



# CODE OF CONDUCT

— FOR VENDORS —

## FOREWORD

The Code of Conduct ("Code") contains policies and guidelines relating to standards and ethics that all vendors are expected to adhere to during the course of their work with TIME Group ("TIME"). It is designed to maintain discipline and order in the workplace among vendors across all levels. It also sets out the circumstances to which such vendor would be deemed to have breached the Code and the actions that can be taken against them if they fail to comply.

The specific procedures on the application of the policies referred to in the Code are aligned with TIME's policies and procedures.

TIME reserves the right to amend, delete or augment any provision in this Code as and when it deems necessary. All policy changes shall be approved by Head of Procurement.

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## 1.0 Business Integrity

### 1.1 Compliance with Laws and Internal Policies

All vendors and their representative(s) must conduct their business activities in full compliance with the applicable laws and regulations of their respective countries while conducting business with TIME. In addition to any specific obligations under the vendors' agreements with any of TIME's entities, the vendors shall comply with the applicable laws, rules and regulations of the jurisdictions in which they operate in and obtain all necessary licenses and permits to conduct the activities for which they have been contracted for by TIME.

The vendors and their representative(s) must also comply with relevant internal policies and procedures established by TIME.

### 1.2 Anti-Bribery

TIME will not tolerate any form of corruption or bribery and we expect our vendors to fully comply with all applicable anti-corruption laws.

Vendor shall not offer, give, promise, request, accept, or authorise any bribe, gift, fee, reward, advantage or anything of value directly or indirectly to any of TIME's employees, members of the Board of TIME, government officials and/or their family members, private parties or entities to obtain or retain business or favored treatment, to influence actions or to obtain an improper advantage for TIME or any third party, for example:

- To award more projects in the future in return for a biased performance evaluation
- To falsify records or overlook non-compliance and to obtain license approval
- To select an unqualified vendor as a panel or subvert purchasing/tendering process
- To provide substandard quality in return for closure of projects
- To obtain/leak private or confidential information on customers, tenders/quotations, projects or other matter related to TIME.

Vendors are reminded that under Section 17A of the Malaysian Anti-Corruption Commission Act 2009 (MACC Act 2009), a commercial organisation may be held liable if any person associated commits a corrupt act for the organisation's benefit or advantage.

Accordingly, vendors must take reasonable steps to implement and maintain "adequate procedures" to prevent bribery, in line with the Guidelines on Adequate Procedures issued by the Prime Minister's Department pursuant to Section 17A(5) of the MACC Act 2009 as far as they are applicable.

By signing and acknowledging the Code below, the vendors declare that they are aligned and in compliance to the MACC Act 2009, the applicable laws and TIME's corruption free requirement. The vendors shall be required to complete TIME's Anti-

Bribery and Corruption Declaration form (Appendix 1) as well as Know Your Counterparty (KYC) questionnaires.

### **1.3 Gifts and Entertainment**

Vendors and its representative(s) must not offer gifts or entertainment or other incentives to TIME's employee(s) or their family members, in order to obtain or retain the business, secure preferential treatment to influence TIME's business decision.

### **1.4 Press Release & Public Statement**

Vendors are not allowed to make or circulate any public statement on anything relating to the business or affairs of TIME.

### **1.5 Publications**

Unless stated otherwise, all information or material/content disclosed to the vendors or obtained by the vendors from TIME shall be confidential. The vendors must not publish TIME's confidential information. Vendors shall obtain TIME's prior permission in writing if it intends to publish any material/content owned by TIME.

Proper and clear citations and/or references of TIME shall be made should the vendors be allowed by TIME to publish any material/content owned by TIME. TIME may provide references to the vendors or its representative(s) upon the vendors' requests and on a case-to-case basis, subject to the sole discretion and the approval of TIME.

### **1.6 Conflict of Interest**

All vendors are required to exercise reasonable care and due diligence to avoid situations that could result in an actual or potential conflict of interest. TIME prohibits vendors from gaining improper advantage or preferential treatment in their relationship with TIME and/or its employees.

