

COMPANY INFORMATION

We would like to remind everyone that all information which are provided by the Company to you are confidential and should not be retained or disclosed in any form by you in an unauthorized manner. In this respect, information provided by clients or maintained by the Company such as clients' list or information is highly confidential and the Company has contractual and statutory obligations to keep such information private.

This means that such information can only be maintained in Company equipment i.e Company computers or handphones and used only for company purposes.

Any retention of company information in unauthorized equipment or its unauthorized use is a serious offence.

The Company treats the breach of its confidential information very seriously and company provided information is only to be used as directed by the Company. You are not allowed to retain or to use such information for any other purpose including personal gain directly or indirectly.

The wrongful or misuse of company information can result in your employment being terminated and you can face further legal action if the Company suffers additional losses caused by your breach. We shall not hesitate to make police reports if your illegal actions are deemed to be criminal.

Acknowledge Receipt

Signature

Name :

NRIC :

Date :