

# RETURN COMPLETED FORM TO HRSERVICEDESK@MACQUARIE.COM

NAME:	Saleh	Osama
	Surname/Family Name	First Name (e.g Robert)
MIDDLE NAME/S:	M. K.	
	Middle/Given Name/s	Name Prefix i.e Mr, Miss, Ms, Mrs
PREFERRED NAME:		
	Preferred	d Name (e.g., Bob)
TELEPHONE:		07590765471
	Ноте	Mobile
ADDRESS:	47 Blenheim Ave	
MERGENCY CONTACT:	Eman Hatim	
	Name	
	07731441832	Wife
	Contact Number	Relationship
RESIDENCY AND VISA		
STATUS DETAILS:	Residency Status	
	Work/Permit Visa Type (please attach copy)	
		VI · W · · · · · · · · · · · · · · · · ·
	E	Expiry Date
	L	mpiry Duic

If not an European Citizen advise residency status, and provide a clear copy of your Passport and current Visa.

# **GENERAL INFORMATION** 1. Given the nature of the work done by Macquarie, it is relevant for us to know certain things about any prior and current criminal charges, investigations or convictions concerning individuals who will be performing work for Macquarie. Have you ever been charged with, investigated for, convicted of, or found guilty of (whether or not a conviction was recorded) any criminal or civil offence (including, but not limited to, traffic offences) which has not been quashed, pardoned or spent? (see note below) Yes ☐ No ☒ If yes, please give details of the charge, investigation or conviction (including the approximate dates and outcomes and the status of any conviction). Include reference to any proceedings in which a settlement was reached. **Note:** pardoned, quashed and spent convictions are convictions which no longer form part of a person's criminal record, either as a result of a court order, or after the passing of a period of time in accordance with the laws of a particular location. If in doubt please take advice about this provision before completing this section. 2. Have you ever been the subject of any investigation by any regulatory authority in any country? Yes ☐ No ☒ If yes, please give details of the investigation(s) (including the approximate dates and outcomes and the status of any findings). 3. Have you ever been declared Bankrupt or insolvent or entered into, or attempted to enter into, an arrangement with creditors?

Yes ☐ No 🛛

If Yes, please provide details (over page):

4. Have you been the subject of any investigation, finding, sanction or judgment misrepresentation, dishonesty or financial or corporate misconduct in any admini criminal proceedings, or under an investigation conducted by a professional or reany country?	strative, civil or
Yes No No	
If Yes, please provide details:	
5. Is your ability to perform your role likely to be restricted for any reason (including current investigations by any regulatory or legal authority e.g. ASIC, SFE, ASX etc.)	
Yes No No	
If Yes, please provide details:	
6. In accordance with Macquarie's Outside Business Activities policy, certain exterior interests (such as directorships, political activities and personal private investment declared in order for potential risks (such as conflicts of interest) to be appropriate	ts) may need to be
managed by Macquarie.	
Do you act as a director, senior officer, trustee or partner, or in any position whereby decision making or managerial activities are involved, for any organisation (profit or non-profit)?	Yes □ No ⊠
Do you undertake any political activities? [Passive political activities which could not reasonably be expected to impact your Macquarie work duties (for example, being registered as a member of a political party) are exempt for the purposes of this question]	Yes □No 🏻
Do you hold any personal private investment (for example ownership or investment in an unlisted security/ investment vehicle or business)?	Yes □ No ⊠

you responded tres to any of the questions above, please provide details of the Outside
usiness Activity below. Please ensure you include sufficient detail about the activity such as the
organisation name, nature of the organisation and your role. These details will be forwarded to
Macquarie Compliance for review prior to your commencement and you may be contacted to
provide further detail if necessary.

#### **NATURE OF RELATIONSHIP**

As a visitor to the Macquarie Group of Companies ('Macquarie'), I hereby acknowledge that I am not an employee of Macquarie and I am not entitled to any employment related benefits from Macquarie.