Vendors shall be required to complete TIME's Conflict of Interest Declaration Form (Appendix 2). A conflict of interest may arise where the vendor or its representative(s)' private interests influences, or may be seen to influence its actions, which includes but not limited to the following: -

- (a) vendors or its representative(s) having any professional, personal or family allegiance, bias, inclination, obligation or loyalty to TIME, its affiliates or any of its personnel;
- (b) vendors or its representative(s) having any financial interest in TIME, its subsidiaries or affiliates, nor to the best of its knowledge do any of its relatives; and
- (c) vendors or its representative(s) having any former TIME 's employee who currently hold any position as directors, shareholders or works in its company;

If at any point of time, a situation of actual, potential or perceived conflict of interest arises, the vendors shall forthwith inform TIME in writing and/or via TIME's Conflict of Interest Declaration Form (Appendix 2) of the circumstances as soon as they become aware of such situation

#### **1.7 Anti-competitive practice**

In compliance with all applicable laws, all vendors are prohibited from colluding, contracting, arranging, price fixing, making gentlemen's agreements or having concerted practices with its competitors of similar industry that have the purpose, effect or likely effect of substantially lessening competition in the market.

#### **1.8 Money Laundering**

Vendors shall firmly oppose to all forms of money laundering and shall only conduct business with partners involved in legitimate business activities with funds derived from legitimate sources. The vendors shall take reasonable steps to prevent and detect any illegal form of payments, and prevent their financial transactions from being used by others to launder money. Vendors must have controls in place to address and report suspicious transactions in line with the Anti-Money Laundering, Anti-Terrorism Financing and Proceeds of Unlawful Activities Act 2001 (AMLA) or other applicable laws and regulations in this regard.

#### **1.9 Trade Control**

Vendors whose line of work with TIME is impacted by trade control laws, are required to familiarize themselves and comply with such applicable laws and regulations particularly in relation to (but not limited to) import and export controls, such as trade barriers, import duties, sanctions and embargoes that apply to their business activities.

The vendors shall take all reasonable steps to ensure that no entity or person is involved in or unlawfully benefits from the vendors' business operations, including their supply chain, and to prevent involvement, in any transaction prohibited by applicable sanctions and export control laws and regulations. The vendors are required to declare and complete the due diligence questionnaires in the form of KYC questionnaires.

#### **1.10 Dealing with Public or Government Officials and Politically Exposed Persons (PEP)**

TIME is committed to the highest standard of integrity and strives to build transparent and fair relationships with Public or Government Officials (including regulators) and PEP. PEP is defined as a person entrusted with a local or foreign country's public or governmental function. Vendors are required to declare and complete the due diligence questionnaires in the form of KYC questionnaires. Any misrepresentation, illegal or unethical conduct shall be regarded as breach of this Code.

## **2.0 Business Practice**

### **2.1 Vendors' Information**

Vendors must ensure at all times that information shared with TIME including but not limited to vendor registration, ownership, tax, capabilities and qualification to be accurate. TIME prohibits its vendors from providing inaccurate or false information in order to gain any advantage whatsoever in any of its business dealings with TIME.

Vendors are required to take proactive actions to keep TIME updated in writing should there be any changes of information.

## **2.2 Data Privacy, Protection and Security**

Vendors shall comply with the Malaysian's Personal Data Protection Act 2010 (PDPA), and any amendment thereof, where vendors are not allowed to disclose or share any of the TIME's personal information which is confidential to any third party which is beyond the requirements defined in their agreements with TIME, without first obtaining TIME's prior permission in writing. Vendors warrants and represents that it has complied with all requirements under the PDPA including compliance with all notification and consent requirements. As personal data may be disclosed by TIME to the vendors as envisaged in their agreements with TIME, in such case, the vendors will be deemed as the TIME's data processor. As TIME's data processor, the vendors warrant and undertake the following:-

- (a) To have in place appropriate technical and organizational security measures so that TIME's personal data is protected against unauthorised or unlawful processing and against accidental access, disclosure, alteration, loss, destruction or damage and shall take steps to ensure compliance with these security measures;
- (b) Upon the request of TIME, you will provide all assistance to TIME to enable TIME to verify your compliance with the vendors' undertaking under (a);
- (c) Where a security breach involving personal data occurs, the vendors will immediately notify TIME without any delay with all information relating to the breach and provide all reasonable assistance to TIME in order for TIME to meet its notification obligations under PDPA and/or any applicable laws.

Vendors must treat all TIME's data including but not limited to corporate's, customer's and employee's personal information in strict confidence and private.

Vendors shall process the data in accordance to TIME's instructions and their contractual obligations and at all times in accordance to the PDPA and all the applicable laws and regulations. Vendors are required to declare and complete the due diligence questionnaires in the form of KYC questionnaires.

## **2.3 Cybersecurity**

Vendor is committed to upholding the highest cyber security standards across all operations. Vendors, suppliers, and business partners must:

- Comply with cyber security regulations and laws (e.g., Cyber Security Act 2024), and actively mitigate risks, vulnerabilities, and threats.

- Enforce secure practices, including strict access controls and the prohibition of unauthorized data sharing or the use of unapproved third-party tools.
- Implement strong cryptographic measures, including encryption and secure communication protocols, across all IP-based communications.
- Establish and maintain a comprehensive cyber security risk management program that includes regular assessments and continuous monitoring
- Ensure cybersecurity compliance within own supply chains, including due diligence for subcontractors and third-party providers.
- Promptly report security incidents (e.g., breaches, ransomware) and collaborate on remediation if required.

TIME may request to review vendor cybersecurity compliance through audit or schedules assessment to identify risks, gaps or non-conformities. Vendors may be required to submit evidence of compliance, such as policies, audit reports, or security certifications. Failure to meet these requirements may result in corrective action, contract termination, or other necessary measures.

Where vendors provide software, platforms, or services accessible via public or internal networks, such solutions must be implemented using secure development lifecycle practices, with vulnerabilities promptly patched and an up-to-date inventory of supported systems maintained.

Vendors must maintain appropriate governance mechanisms, including the designation of responsible personnel for cybersecurity compliance, and ensure oversight of cybersecurity controls as required by regulators.

Vendors shall not use any generative artificial intelligence (AI) tools to access, process, store or transmit TIME's data, whether personal, confidential, or proprietary unless prior written approval has been expressly obtained from TIME. Vendors are also required to comply with all applicable policies and requirements governing AI use in the course of their engagement or for the purpose of their agreement with TIME.

## **2.4 Outsourcing and Subcontracting**

In order to ensure the highest quality of services delivered by TIME's vendors, vendors are discouraged from outsourcing or subcontracting contract acquired from TIME to any third parties. Should the outsource or subcontracting of the contract is unavoidable due to but not limited to proprietary technology, prior advise and approval from TIME shall be required.

In the event approval is given, it is important that vendors to declare the locations of where the work/services will be performed and the identity of such third parties involved in the provision of the services to TIME. Vendors shall ensure that such third party complies with the vendors' contractual obligations and with all the requirements stipulated in this Code, and provide evidence of such monitoring to TIME upon request. Vendor shall be responsible for the acts and omissions of its subcontractors, and any such acts or omissions shall be deemed acts or omissions of the Vendor.

## **2.5 Business Resumption and Contingency Planning**

Vendors are advised to ensure the business continuity and disaster recovery plans are developed, maintained and tested in accordance with applicable regulatory, contractual and service level requirements as service provided by vendors are deemed to have significant impact on TIME's businesses.

## **3.0 Environmental, Social and Governance (ESG)**

Vendor shall uphold the highest standards of Environmental, Social, and Governance (ESG) across all business operations. This includes ensuring compliance with all relevant environmental laws, striving to minimize waste, emissions, and energy consumption, and fostering a safe and inclusive workplace which observes labour and human rights. The vendor shall implement similar ESG practices throughout their supply chains.

## **4.0 Labour and Human Rights**

### **4.1 Working Hours**

Vendors' workers should not be required to work in excess of the relevant legal limits on working hours, overtime hours and number of working days per week as stated in the applicable laws. Such workers shall be granted and compensated accordingly for any types of paid leave or time off to which they are legally entitled to which may include, holidays, maternity/parental leave, family care leave and sick leave.

