity, please declare the name of the top management individual(s) of the entity.

\*Pursuant to the Electricity Supply Act 1990 and the Guidelines for Single Buyer Market (Peninsular Malaysia) 2018, any reference to Single Buyer in this Default Declaration Form shall also be interpreted as Tenaga Nasional Berhad.

**PART H: SUPPORTING DOCUMENTS**

**Please provide the following supporting documents**

No.	Types of Entity	Document(s) (Certified true copy)
1.	Company incorporated in Malaysia	<ul style="list-style-type: none"><li>• Certificate of incorporation or email printout from the Companies Commission of Malaysia confirming incorporation (Form 9).</li><li>• Certificate of incorporation on change of name (if any) or Application for Change of Name (if any) (Form 13).</li><li>• Return of Allotment of Shares (Form 24).</li><li>• Latest Register of Directors and Secretaries or Notification of change in the Register of Directors, Managers and Secretaries (Form 49).</li><li>• Constitution / M&amp;A (if any).</li><li>• Annual Report.</li></ul>
2.	Company incorporated outside Malaysia	Documents equivalent to the documents required for companies incorporated in Malaysia.
3.	Sole Proprietorships, Partnerships and Others	Business Registration Certificate (or equivalent).

**PART I: FOR OFFICE USE ONLY**

- All required information completed
- Receipt of all required documents in certified true copy form

**NAME AND SIGNATURE OF SINGLE BUYER OFFICER**

1 Section 2 Companies Act 2016 and SSM's Guideline for the Reporting Framework for Beneficial Ownership of Legal Persons

2 For Criteria 1/2, please specify the percentage of shares

3 The list of sanctions can be accessed from the following websites: MITI, KDN, BNM

4 BNM Anti-Money Laundering and Counter Financing of Terrorism (AML/CFT) – Designated Non-Financial Businesses and Professions (DNFBPs) & Other Non-Financial Sectors (Sector 5) Part A, Item 6, Page 7

5 Ibid, Page 8

6 Ibid, Page 11

7 Section 2 Companies Act 2016 and SSM's Guideline for the Reporting Framework for Beneficial Ownership of Legal Persons'