# **POLICIES**

I have received a copy of the following documents and policies:

- Appropriate Workplace Behaviour policy (AWB (EEO) policy);
- Code of Conduct;
- Outside Business Activities policy;
- Personal Investments policy;
- Anti-bribery and Corruption policy;
- Acceptable Use of Technology policy; and
- Workplace Health and Safety (WHS) policy.

I have read the above documents, understand the contents and agree to adhere to the requirements of the documents (and any other policies or documents which apply during my engagement with Macquarie) including any associated training required by Macquarie. If I have access to Macquarie Information Technology (IT) systems, on commencement of my engagement, I will read Macquarie's IT policies and comply with them during my engagement. I further acknowledge that, to the extent permitted by law, Macquarie reserves the right to modify, revoke, suspend or change any or all of the documents at any time with or without notice.

I have had an opportunity to discuss the content of these documents with a representative of Macquarie.

I must read any additions or amendments to Macquarie's documents and policies and abide by any modified or amended policies and procedures.

I understand that a breach of any of these policies may lead to the termination of my engagement with Macquarie. I understand that references to 'employee' in these documents should be read as a reference to my engagement with Macquarie (including as a 'contractor', 'agency worker', 'secondee' and 'external service provider') and that nothing in these documents creates an employment relationship between me and Macquarie.

## CONFIDENTIALITY

I must not reveal or make known to any person or to any corporation, any of the matters, affairs or concerns of Macquarie, its employees, contractors and clients which are confidential and which come to my knowledge as a contractor Macquarie, except in the course of the provision of my services to Macquarie or under obligation of law.

I must observe the provisions of all laws that regulate corporations or corporate entities and must not use any non public price sensitive information obtained through my engagement with Macquarie to personal advantage.

#### **TECHNOLOGY**

Where applicable and as expressly authorised by Macquarie in writing, I may access the Macquarie IT systems and networks remotely. I will not connect non-Macquarie laptops, desktops or network adaptors to Macquarie's technology or network unless specifically approved. When connected to Macquarie IT systems and networks remotely, I will comply with all known security procedures, policies and reasonable directions of Macquarie. I will ensure any incidents that come to my attention that present a risk to Macquarie technology or information or represent a breach of Macquarie policies will be reported to Macquarie as soon as possible.

#### **PROPERTY**

I agree that on the termination of my engagement or at any time during my engagement I will return Macquarie's property, including any documents or records relating to any confidential information in my possession or control, any computer hardware belonging to Macquarie, and I am not entitled to retain any such property following the end of my engagement.

#### PERSONAL INFORMATION

I acknowledge that Macquarie may collect personal information ('Information') from me for various purposes including the administration, supervision and management of my engagement and the support of Macquarie's business activities.

I acknowledge that it is common for Information collected by one Macquarie entity to be disclosed within Macquarie to assist in providing administrative and human resources support services, risk management and for the overall management of Macquarie. I also acknowledge that Information may also be disclosed to external service providers such as insurers, bankers, medical practitioners, benefit scheme managers and other service providers who may be providing operational, administrative, telecommunication or processing services or support in any location to Macquarie in connection with the operation of its businesses. These entities may be located outside of the country in which I am engaged, and Information may be transferred to other jurisdictions with different data protection laws. I acknowledge Macquarie endeavours to ensure that access to and use of personal information is appropriately limited to prevent misuse or unlawful disclosure of the information. By signing this declaration, I consent to my Information being used and transferred in this manner.

I understand that I have a right to access, copy, correct or delete the Information I give to Macquarie. Requests should be made to Human Resources. I understand I also have a right to request the discontinuance of the processing or use of the Information however, failure to provide the Information, and to allow processing of it, may cause significant issues in relation to the administration of my engagement.

### **DECLARATION**

I acknowledge that the information provided on this form is true and correct.

I understand that the omission of any information requested and/or the provision of false or misleading information could lead to the termination of my engagement with Macquarie.

Signature:	
Name:	Osama Saleh
Date:	18/10/2016