### **4.2 Slavery, Forced Labour and Human Trafficking**

TIME does not tolerate any slavery, forced labour, or human trafficking in any form and will not knowingly work with vendors who engage in these practices or permit their subcontractors to engage in these practices. We expect our vendors to fully comply with the applicable laws on slavery, forced labour and human trafficking, including without limitation to Anti-Trafficking in Persons and Anti-Smuggling of Migrants Act 2007.

### **4.3 Child Labour**

Vendors shall not employ child labour, and should take the necessary preventive measures to ensure that it does not employ or offer contract of service to anyone under the applicable legal minimum age of employment. TIME fully supports and abides by the Children and Young Persons (Employment) Act 1966 and the UN Convention on the Rights of the Child.

### **4.4 Health, Safety, and Environment (HSE)**

It is compulsory for all vendors to comply with the Occupational Safety and Health Act (OSHA) 1994 and its relevant regulations by establishing and maintaining a safe and healthy working environment which will facilitate optimal physical and mental health in relation to work; and the adaptation of work to the capabilities of workers in light of their state of physical and mental health.



Vendors are required to provide adequate compensation to injured employee(s) or worker(s) arising out of and in the course of employment or contracting occupational disease where the employee(s) or worker(s) dies in the event of fatal accident or contracting an occupational disease or in the course and arising out of performing his duty or work.

By signing and acknowledging the Code below, the vendors affirm their commitment to fully comply with TIME's Health, Safety, and Environment (HSE) requirements. Vendors are also required to complete and acknowledge TIME's HSE related documentations as a part of their ongoing obligation to uphold these standards, ensuring a continuous dedication to maintaining a safe and healthy work environment.

## **5.0 Workplace Conduct and Ethics**

### **5.1 Conduct and Integrity**

Vendors and their personnel shall uphold the highest standards of professional behavior and integrity in all dealings with TIME. Vendors shall not engage in any act or omission that may harm TIME's operations, reputation, or property, and must ensure respectful conduct at all times.

### **5.2 Harassment and Abuse**

Vendors shall ensure that their personnel do not engage in any form of harassment, including but not limited to, sexual, verbal, psychological, or physical harassment while providing services to TIME. Unwanted conduct of a sexual nature, intimidation, or offensive behaviour will not be tolerated.

### **5.3 Non-Discrimination**

Vendors shall not discriminate based on race, gender, religion, age, nationality, disability, or other protected characteristics in the course of providing goods or services to TIME.

### **5.4 General Misconduct**

Vendors are responsible for preventing misconduct by their personnel, including fraud, violence, offensive material distribution, or other unethical behaviour while engaged by TIME. Vendors shall promptly notify TIME in writing of any actual, suspected, or attempted misconduct, unlawful act, or breach of this Code by any of their personnel in the course of performing work or services for or on behalf of TIME.

### **5.5 Alcohol and Drug-Free Workplace**

Vendors shall ensure that their personnel do not bring, consume, distribute, or be under the influence of alcohol or illegal substances while on TIME premises or while performing work for TIME. Vendors must take reasonable steps to ensure a safe and substance-free working environment.

## 6.0 Environmental Management

### 6.1 Waste

Vendors are encouraged to take concrete steps to minimize or eliminate waste across their operations. Any waste, and in particular hazardous waste, shall be managed in a responsible manner and in accordance with the applicable environmental laws. Chemical and other materials posing a hazard if released to the environment should be identified and managed to ensure safe handling, movement, storage, recycling or reuse and disposal. All workers who handle waste and hazardous wastes must be properly trained on how to deal with substances and the potential hazards the material presents if mismanaged or released to the worker and environment. Vendors must only use permitted transporters and haulers that have a positive record of operating safely and complying with applicable transportation laws and best management practices.

### 6.2 Material Restrictions and Handling

All materials used by vendors shall comply with applicable rules, laws, and regulations regarding the prohibition or restriction of specific substances to ensure safe and responsible handling, storage, movement, reuse, recycling and disposal.

### 6.3 Conflict Minerals and Unsustainable Mined Minerals

Vendors must comply with all applicable laws and regulations prohibiting or restricting specific substances. To the extent applicable to the vendors' operations, the vendors shall have a written policy and procedure in place to avoid knowingly acquiring conflict minerals or unsustainable mined minerals produced at high environmental and social costs.

## 7.0 Management Systems and Governance

TIME encourages our vendors to institute effective management systems that utilize the best available techniques and practices to adhere to this Code and continuously improve their performance. This should include a process for identification and proactive mitigation of risks associated with compliance to this Code, as well as a process for ongoing monitoring and review of risk controls, and prompt and accurate reporting of all incidents. Examples of management systems with a scope related to the content of this Code include: ISO 9001, ISO 14001, ISO 50001, SA8000, ISO 45001 and ISO 22301.

Vendors shall notify TIME of any material changes in their cybersecurity risk posture, regulatory status, data residency practices, or ownership that may impact TIME's compliance obligations or data security.

## 8.0 Whistleblower Policy

Any vendors with knowledge of another TIME's vendor who is in potential or involved in questionable breach(es) of this Code, may report in confidence via the following channels to the parties listed below. All information will be handled with the utmost discretion. The identity of the concerned reporting party will be treated with the strictest confidentiality at

all times. TIME will evaluate all concerns received and will conduct the appropriate investigations and proceed accordingly with the necessary actions.

TIME will not tolerate any retaliation taken by its employee(s), or vendors or their representative(s) against any individual for reporting in good faith questionable behavior or possible violation of the Code. In this regard, TIME will not hesitate to take the necessary actions such as filing of official report to the relevant authorities of such individual or company who retaliates.

Employees/Vendors are encouraged to report potential breaches to the following designated personnel:

Telephone	+60 3-5039 3756
Email	<a href="mailto:whistleblower@time.com.my">whistleblower@time.com.my</a>
Fax	+60 3-5032 6589
Mailing Address	Head of Group Internal Audit Level G, No.14, Jalan Majistret U1/26, Hicom Glenmarie Industrial Park, 40150, Shah Alam, Selangor, Malaysia

## 9.0 Compliance and Monitoring

Vendors confirm, by the signature of a person authorised by the Vendors, to agree to this Vendor Code of Conduct that they have received, read, understood and will comply with this Vendor Code of Conduct. Compliance towards this Code is subject to periodic reviews and audits by TIME to ensure ongoing adherence.

TIME may require the provision of integrity declarations and conduct due diligence on vendors during transaction such as vendor registration, tender submission, etc. as determined by TIME from time to time. Such requirement does not indicate any form of suspicion or distrust, rather they serve as a control measure to protect the integrity of the business relationship between TIME and all vendors.

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## VENDOR ACKNOWLEDGEMENT AND DECLARATION

We/ I\* hereby confirm and acknowledge that: -

- our company has received, read and understood and will abide by TIME 's Vendor Code of Conduct;
- the declaration we/I\* have made in relation to the Business Integrity & Anti-Corruption Declaration (Appendix 1) and the Conflict of Interest Declaration Form (Appendix 2), are to the best of my knowledge, correct and accurate; and
- we/I\* fully understand that, if TIME concludes that the declarations we/I\* have made are false or materially misleading, we/I\* understand that any failure to accurately declare detrimental information required herein, may lead to our/my\* disqualification, rejection and/or termination

of the procurement process, and is a valid ground for TIME to terminate any existing contracts with us/me\* and/or our/my\* company(ies).

\* Company Name/Individual Name :  
\* Company No./NRIC No. :  
Representative Name :  
Designation :  
Signature & Date :  
Company Stamp :

Note:

\*delete where appropriate

**(Kindly note Appendices 1 and 2 below for your perusal and attention)**

## APPENDIX 1

### BUSINESS INTEGRITY & ANTI-CORRUPTION DECLARATION

1. We are / I am aware and familiar with the requirements of all anti-corruption laws applicable to the Company / me ("Anti-Bribery and Corruption Laws") in the Company's / my business engagements with TIME and TIME's Business Integrity & Anti-Corruption Policy.
2. To the best of our / my knowledge, neither the Company (nor its employees, agents and representatives, including any associated third party) / I have violated Anti- Bribery and Corruption Laws, including by promising, paying, soliciting, or accepting money or anything of value to or from:
  - a. any Government Official (including any official or employee of any government-owned or government-controlled enterprise, public educational or research institution, political party or candidate and any relative, household member, or person acting on behalf of a Government Official) in order to (i) improperly influence an official act or decision, (ii) induce the official to use his or her influence with a government, or (iii) otherwise secure any improper advantage; or
  - b. any person in a manner that would constitute bribery or an illegal kickback or would otherwise violate any applicable anti-corruption law.
3. We / I undertake to ensure that the Company / I will continue to abide by the Anti- Bribery and Corruption Laws and/or TIME's Business Integrity & Anti-Corruption Policy throughout all its / my\* business engagements and/or transactions with TIME.
4. We / I undertake to ensure that that should we / I learn of, or have reason to know of any violations of the Anti- Bribery and Corruption Laws and/or any non-compliance with the Business Integrity & Anti-Corruption Policy in connection with performance of the affected agreement, or in connection with any work carried out between the Company / I and TIME, the Company / I will immediately notify TIME at [abc@time.com.my](mailto:abc@time.com.my). and will render complete co-operation and assistance to TIME to facilitate in any investigations. We / I shall also agree to extend the same co-operation and assistance to assist in any investigations for criminal action by the authorities which may or may not result in action being taken against the Company / me. We / I also confirm that, unless prohibited by law, we / I will provide prompt notice of an investigation by the authorities.
5. We / I undertake to ensure that the Company / I will maintain accurate books, records and accounts related to its activities, and internal controls to ensure the Company's / my compliance in Anti-Bribery and Corruption Laws and/or the Business Integrity & Anti-Corruption Policy.
6. We / I understand and agree that any false certification and/or any non-compliance with TIME's Business Integrity & Anti-Corruption Policy is grounds for TIME or its the relevant entity to forthwith terminate all engagements and/or transactions including the relevant agreement with the Company / me, or any works carried out between the Company / myself and TIME. We / I further agree to provide prompt notice if any of these undertakings become false or inaccurate.
7. We / I further understand that if any information indicating that this certification is false or if we / I have otherwise breached any Anti-Bribery and Corruption Laws and/or the Business Integrity & Anti-Corruption Policy in carrying out the obligations under any engagement and/or transaction with TIME and/or in our / my dealings with TIME, whether under an agreement or otherwise, such information may be shared by TIME with the relevant authorities.

We/ I\* hereby confirm and acknowledge that the declaration we/I\* have made in relation to this Business Integrity & Anti-Corruption Declaration (Appendix 1) and, are to the best of my knowledge, correct and accurate.

* Company Name/Individual Name	:
* Company No./NRIC No.	:
Representative Name	:
Designation	:
Signature & Date	:
Company Stamp	:

Note:

\*delete where appropriate

## APPENDIX 2

### CONFLICT OF INTEREST DECLARATION FORM (COMPANY)

TIME Group (“TIME”) operates a procurement process which is fair, transparent and able to withstand probity. In view of this, TIME requires that anyone nominated to participate in its procurement processes declares any potential conflict of interest and maintains strictest confidence. Anyone who does not sign this form will not be permitted to participate in any part of TIME procurement process. This Conflict of Interest Declaration Form shall be mandatory to be completed (additional pages can be added where necessary), signed by your authorised representative and returned to TIME Group.

#### Vendor Information (“Vendor Company”):

Company Name :  
 Company Registration Number :  
 Company Address :  
 Representative Name and Designation:  
 Contact Number and Email:

I/We understand that a conflict of interest (COI) may arise where my/our private interests influence, or may be seen to influence my/our actions. In applying vendor registration, I/We affirm (please check/tick the applicable boxes) that, except as set out below.

