



## **BUSINESS PARTNER DUE DILIGENCE**

### **QUESTIONNAIRE**

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**Section A: Company Information**

1. Full Legal Company Name

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2. Country of Incorporation

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3. Date of Incorporation

.....

4. Registration Number

.....

5. Telephone Number

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6. Registered Address

.....

.....

7. Website Address

.....

8. Nature of the Company's Business

.....

9. Specific Industry

.....

10. Do you have a Parent Company? (***\*Please tick ✓ where applicable***)

Yes

No

If yes, please provide:

10.1 Parent Company Name and Registration Number

.....

10.2 Primary Business Address (if different from above)

.....

### 10.3 Phone Number

- 
11. List of Affiliates within the company's group (including Subsidiaries and Subsidiaries of Parent Company)
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*Note: Please use attachment if more than one Affiliate.*

12. Shareholders(s) and ultimate beneficial owners, including percentages held and jurisdiction/nationality of each shareholder and jurisdiction(s) of residence of each ultimate beneficial owner. (For publicly traded companies please provide details of shareholders which hold over 5%).

a. Name of Shareholder 1:

Nationality:

Percentage:

b. Name of Shareholder 2:

Nationality:

Percentage:

c. Name of Shareholder 3:

Nationality:

Percentage:

*Note: Please use attachment if more than 3 shareholders.*

13. Full name, nationality, identification number and date of birth of each current director.

a. Name of Director:

b. Identification Number:

c. Date of Birth:

a. Name of Director:

b. Identification Number:

c. Date of Birth:

a. Name of Director:

b. Identification Number:

c. Date of Birth:

14. Does the Company outsource or intend to outsource any of its services in relation to the proposed arrangement/transaction with Celcom Timur (Sabah) Sdn. Bhd.? If yes, please detail which services and to whom.

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15. Please specify the country or countries in which the Company each of its affiliates are based.

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16. What is the location of the bank account from which the Company intends to make/receive payments to/from Celcom Timur (Sabah) Sdn. Bhd.? Please confirm and provide details of the source of funds from the Company will make contractual payments to Celcom Timur (Sabah) Sdn. Bhd.

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## **Section B: Anti-Corruption**

1. Does the Company have:

a) A written Employee Code of Conduct?

- Yes
- No
- Not Sure

*If yes, please provide a copy.*

b) A written Anti-Corruption Policy:

- Yes
- No
- Not Sure

*If yes, please provide a copy.*

c) A policy and process for reporting bribery if discovered?

- Yes
- No
- Not Sure

*If yes, please provide a copy.*

2. Is the Company's Employee Code of Conduct or Anti-Corruption Policy published on your website? If yes, please provide the name of the Policies published on your website.

Yes

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No

3. Does the Company disseminate its policies (including Anti-Corruption) to its employees and Directors, and conducts regular compliance training?

- Yes
- No
- Not Sure

4. Does the Company have a system that allows employees to ask questions or report concerns regarding Ethical and Compliance matters? If yes, please provide details:  
 Yes (Please specify below):

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No

Not Sure

5. Has the Company (or any of its affiliates, shareholders, directors or employees) ever been the subject of any convictions or prosecutions, or is it the subject of any pending investigations by a public authority, in relation to bribery or corruption?  
 Yes (Please provide details below):

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No

Not Sure

6. Has the Company (or any of its affiliates, shareholders, directors or employees) ever made any public disclosures relating to bribery or corruption?  
 Yes (Please provide details below):

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No

Not Sure

7. In the last five years, has the Company sanctioned any employees or directors for violations related to bribery or corruption?  
 Yes (Please provide details below):

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No

Not Sure

8. Does the Company require its contractors, sub-contractors and other third parties to comply with its Ethics and Compliance Policies (including Anti-bribery and Anti-Corruption)? If yes, please provide details to what extent does the Company monitor the integrity of its third parties.

Yes

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No

Not Sure

9. Does the Company conduct periodic assessments of Ethical and Compliance risks (Anti-Corruption) if yes, please provide details?

Yes

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No

Not Sure

10. Has the Company (or any person or entity listed in this questionnaire) ever been debarred from competing for government contracts in any country? If yes, please provide details:

Yes

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No

Not Sure



## **Section C: Code of Conduct**

### **1. Business Integrity, Laws, Including Regulations and Other Legal Requirements**

You shall conduct business with integrity and be honest, fair and trustworthy in all business activities. You shall also comply with all applicable laws and regulations in all locations and jurisdiction where you conduct your business.

### **2. Policy on Corruption and Position on Conflict of Interest**

Celcom Timur (Sabah) Sdn. Bhd. expects you to conduct your business in accordance with the highest ethical standards. You shall never directly or indirectly offer a bribe or kickback in any form to Celcom Timur (Sabah) Sdn. Bhd.'s employees, their families or nominees, or engage in unethical or unacceptable business practices in order to obtain or maintain business with Celcom Timur (Sabah) Sdn. Bhd. You must report to Celcom Timur (Sabah) Sdn. Bhd. if any of our employees or business associates requests any such incentive. During a procurement, bid or evaluation process, you should not entertain our employees involved in the procurement, bid or evaluation process or their families by for example, providing hospitality to special events or other functions.

### **3. Conflict of Interest**

You are expected to report to Celcom Timur (Sabah) Sdn. Bhd. any situation that may appear as a conflict of interest and disclose to us if any of our employee or any professional under contract with us has an interest of any kind in your business or any kind of economic ties with you.

### **4. Money Laundering**

You shall comply with all applicable laws that prohibit money laundering and that require the reporting of cash or other suspicious transactions.

### **5. Applicability of the Code of Conduct**

This Section C: Code of Conduct shall apply to you including your approved sub-contractors and other entities acting on your behalf and their employees (including permanent, temporary, contract, agency and migrant workers). You including your approved sub-contractors shall make this Section C: Code of Conduct and other relevant information available to your respective employees in the native language(s) of the employees and supervisors.

### **6. Gifts and Gratuities**

You shall never directly or indirectly offer or provide gifts in any form, including cash or cash equivalents such as gift certificates or vouchers, or anything of value, loans, benefit, favours or advantage, goods or services, prizes (including vendor event

prizes), awards, food or liquor to Celcom Timur (Sabah) Sdn. Bhd.'s employees, their relatives or nominees.

You are also prohibited from directly or indirectly offering or provide gifts in any form, including cash or cash equivalents such as gift certificates or vouchers, or anything of value, loans, benefit or advantage, goods or services, prizes (including vendor event prizes), awards, food or liquor to any Celcom Timur (Sabah) Sdn. Bhd.'s customer or government official in connection with any Celcom Timur (Sabah) Sdn. Bhd.'s procurement, transaction or business dealing.

## **7. Soliciting Contributions and Hosting of Trips**

Our employees cannot solicit or be perceived to solicit any donation or contribution from you. You are not allowed to fund or be perceived to fund, or to offer or be perceived to offer any form of contribution to Celcom Timur (Sabah) Sdn. Bhd. recreational activities (for example: family day, retirement or "going-away" parties) including hosting educational or familiarisation trips abroad. However, where appropriate, you may be invited to participate as a non-paying guest of Celcom Timur (Sabah) Sdn. Bhd.

## **8. Sanctions**

A breach of this Section C: Code of Conduct may result in actions being invoked against you, in addition to any contractual or legal remedies. The actions applied will depend on the nature and seriousness of the breach and on the degree of commitment shown by you in breach to your obligations under this Section C: Code of Conduct. The range of actions available to be imposed on you includes but is not restricted to the following:

- formal warnings – that the continued non-compliance will lead to more severe actions; or
- immediate termination of contract, without recourse.

## **9. Speak Up Channel**

**Speeki** is a confidential and secure platform that enables anonymous reporting of any concerns or issues. This initiative reinforces our commitment to transparency, accountability, and maintaining the highest standards of integrity within our organisation. We encourage all employees and Business Partners to use this platform responsibly to uphold the integrity of our Company. The link to the whistleblowing platform/Integrity Hotline can be found in the CT Sabah Whistleblowing Policy, accessible on our website at [www.ctsabah.com.my](http://www.ctsabah.com.my) under the Policies tab. If you have any questions or need further assistance, please do not hesitate to email us at [whistleblowing@ctsabah.com.my](mailto:whistleblowing@ctsabah.com.my)

**Section D: Notice of Disclosure**

Pursuant to the enforcement of Personal Data Protection Act 2010, we hereby wish to give this notice and seek your consent on the processing of the personal data as well as to give an assurance of our commitment to ensure that the personal data is securely processed, kept and not used or disclosed for any other purpose than the commercial dealings we have with you (“the Purpose”).

For more information, you may read our Privacy Notice published on our official website, <https://www.ctsabah.com.my>.

**Section E: Certification**

By completing and signing this questionnaire, I hereby certify the following:

- I am a duly authorized representative of the Company described in Section A of the questionnaire;
- I had obtained consent and/or mandate to disclose such information from the relevant person and/or authority;
- I consent to the processing of such information for the Purpose described in the Notice of Disclosure;
- I acknowledge that the processing of such information may be conducted by a third party on behalf of Celcom Timur (Sabah) Sdn. Bhd. and may occur in another country than the country of disclosure;
- I represent that the information I have provided in this document, to the best of my knowledge is accurate, current and complete as of the date of disclosure;
- I am aware of, and agreed to be bound by, Celcom Timur (Sabah) Sdn. Bhd.’s Anti-Bribery and Anti-Corruption Policy as published on its official website, <https://www.ctsabah.com.my>; and
- I agree to the terms of the Code of Conduct in Section C of the questionnaire and warrant, undertake and represent to be bound by its terms.

For and on behalf of .....

(Company Registration No.:.....).

.....  
Name:  
Designation:  
Date:

Company Stamp: