

HIGHLY CONFIDENTIAL

EMPLOYEE PARTICULARS FORM

INSTRUCTIONS:

1. Please read through the form carefully before filling in your particulars.
2. This form is to be signed on interview day.
3. Copies of the following **MUST** be provided together with this form:
 - i. National Registration Identification Card (NRIC) / Passport
 - ii. Educational Certificates
 - iii. Marriage Certificate & Spouse NRIC / Passport (if applicable)
 - iv. Child Birth Certificates / MyKid (if applicable)
4. All mandatory fields must be filled in.
5. Any false declarations made in this form may result in immediate termination of employment.
6. **Do not use** UPPERCASE format i.e MAYBANK, BANKING; kindly capitalize each word i.e Maybank, Banking
7. **Handwritten submission will not be accepted.** Kindly complete the form using your PC or smartphone.
8. Ensure "Preferred Name" is not sensitive to any culture, religion, or races which might cause inconvenient/concerns to others. **DO NOT USE your surname/last name/family name/father's name.**

Please click to affix passport-sized photo
 **Support direct upload from PC's only

1. PERSONAL PARTICULARS

Form of Address		Title1	Title2
Full Name - as per National Identity Card / Passport			Preferred Name
First Name (Given Name)	Last Name (Family Name)		**to be used for creation of Maybank official email address. Kindly refer to Instruction No.8
<u>Birth Info</u>		<u>Additional Info</u>	
Date of Birth	Bumiputera Status	NRIC No. (New) (Malaysian Only)	
Birthplace - City	Nationality	Passport No. (Non-Malaysian)	
Country of Birth	Marital Status	Since (dd/mm/yyyy)	Employees Provident Fund (EPF) No.
Birthplace - Region	Race / Ethnic Origin	Income Tax No.	
Gender	Religion	Social Security (SOCSO) Contributor	
Permanent Address		Correspondence Address (if different from permanent address)	
Postcode	City	Postcode	City
Region	Mobile No.	Region	Mobile No.
Country	Residence Contact No.	Country	Residence Contact No.

Emergency Contact Details

Email address

Postcode

City

Languages Proficiency

Region

Mobile No.

Country

Residence Contact No.

Name

Relationship

2. EDUCATIONAL BACKGROUND

From And To	Certification Level & Name of Institute	Disciplinary of Study (Finance, Law, Marketing etc)	Qualification Obtained (Degree, Diploma, FMAM Licensing etc)	Country of Study	CGPA / Final Grade
Until					
Until					
Until					
Until					
Until					
Until					

Have you obtained any professional licenses issued by Securities Commission Malaysia (SC) / Securities Industry Development Corporation (SIDC)?
If YES, kindly provide details in the table below:

Year	Module	Score	Status

3. EMPLOYMENT HISTORY

Current & previous employer (s)

- Kindly declare your current and previous employers (up to a period of 7 years from the date of this application).
- If you are currently working, you may skip Date Left as empty/blank & to provide date of joining ONLY.

From And To	Employer	Industry	Position Held	Basic Salary (RM)	Employment Status	Reason for Leaving
Until						
Until						
Until						
Until						
Until						
Until						
Until						

I have no working experience

Please provide reason :

Have you been employed within the Maybank Group? OR Have you received any Maybank scholarship or sponsorship previously ?

Expected Salary (RM)

Availability to Commence Work

Notice Period

Other sources of income besides from employment above. If you have, please provide the details:

NIL

Nature of Business	Position Held	Company Name	Status

References (continue to next page)

Based on information provided in Employment History table, please provide FOUR (4) references from different employer (most recent PREVIOUS employment -if applicable):

- To provide your previous supervisor / direct reports or any other party who in a responsible position to vouch for your character.
- Please ensure the contact numbers & email address given are valid and correct.
- Relative, colleague, friends, clients or family members (spouse, children, parents, sibling etc) are **NOT CONSIDERED** as referee.

Name	Relationship	Company Name	Position Held	Contact No. Email Address

References - (continue from previous page)

Name	Relationship	Company Name	Position Held	Contact No. & Email Address

4. FAMILY PARTICULARS

Spouse Details

NIL

Name as per National Identity Card / Passport

Birthplace - City / Region

NRIC No. (New) / Passport No.

Date of Birth

Country of Birth

Employer

Nationality

Job Title

Working in Maybank

Staff Number

Children Details

No. of Children :

NIL

*No. of Children eligible for tax relief :

Name of Children	Child Relationship	Gender	Date of Birth	Birth Cert. No. / Passport / NRIC No.

* Refers to the number of unmarried dependant legitimate children / stepchildren / adopted children / under the age of 18 years OR handicapped children (no age limit). If above 18 years old, child(ren) must be :

1. Receiving full time education at any University, College, school or similar educational establishment, OR
2. Serving under Articles or Indentures with a view to qualify in a trade or profession.

5. DECLARATION

Have you ever been **Terminated** or **Dismissed** or **Suspended** from the service of any employer? If you have, please provide details :

Are you suffering or have suffered from any medical conditions (mental & physical) which require regular or prolonged medical treatment?
If Yes, please provide details :

Nature of Illness	Details

Conflict of Interest

i. I declare that I am related to a Director of Maybank Group. If yes, please provide details below:-

Staff Name	Relationship	Staff No.	Position

ii. I declare that I am related to a major customer of Maybank* or Associated Person** as defined in Maybank Group Anti-Bribery and Corruption Policy. If yes, please provide details below:-

Associated Person Name	Relationship	Company/Entity Name	Role/Position

Note :-

- **Customer** - An individual or a legal entity that is, or intends to become, a Maybank customer. This includes depositors and borrowers.

- **Associated Person**- A person is associated with Maybank if the person is a partner or agent of Maybank or if the person performs services for or on behalf of Maybank. Associate Person among others includes business partners, joint venture partners, distributors, brokers, professional advisors, service providers and other intermediaries.

Close Relative information

-If any, please provide the details below including **Staff No.** for those working within Maybank Group. It's a mandatory to declare Close Relative/Family Related information i.e. Parents, Siblings etc. If none, please tick NIL box.

NIL

Name	Relationship	NRIC No. / Passport No.	Date of Birth	Gender	Nationality	Staff No.

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5. DECLARATION- continue

1. I declare that all information furnished is true. I authorise and consent the Maybank Group to obtain any other information from any other sources and by whatever means as the Group considers appropriate.
2. I understand that any misrepresentation and omission of facts will be sufficient cause for my dismissal at any time during my employment with the Maybank Group.
3. I agree and understand that any monies paid to me and/or my former employer to discharge my employment obligations with my former employer shall be deemed as income earned by my good-self. I agree that the said monies is subject to statutory tax and I shall be solely liable to discharge any tax liability.
4. I understand that any sign on bonus and any other similar payments made to me upon joining Maybank Group will be subject to the relevant statutory deductions.

Candidate's Signature :



Date :

to be signed during interview day only

VERIFICATION BY GROUP HUMAN CAPITAL

The above information has been checked & verified by

The above information has been updated into SAP by

Signature & Name

Signature & Name

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Maybank group will use the personal data (including sensitive personal data, such as health conditions, religious beliefs etc) that you have provided in this form to assess your application for employment. "Maybank Group" in this form refers to Malayan Banking Berhad ('Maybank'), including its branches in Malaysia and in other Countries as well as its local and overseas subsidiaries or, as the context may require, any of them.

If your application is successful and you accept employment with the Maybank Group, your personal data will be stored and processed to administer Maybank Group's employment relationship with you. If your application is unsuccessful, this application of employment form will be retained for a maximum of one year before we securely destroy it. Please read our Maybank Group Employee's Privacy Notice which is enclosed herein on how we process and protect your personal data.

Declaration

By signing this form, I declare that I have read, understood and agree to be subject to the Maybank Group Employee's Privacy Notice and expressly consent and authorize Maybank Group:

- (i) to request for and to obtain all the personal information and data (including sensitive personal data) in this form for the purpose of processing this application and all other purposes which are required in relation to this application;
- (ii) to make an inquiry on my employment records which covers current and former employers and referees in the period of seven (7) years up to the date of this declaration;
- (iii) to request from my current and previous employers in the period of seven (7) years up to the date this declaration to disclose my employment history, including facts and details of any internal disciplinary proceedings against me, irrespective whether such disciplinary proceedings have been concluded or initiated after I have left the company. For this purpose, I irrevocably authorize my current and all previous employers to provide such information to Maybank Group;
- (iv) where relevant, I authorize Financial Market Association of Malaysia (FMAM), Securities Commission Malaysia (SCM) and Bursa Malaysia Berhad (BMB) to disclose the fact and details of any case of financial market misconduct that I have been subject to, including disciplinary proceedings under the Asian Institute of Chartered Bankers (AICB)-FMAM Joint Disciplinary Scheme;
- (v) to disclose my personal data (including sensitive personal data) and the personal data of my family members (including sensitive personal data) to other entities within the Maybank Group and other external parties when required; and
- (vi) to collect and process my personal data (including sensitive personal data) on medical examination result and medical conditions records for the purpose of this application (where applicable) and for continuous screening for the duration of the employment in Maybank Group.
- (vi) the transfer of my Personal Data by Maybank Group and its designated agents to its overseas offices as well as its affiliated local and overseas business organizations for the purpose of carrying out screening and for archiving;
- (vii) the transfer of my Personal Data by Maybank Group and its designated agents to another country(ies), for the purpose of carrying out screening, in the event the country that I have worked or lived in, do not ensure an adequate level of Personal Data protection.



HIGHLY CONFIDENTIAL

CONSENT FORM

I hereby release my current and former employers and, where relevant, the FMAM, SCM, BMB from any contractual obligations which limit, in any way, their ability to disclose the information required by Maybank Group in considering my application for employment.

I confirm before providing personal data (including sensitive personal data) about others, that I have obtained their explicit consent for it to be used and disclosed to Maybank Group. By signing this form, I further confirm that all personal data that I have provided is true, current and accurate. Should there be any changes to any of my personal data, I shall notify Maybank Group immediately in writing.

AUTHORIZATION FOR RELEASE OF INFORMATION FOR EMPLOYMENT PURPOSES

Background Screening Disclosure

I hereby authorize Maybank Berhad and Verity Intelligence Sdn Bhd and its designated agents and representatives to conduct a comprehensive review of my background through a consumer report and/or a background check report to be generated for employment, promotion, reassignment or retention as an employee. I understand that the scope of the report/background check report may include, but is not limited to, the following areas: names and dates of previous/current employment, work experience, workers compensation/claims, criminal history records (from local, state, federal, international and other law enforcement agencies' records), wants and warrants records, motor vehicle records, educational verification, license verification, business interest and directorship, financial checks with Credit Reporting Agencies and Bank Negara Malaysia Central Credit Reference Information System or CCRIS record, civil cases, any sanction lists, and drug testing.

Authorization and Release

I authorize the complete release of these records or data pertaining to me which an individual, company, firm, corporation, or public agency may have. I authorize the full release of the information described above, without any reservation. I hereby release Maybank Berhad and Verity Intelligence Sdn Bhd, and its agents, officials, representatives, or assigned agencies, including officers, employees, or related personnel both individually and collectively, from any and all liability for damages of whatever kind, which may at any time, result to me, my heirs, family or associates because of compliance with this authorization for release form. I certify that all information provided below and at any other times are correct to the best of my knowledge. Any false statements provided in this form and any other documents provided will be considered just cause for the termination of employment at any time. This authorization and consent shall be valid in original, fax, or copy form.

The following information is required by law enforcement agencies and other entities for identification purposes when checking records. It is confidential and will not be used for any other purpose.

Name : _____

IC No. / Passport No. : _____

Mobile No. : _____

Signature : _____

Date : _____

*** to be signed during interview day only*