- ☐ I/We understand my/our obligations to declare any conflict of interest to TIME;
- ☐ I/We do not have any professional, personal or family allegiance, bias, inclination, obligation or loyalty to TIME, its affiliates or any of its personnel;
- ☐ I/We do not have any financial interest in TIME, its subsidiaries or affiliates, nor to the best of my/our knowledge do any of my relatives;
- ☐ I/We do not have any former TIME 's employee who currently hold any position as directors, shareholders or works in the Vendor Company;
- ☐ If a conflict of interest arises during my/our involvement with the assessment, I/We will forthwith declare it to TIME in writing.

I/We hereby declare that:

- ☐ I/We have no actual, potential or perceived conflict of interest.
- ☐ I/We have conflict of interest (please complete the details below)

Name	Relationship	Position	Describe the circumstances giving rise to the conflict of interest

(\*please use a fresh sheet of A4 sized paper specifying the details required based on the above formatting if there is insufficient space\*)

By signing this document, the undersigned, being duly authorised by the Vendor Company to complete this declaration form, hereby represent, certify and confirm that:

- (a) he/she has obtained from the relevant authority within the Vendor Company, the proper mandate and authority to disclose, declare or provide such information on its/their behalf;
- (b) the information provided and declaration made above are to his/her knowledge, correct and accurate; and
- (c) that he/she fully understand that, if TIME concludes that the declarations made are false or materially misleading, he/she understands that any failure to accurately declare detrimental information required herein, may lead to the Vendor Company disqualification, rejection and/or termination of the procurement process, and is a valid ground for TIME to terminate any existing contracts with me, the Vendor Company and/or the Vendor's affiliate company(ies).

For and on behalf of (INSERT VENDOR COMPANY NAME)

Signed by the authorized representative of the Vendor Company:

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Vendor Company

Name:

Designation:

Date:

Company Stamp:



## APPENDIX 2

### CONFLICT OF INTEREST DECLARATION FORM (INDIVIDUAL)

TIME Group (“TIME”) operates a procurement process which is fair, transparent and able to withstand probity. In view of this, TIME requires that anyone nominated to participate in its procurement processes declares any potential conflict of interest and maintains strictest confidence. Anyone who does not sign this form will not be permitted to participate in any part of TIME procurement process. This Conflict of Interest Declaration Form shall be mandatory to be completed (additional pages can be added where necessary) and returned to TIME Group.

#### Vendor Information (Individual):

Name :  
 NRIC Number :  
 Address :  
 Contact Number and Email:

I understand that a conflict of interest (COI) may arise where my private interests influence, or may be seen to influence my actions. In applying vendor registration, I affirm (please check/tick the applicable boxes) that, except as set out below.

- ☐ I understand my obligations to declare any conflict of interest to TIME ;
- ☐ I do not have any professional, personal or family allegiance, bias, inclination, obligation or loyalty to TIME, its affiliates or any of its personnel;
- ☐ I do not have any financial interest in TIME , its subsidiaries or affiliates, nor to the best of my knowledge do any of my relatives;
- ☐ I do not have any former TIME ’s employee who currently hold any position as directors, shareholders or works in my company;
- ☐ If a conflict of interest arises during my involvement with the assessment, I will forthwith declare it to TIME in writing.

I hereby declared that:

- ☐ I have no actual, potential or perceived conflict of interest
- ☐ I have conflict of interest (please complete the details below)

Name	Relationship	Position	Describe the circumstances giving rise to the of conflict of interest

(\*please use a fresh sheet of A4 sized paper specifying the details required based on the above formatting if there is insufficient space\*)

By signing this document, I hereby represent, certify and confirm that:

- (a) I have the proper mandate and authority to disclose, declare or provide such information;
  - (b) the information provided and the declaration I have made above are correct and accurate;
- and

(c) I fully understand that, if TIME concludes that the declarations I have made are false or materially misleading, I understand that any failure to accurately declare detrimental information required herein, may lead to my disqualification, rejection and/or termination of the procurement process, and is a valid ground for TIME to terminate any existing contracts with me and/or my company(ies).

Signed by:

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Name:

NRIC No.:

Date: