

**To: Borneo Housing Mortgage Finance Berhad**  
**Menara Borneo Housing, Lot 48, Jalan Ikan Juara 2,**  
**Sadong Jaya, Karamunsing, 88100 Kota Kinabalu.**  
**P. O. Box 11144, 88812 Kota Kinabalu.**  
**Tel: 088-238830/840/841 Fax: 088-312823 Email: rfsabah@bhmfb.my WhatsApp: 013-8162800**

Dear Sir,

**Notice of Changes in Personal Information**

**A. Change in Personal Information**

- Yes**, please update my records with the details provided below (*Please complete Sections A, B & C*)  
 **No**, there is no change to my personal information (*Please proceed to Sections B & C*)

New Salutation (if applicable) :  
 Name(s) :  
 NRIC No. :  
 Tax Identification No. (TIN) :  
 (*for E-Invoice purpose*)  
 Correspondence Address :  
  
 Residential Address :  
  
 Email Address :  
 Telephone No. : \_\_\_\_\_(Hse) \_\_\_\_\_(Off) \_\_\_\_\_(Mobile)  
 Race :  
 Marital Status : Single Married Widow / Widower Divorced Separated  
Others.....  
 Spouse Name :  
 Employer & Address :  
 Employment Sector : Civil Servant Private Employee Traders Self-Employed  
No Permanent Job Others (Please specify): \_\_\_\_\_  
 Occupation/Job Title :  
 Additional Details (*if applicable*) :

**B. Politically Exposed Person (PEP)**

*A Politically Exposed Person is an individual who holds prominent public functions in a government body or international organisation, and the family members and/or close associates of such a person.*

1. Do you hold, or has previously held or is being considered for a prominent public position? Yes No  
 If **Yes**, please list the position(s) that you hold or have held: \_\_\_\_\_
2. Are you a family member or close associate of a politically exposed person? Yes No  
 If **Yes**, please provide your family member's or close associate's:  
 Full name:  
 Position(s):  
 Relationship with you:

**C. Declaration**

I acknowledge that the information provided above is accurate to the best of my knowledge, and hereby authorise Borneo Housing Mortgage Finance Berhad to update my personal information accordingly.

Signature :

Name :

Date :

## **NOTICE PURSUANT TO THE PERSONAL DATA PROTECTION ACT 2010**

The Personal Data Protection Act (“PDPA” or the “Act”) 2010 came into force on 15th November 2013. With the enforcement of this Act, **Borneo Housing Mortgage Finance Berhad** is committed to ensuring that the information which you have provided us or presently maintained by us is being protected and safeguarded at all times.

In this respect, we assure you that your personal data and other relevant information which you have provided us in connection with your application for loans, fixed deposit and savings accounts will be processed by us solely for the purpose of providing such product and other related services.

We undertake that we shall not disclose your information to any third parties without obtaining your consent. However, from time to time, we may enter into agreement with third party service provider to provide essential services to us. This requires us to share some of the information with them and we will require that they maintain the confidentiality of the information and not use it for any other purposes.

We further take steps to institute appropriate internal controls to protect your personal data from loss, misuse or alteration. The period of retention of such data shall be in accordance with the company’s retention policies which may be subject to periodic review.

You may wish to access your personal data which is maintained by us or to request for a change of the data which is inaccurate, misleading or outdated. Please send your request in writing to the address set out below. Any request to amend the personal data may be subject to a fee.

If for any reasons you do not wish your name and contact particulars to be used by us or any service providers for the purpose of sending promotional materials to you, please submit your request to us via post, email or facsimile transmission to the following address:

**Borneo Housing Mortgage Finance Berhad**  
**Menara Borneo Housing, Lot 48, Jalan Ikan Juara 2,**  
**Sadong Jaya, Karamunsing, 88100 Kota Kinabalu.**  
**P. O. Box 11144, 88812 Kota Kinabalu.**  
**Facsimile Number: 088-312823**  
**Email: pdpa.sabah@bhmfb.my**

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### **DECLARATION AND CONSENT**

- I have read and understood the above **Notice Pursuant to the Personal Data Protection Act 2010** (“*Privacy Notice*”) pertaining to the collection, usage, storage and sharing of my personal information and any matters related thereon.

Please tick **any one** of the following:

- YES**, I agree and give consent to the collection, usage and sharing of my personal information for the purposes of informing and providing products and services applied, **INCLUDING** for other promotional offers and marketing materials of the Company and its related parties, as stated in the above Privacy Notice.
- YES**, I agree and give consent to the collection, usage and sharing of my personal information for the purposes of informing and providing products and services applied, **EXCLUDING** for other promotional offers and marketing materials of the Company and its related parties, as stated in the above Privacy Notice.

Signature :

Name :

NRIC No. :

Date :