

Employee's Education Programme (EEP) Application Form



Please tick the relevant sections.

- ☐ Sime Darby Berhad
- ☐ Sime Motors
- ☐ Sime Industrial
- ☐ Sime UMW
- ☐ Sime Darby Property Berhad
- ☐ SD Guthrie Berhad

- ☐ **Full Time (ASB)**
- ☐ **Part Time (Local Diploma/
Undergraduate/Postgraduate)**

A. Employee Particulars

NAME OF EMPLOYEE

NEW NRIC NO.

SAP ID

AGE

DATE JOINED COMPANY

JOB GRADE

DESIGNATION

COMPANY

DEPARTMENT

CONTACT NO. (MOBILE)

CONTACT NO. (OFFICE)

COMPANY EMAIL

COMPANY ADDRESS

MAILING ADDRESS

UNIT NO. AND STREET

TOWN/CITY

POSTCODE

STATE

COUNTRY

B. Spouse Particulars

NAME OF SPOUSE:

NRIC NO:

CONTACT NO.

COMPANY

DESIGNATION

DEPENDENT			
Name	Relationship	Age	Education / Occupation

C. Language Proficiency

Languages	Read	Speak	Write
Bahasa Malaysia			
English			
Mandarin			
Tamil			
Others:			

LANGUAGE PROFICIENCY: (0 WORST - 10 BEST)

D. Educational Qualification Particulars

DETAILS OF FURTHER EDUCATION COURSE(S) PURSUED AT PRESENT (if any)				
Name of Institution	Discipline / Field of Study	Date (DD.MM.YYYY)		Qualification Sought (i.e. Degree, Dip.)
		Start Date	Expected Graduation Date	

Name of Institution	Qualification (i.e.SPM/STPM or Degree)	Date (DD.MM.YYYY)		Final Results
		Start Date	Graduation Date	

E. University And Field Of Study

CHOICE 1

UNIVERSITY	
FIELD OF STUDY	

- | | |
|--|---|
| ☐ Not yet applied | ☐ Received offer, not yet enrolled |
| ☐ Applied, yet to receive offer | ☐ Enrolled |

CHOICE 2

UNIVERSITY	
FIELD OF STUDY	

- | | |
|--|---|
| ☐ Not yet applied | ☐ Received offer, not yet enrolled |
| ☐ Applied, yet to receive offer | ☐ Enrolled |

Declaration

Have you ever been charged or convicted for the violation of any law, excluding minor traffic offences?

☐ Yes ☐ No

Have you ever been charged of drug abuse or any other illegal substance under Malaysian law?

☐ Yes ☐ No

Are you diagnosed with any illnesses, diseases or disorders?

☐ Yes ☐ No

I hereby certify that the information provided above are complete and correct to the best of my knowledge;

I understand that any false statements or withholding of any relevant information may provide grounds for the withdrawal of any offer of scholarships or for its immediate cancellation if the scholarship has been accepted.

I understand that my application may be disqualified in the event that I have not attached all supporting documents mentioned in the checklist below.

I declare that I have read and fully understood the Personal Data Protection Act 2010 Notice which have been included together in this form.

Remarks from Immediate Supervisor (IS)/head on department (HOD) on Candidate's application (to be filled up by IS/HOD)

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SIGNATURE OF APPLICANT

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**APPROVAL FROM HEAD OF DEPARTMENT (HOD)
(HOD's STAMP IS REQUIRED)**

Checklist (Please **Tick (✓)** in the boxes provided)

Please ensure that this application is submitted together with the following certified copy of documents as listed below:

Note : To be completed by applicant and only "certified true copy" documents will be accepted

- | | | |
|--|------------------------------|-----------------------------|
| 1. NRIC of applicant | ☐ Yes | ☐ No |
| 2. Copy of SPM slip / Latest academic result | ☐ Yes | ☐ No |
| 3. Employee's salary slip | ☐ Yes | ☐ No |
| 4. Confirmation letter of Employment | ☐ Yes | ☐ No |
| 5. Personal Data Protection Act 2010 (PDPA) Form (as attached) | ☐ Yes | ☐ No |
| 6. University Offer Letter/ Proof of University's Application | ☐ Yes | ☐ No |
| 7. Copy of recent achievement certificates (at least 3) | ☐ Yes | ☐ No |

-End of Proposal-

NOTICE UNDER THE PERSONAL DATA PROTECTION ACT 2010

NOTIS DI BAWAH AKTA PERLINDUNGAN DATA PERIBADI 2010

The Personal Data Protection Act 2010 (the "**Act**"), which regulates the processing of personal data in commercial transactions, applies to **Yayasan Sime Darby** ("**our**", "**us**" or "**we**"). For the purpose of this written notice ("**Notice**"), the terms "personal data" and "processing" shall have the same meaning as prescribed in the Act.

*Akta Perlindungan Data Peribadi 2010 ("**Akta**" tersebut) yang mengawal selia pemprosesan data peribadi dalam transaksi komersial, terpakai kepada **Yayasan Sime Darby** ("**kami**"). Untuk tujuan notis bertulis ini ("**Notis**"), terma-terma "data peribadi" dan "pemprosesan" mempunyai maksud yang sama seperti yang ditakrif dalam Akta tersebut.*

1. This Notice serves to inform you that your personal data will be and/or have been processed by us or on our behalf and you hereby give your consent to the processing of your personal data.
Notis ini bertujuan untuk memaklumkan kepada anda bahawa data peribadi anda akan dan/atau telah diproses oleh atau bagi pihak kami dan anda dengan ini memberikan persetujuan anda bagi pemprosesan data peribadi anda.
2. Your personal data may include but not limited to your name, address, e-mail address, photograph, birth date, phone numbers, identification card and/or passport number, race, gender, medical information, language and/or communication channel preferences, Employee Provident Fund statement, banking account statements, employment payslips, pension statement (collectively, "**personal data**") and all other personal data we again collect from you on any subsequent occasion.
*Data peribadi anda mungkin termasuk, tetapi tidak terhad kepada nama anda, alamat kediaman, alamat e-mel, gambar, tarikh lahir, nombor telefon, nombor kad pengenalan dan/atau pasport, bangsa, jantina, maklumat bank, keputusan akademik, maklumat perubatan, bahasa dan/atau pilihan saluran komunikasi anda (secara kolektif, "**data peribadi**") dan semua data peribadi lain kami sekali lagi kumpul daripada anda pada bila-bila masa kemudiannya.*
3. Your personal data was or is to be collected and further processed for:
Data peribadi anda telah atau akan dikumpulkan dan diproses selanjutnya untuk:
 - a) administering and conducting assessment of your appeal;
mentadbir dan membuat penilaian ke atas rayuan anda;
 - b) understanding your needs;
memahami keperluan anda;
 - c) communicating with you;
berhubung dengan anda;
 - d) responding to your inquiries;
menjawab pertanyaan anda;
 - e) providing and improving our products and services to you;
memberikan dan memperbaiki produk dan perkhidmatan kami kepada anda;
 - f) security and fraud prevention purposes;
keselamatan dan pencegahan penipuan;
 - g) internal record keeping;
penyimpanan maklumat;
 - h) our corporate governance;
tadbir urus korporat kami;
 - i) administration purposes;
urusan-urusan pentadbiran;
 - j) surveys and trend analysis;
tinjauan dan analisis kecenderungan;
 - k) academic research;
penyelidikan akademik;
 - l) legitimate business activities;
kegiatan-kegiatan perniagaan sah;
 - m) complying with any legal requirements; and
memenuhi apa-apa kehendak undang-undang; dan
 - n) such other purposes directly related to the foregoing.
maksud-maksud lain yang berhubungan secara langsung dengan yang tersebut di atas.

(collectively, the "Purposes").
*(secara kolektif, "**Maksud-maksud**" tersebut).*
4. Your personal data was or is to be collected from emails, phone calls, referrals and all other documentation submitted by you to us, all other information that you may provide us from time to time, and from third parties, including but not limited to hospitals and insurance companies.
Data peribadi anda telah atau akan dikumpulkan daripada e-mel, panggilan telefon, rujukan dan segala dokumen yang telah dihantar oleh anda kepada kami, semua maklumat lain yang anda mungkin akan berikan kami dari semasa ke semasa, dan dari pihak ketiga termasuk tetapi tidak terhad kepada hospital dan syarikat insurans.

5. You have the right to request access to and to request correction of your personal data and to contact us with any inquiries or complaints in respect of your personal data (including the possible choices and means for limiting the processing of your personal data or to cease or not begin processing your personal data for purposes of direct marketing) from:

Anda berhak untuk meminta akses kepada dan meminta pembetulan terhadap data peribadi anda dan untuk menghubungi kami tentang apa-apa pertanyaan atau aduan berkenaan dengan data peribadi anda (termasuk pilihan-pilihan dan cara-cara yang mungkin untuk menghadkan pemprosesan data peribadi anda atau untuk memberhentikan atau tidak memulakan pemprosesan data peribadi anda bagi maksud pemasaran langsung) daripada:

Designation: <i>Jawatan:</i>	Personal Data Protection Officer, Yayasan Sime Darby <i>Pegawai Perlindungan Data Peribadi, Yayasan Sime Darby</i>		
Telephone Number: <i>Nombor Telefon:</i>	+603-7623 7111	Fax Number: <i>Nombor Fax:</i>	+603-7623 7123

6. Subject to provisions of the Act:

Tertakluk kepada peruntukan-peruntukan Akta tersebut:

- a) You may, upon payment of a prescribed fee, make a data access request in writing to us; and
Anda boleh, apabila dibayar fi yang ditetapkan, membuat suatu permintaan mengakses data secara bertulis kepada kami; dan
- b) We may refuse to comply with a data access request or a data correction request and shall, by notice in writing, inform you of our refusal and the reasons of our refusal.
Kami boleh enggan mematuhi permintaan mengakses data atau permintaan pembetulan data dan hendaklah, melalui notis bertulis, memaklumkan anda mengenai keengganan tersebut dan sebab-sebab bagi keengganan tersebut.

7. We disclose or may disclose your personal data to companies within Sime Darby Berhad, Sime Darby Property Berhad, and SD Guthrie Berhad (including their holding company, subsidiaries, associated, related and affiliated companies as well as their subsidiaries, associated, related and affiliated companies, both local and international), whether present or future (collectively, "**the Donor Companies**"), business partners or to any third party organisations or persons providing administration (including but not limited to cloud storage and maintenance of records) or other services to the Donor Companies, or involved in any corporate exercises undertaken by the Donor Companies, within or outside Malaysia, or for the purpose of fulfilling our obligations to you in respect of the Purposes.

*Kami menzahirkan atau mungkin menzahirkan data peribadi anda kepada syarikat-syarikat di dalam Sime Darby Berhad, Sime Darby Property Berhad dan SD Guthrie Berhad (termasuk syarikat induk, anak-anak syarikat, syarikat-syarikat yang berkaitan dan syarikat-syarikat sekutu serta anak-anak syarikat, syarikat-syarikat yang berkaitan dan syarikat-syarikat sekutu mereka tempatan dan juga antarabangsa), samada pada masa sekarang atau pada masa hadapan (secara kolektif, "**Syarikat-syarikat Penderma**"), rakan niaga atau kepada mana-mana organisasi pihak ketiga atau pihak yang menyediakan perkhidmatan pentadbiran (termasuk tetapi tidak terhad kepada ruang simpanan awan dan penyelenggaraan rekod-rekod) atau perkhidmatan lain kepada Syarikat-syarikat Penderma, atau terlibat dalam mana-mana pelaksanaan korporat yang dilaksanakan oleh Syarikat-syarikat Penderma, di dalam atau di luar Malaysia bagi tujuan memenuhi obligasi kami kepada anda berkaitan dengan Maksud-maksud tersebut.*

8. We may require your assistance if the personal data relating to other persons is required to process your personal data for the Purposes and you hereby agree to use your best endeavours to assist us when required.

Kami mungkin mengkehendaki bantuan anda jika data peribadi yang berhubungan dengan orang lain dikehendaki untuk memproses data peribadi anda untuk Maksud-maksud tersebut dan anda dengan ini bersetuju untuk menggunakan usaha terbaik anda untuk membantu kami bila dikehendaki.

9. It is obligatory that you supply us your personal data including, but not limited to your name, address, e-mail address, phone numbers, medical information, Employee Provident Fund statement, banking account statements, employment payslips, pension statement (collectively, "**Compulsory Personal Data**"). If you fail to supply us the Compulsory Personal Data, we may refuse to process your personal data for any of the Purposes.

*Ia adalah wajib untuk anda memberikan kepada kami data peribadi anda, termasuk, tetapi tidak terhad kepada nama anda, alamat kediaman, alamat e-mel, nombor telefon, maklumat perubatan, penyata Kumpulan Wang Simpanan Pekerja, penyata akaun bank, slip gaji, penyata pencen (secara kolektif, "**Data Peribadi Wajib**"). Jika anda gagal untuk memberikan kami Data Peribadi Wajib tersebut, kami boleh enggan untuk memproses data peribadi anda untuk mana-mana Maksud-maksud tersebut.*

10. We may transfer your personal data to a place outside Malaysia and you hereby give your consent to the transfer.

Kami boleh memindahkan data peribadi anda ke sesuatu tempat di luar Malaysia dan anda dengan ini memberikan persetujuan anda terhadap pemindahan tersebut.

11. You are responsible for ensuring that the information you provide us is accurate, complete, not misleading and is kept up to date.

Anda bertanggungjawab untuk memastikan bahawa maklumat yang anda berikan kami adalah tepat, lengkap, tidak mengelirukan dan terkini.

12. In the event of any inconsistency between the English version and the Bahasa Malaysia version of this Notice, the English version shall prevail over the Bahasa Malaysia version.

Sekiranya terdapat apa-apa ketidakselarasan antara versi Bahasa Inggeris dan versi Bahasa Malaysia dalam Notis ini, versi Bahasa Inggeris akan mengatasi versi Bahasa Malaysia.

13. We trust that you will consent to the processing of your personal information, and that by signing below or by giving us a written consent, you have read, understood and accepted the statements and terms herein.

Kami percaya bahawa anda akan memberi persetujuan untuk pemprosesan maklumat peribadi anda, dan dengan menandatangani borang ini atau dengan memberi persetujuan bertulis, anda mengaku bahawa anda telah membaca, memahami dan menerima pernyataan-pernyataan dan terma-terma yang terkandung di dalam ini.

I have read, understood and accepted the statements and terms herein.

Saya telah membaca, memahami dan menerima pernyataan-pernyataan dan terma-terma yang terkandung di dalam ini.

Signature:

Tandatangan:

.....
Name:

Nama:

Date:

Tarikh: