



## DECLARATION OF SECRECY

I, the undersigned, holding an office or situation in the service of the Company, do hereby declare and pledge myself upon honor, solemnly and inviolably as if I was sworn hereto, that I will observe the strictest secrecy on the subject of:

- a) All information of the Company of whatever description acquired by virtue of my official position in the Company excepting only such information as I may be expressly authorized by the Director in charge or Manager to disclose.
- b) The accounts of all bodies or individuals dealing with the Company.
- c) All transactions and correspondences of the Company of whatever description with its employees, customers, correspondents, or shareholders, or with any other bodies or persons whomsoever.
- d) The shares held by any person or persons whomsoever.
- e) The credit or affairs of all bodies or persons of which I may acquire information about through the business of the Company.
- f) Disclosing, sharing customer's data, specification, drawings or report by manually, hard copy or even via electronic.

And further I declare that I agree to be bound by, and to conform to the general rules of the Company which may be in force from time to time.

Signed by )  
 ) ..... Signature  
 ) Name  
 )  
 ) NRIC No:

In the presence of )  
 ) ..... Signature  
 ) Name  
 )  
 ) NRIC No:

Dated this \_\_\_\_\_ day of \_\_\_\_\_ year \_\_\_\_\_ .

Copy : HR and Engineering HOD