

**Hong Leong Asset Management Berhad (“Company”) Unit Trust Consultant Privacy Policy
 (“Unit Trust Consultant Privacy Policy”)**

1. Unit Trust Consultant of the Company is required to supply the Company’s relevant department with data about themselves and their family members (together “Data”). Such Data is needed in connection with their engagement as Unit Trust Consultant and registration with Federation of Investment Managers Malaysia (“FiMM”) and all other services provided from time to time.
2. Additional Data may also be collected during the period of their engagement with the Company and through the provision and utilization of the services provided. Data may also be acquired from publicly available sources and from within the Hong Leong Group (as defined below).
3. Failure to supply such Data may prevent the Company from carrying out the purposes permitted in paragraph 4 below. The Company will not assume any liability in respect of incorrect Data provided by Unit Trust Consultant.
4. The purposes for which the Data may be used are as follows:
 - (a) human resource management;
 - (b) application for registration of Unit Trust Consultant and registration for Continuing Professional Education programmes;
 - (c) performing internal control, security, compliance, audit and risk management functions – including monitoring credit exposure and anti-money laundering regulatory reporting and monitoring;
 - (d) enforcement of the Unit Trust Consultant’ obligations to the Company under any engagement and/or agreements entered into by the parties, including without limitation, the collection of amounts outstanding from the Unit Trust Consultant;
 - (e) in the course of the Company’s business;
 - (f) operating appropriate internal control and security arrangements and procedures to protect the business operation of the Company;
 - (g) promoting products and services of the Company or any of its direct or indirect subsidiaries, associated companies, holding companies or any of its holding companies’ direct and indirect subsidiaries and associated companies (together “the Hong Leong Group”);
 - (h) meeting any legal, governmental or regulatory requirements; and any other purposes relating to the above.
5. Data held by the Company will be kept confidential but the Company may provide such Data to:
 - (a) the companies within the Hong Leong Group;
 - (b) any third party dealing with the Company in the course of the Company’s business;
 - (c) any agent, contractor, consultant, auditors, solicitors, advisor or third party service provider who provides professional legal and accounting advices, administrative, telecommunications, computer, data processing, analysis, outsourcing or other services to the Company;
 - (d) any other person under a duty of confidentiality to the Company;
 - (e) persons seeking references;
 - (f) any relevant authority as may be authorized by law to obtain such information or such authorities/agencies established by Bank Negara Malaysia, Securities Commission Malaysia or FiMM, any other party as may be authorised by law, any governmental and/or regulatory authority or any financial industry related association; and any other person(s) reasonably requiring the same in order for the Company to carry out the purposes permitted in paragraph 4 above.

The Company may disclose Data to any or all of the parties stated above and may do so notwithstanding the recipient’s place of business is outside Malaysia, or that such information following disclosure will be collected, held, processed or used by such recipient in whole or in part outside Malaysia.

6. Under and in accordance with the provisions of the Personal Data Protection Act 2010 (Act), any individual:
 - (a) has the right to check whether the Company holds data about him and the right of access to such data;
 - (b) has the right to require the Company to correct any data relating to him which is inaccurate; and
 - (c) has the right to ascertain the Company’s policies and practices in relation to data and to be informed of the type of personal data held by the Company.
7. The person to whom requests for access to data or correction of data or for information regarding policies and practices and type of data held are to be addressed is the Head, Agency of the Company.
8. If Unit Trust Consultant do not want to receive any direct marketing or follow up regarding products and special promotions from the Company and the Hong Leong Group, they should notify the Head, Agency in writing.

Changes to this Unit Trust Consultant Privacy Policy

Changes may from time to time be made to this Unit Trust Consultant Privacy Policy. We will notify you of changes via emails or other available media of communication.

Agent Initial	
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