|  |  |
| --- | --- |
| **(A)** | **DETAILS OF SCHOOL AND THE PRINCIPAL**  |
|  |  |
| (1) | **Name of School:**       |
|  |  |
| (2) | **Address of School:**        |
|  |  |
| (3) | **Name of Principal:**        |
|  | 1. NRIC No.:
 |
|  | 1. Office telephone no.:       **and** Mobile phone no.:
 |
|  | 1. Fax no.:
 |
|  | 1. Email address:
 |
|  |  |
| (4) | **Descriptions of School** |
|  | 1. Type of School: [ ]  Chinese[ ]  Tamil [ ]  Missionary [ ]  Others:
 |
|  | 1. Level of funding from government: [ ]  Fully Aided [ ]  Partially Aided[ ]  None
 |
|  | 1. School’s buildings structure/ materials: [ ]  Concrete[ ]  Concrete & Plywood
 |
|  | 1. No. of students:       No. of teachers:
 |
|  | 1. No. of classrooms:
 |
|  | 1. No. of sessions:
 |
|  | 1. If 2 sessions, no. of students in morning session:       and afternoon session:
 |
|  |  |
|  |  |
| **(B)** | **BOARD OF GOVERNORS/ DIRECTORS AND PARENT TEACHER ASSOCIATION** |
|  | Please use separate sheets to provide profiles and contact details of the Board of Governors or Board of Directors of the School (“**BOG**”), and the Board of the Parent Teacher Association (“**PTA**”). |
|  |  |
|  |  |
| **(C)** | **Details of Project** |
|  |  |
| (1) | Works and services to be carried out and/or goods to be purchased (“**Project**”):       |
|  | Please provide drawing, sketch, layout plan, etc. as applicable. |
|  |  |
| (2) | Underlying need for the Project:       |
|  | Please provide photographs of existing conditions, where applicable. |
|  |  |
| (3) | How will the Project benefit the School and/or students, and/or enhance the standard of education:        |
|  |  |
| (4) | Has the Schools obtained quotation(s) for the Project? [ ]  Yes[ ]  No |
|  | If yes, please submit copy of the quotation(s) to TCC. |
|  |  |
| (5) | Has the School commenced work on the Project? [ ]  Yes[ ]  No |
|  | 1. If yes,
 |
|  | 1. Please provide details on the status of work undertaken, as well as photograph of status to-date:
 |
|  | 1. Please provide name of supplier(s)/contractor(s)/vendor(s) (collectively “**Contractor**”) undertaking work on the Project:
 |
|  | 1. Please indicate whether any of the following personnel (“**Person Concerned**”) or their \*Family Members (namely their spouse, parents, children, siblings and spouses of their children and siblings) has any relationship with the Contractor:
 |
|  | (aa) The Principal | [ ]  Yes | [ ]  No |
|  | (bb) Members (including Chairman) of BOG | [ ]  Yes | [ ]  No |
|  | (cc) Members (including Chairman) of Board of PTA | [ ]  Yes | [ ]  No |
|  |   |
|  | Notes: |
|  | 1. If yes, the Person Concerned is to complete, sign-off and submit the attached “Declaration of Conflicts of Interest” to TCC. Declaration made by a Person Concerned who is neither the Principal nor the Chairman of the BOG has to be confirmed by the Principal and the Chairman of BOG.
 |
|  | 1. Declaration involving Family Members of Person Concerned is to be made by the relevant Person Concerned on behalf of the Family Members, on “to the best of knowledge” basis.
 |
|  |  |
|  | 1. If no, please be advised to revisit item (C)(5)(a) and update TCC accordingly together with the School’s submission of the “Declaration of Conflicts of Interests” when the School commences work on the Project at later time.
 |
|  |  |
|  |  |
| **(D)** | **Project BUDGET AND FUNDING SOUGHT** |
|  |  |
| (1) | Estimated Project costs:       |
|  | Please attach calculation showing detailed breakdown of the cost of labour, material, goods and other costs applicable to the Project. |
|  |  |
| (2) | Fund raised to date in respect of the Project:       |
|  | Please indicate the amount utilized/to be utilized for each of the itemized costs listed in (D)(1) above. |
|  |  |
| (3) | Balance funding sought:        |
|  |  |
|  |  |
| **(E)** | **Other Sources of Funding for the Project, if any** |
|  |  |
| (1) | Overall funding plan if only partial funding is being sought from TCC:       |
|  |  |
| (2) | Details of other confirmed source of funding and the amount committed/raised to date: |
|  | **Name of Other Confirmed Provider/ Source of Fund** | **Amount (RM)** |
|  |       |       |
|  |       |       |
|  |       |       |
|  |  |
|  |  |
| **(F)** | **schools’ representative Primarily Responsible for the Project (If NOT the Principal)** |
| (1) | Name:       **and** NRIC no.:       |
| (2) | Office telephone no.:       **and** Mobile phone no.:       |
| (3) | Fax no.:       |
| (4) | Email address:       |
| (5) | Relationship with the School:       |
|  |  |
|  |  |
| **(G)** | **DOCUMENTATION CHECKLIST** |
|  | Please submit to us the following documents and information together with this Form: |
| (1) | [ ]  | Profiles and contact details of BOG |
| (2) | [ ]  | Profiles and contact details of Board of the PTA |
| (3) | [ ]  | Photographs on the existing condition of Project and status of work to-date if Item (C)(5)(a)(i) above is applicable |
| (4) | [ ]  | Completed and executed “Declaration of Conflicts of Interest”, if Item (C)(5)(a)(iii) above is applicable |
| (5) | [ ]  | Calculation showing detailed breakdown of the Project costs |
| (6) | [ ]  | Quotation(s) obtained for the Project |
| (7) | For Project involving construction of building |
|  | [ ]  | Site layout plan or freehand sketch showing the location/ position of the Project within the School’s compound or otherwise, its approximate size, freehand sketch/ architectural drawing of the design/ layout of the building/ structure together with such other details necessary to provide TCC a better understanding of the Project and work involved |
|  | [ ]  | Information on the ownership of land where the new building/ structure is to be constructed |
|  |  |
|  |  |
| **(H)** | **ACKNOWLEDGEMENT** |
| (1) | I declare that the information provided above is true and correct to the best of my knowledge and TCC may at its absolute discretion contact any party to verify the information provided herein; |
|  |  |
| (2) | 1. I have read and understood the Personal Data Protection (PDP) Notice of TCC as set out herein and agree to be bound by it. I further consent to the collection, retention and processing of my personal data in accordance with the PDP Notice (as may be varied from time to time);
 |
|  |  |
|  | 1. For information about another person(s) contained herein, I have made available for that person(s)’ review and the requisite consent required under the PDP Notice has been obtained.
 |
|  |  |
|  |  |
| **PRINCIPAL’S SIGNATURE:**  |
| **DATE:**       |
|  |

Important Note: Please use separate sheets if space provided for your responses are insufficient.

|  |
| --- |
| This Attachment to the Learning Institutions’ (“**Schools**”) Information Form (SIF) is to be completed and signed off by a person who may be the Principal of the School, member (including Chairman) of BOG or Board of PTA (collectively referred to as “**Person Concerned**”) who has any direct or indirect interest in the School’s Project to be funded by TCC. “Indirect Interest” arises when the Family Member(s) of the Person Concerned has personal interest in the said Project. Family Member(s) refer to Person Concerned’s spouse, parents, children, siblings and spouses of Person Concerned’s children and siblings. |
|  |  |
| **Name of School**:  |
| **Address of School**:       |
|  |  |
| **(A)** | **Relationship/Interest with Suppliers/Contractors/Vendors (“Contractor”)** |
|  |  |
|  | 1. Name of Contractor:
 |
|  |  |
|  | 1. Relationship with the Contractor
 |
|  |  |
|  | 1. Indicate whether for yourself or your Family Members:
 |
|  |  [ ]  Self [ ]  Family Member(s), please specify relationship:       |
|  |  |
|  | 1. Describe your involvement or your Family Member’s involvement in this Company [e.g. proprietor, partner, director, shareholder]:
 |
|  |  |
|  |  |
| **(B)** | **Declaration & Acknowledgment** |
|  | [ ]  I hereby declare that to the best of my knowledge, the information provided herein is true and accurate and I shall immediately notify TCC in writing if any of the information contained herein shall change or is no longer accurate. |
|  |  |
|  |  |
| **Declared by the Relevant Person Concerned** |
| Name:       | Signature: |
| Relationship with the School:       | Date:       |
|  |  |  |
|  |  |  |
| **Confirmed by** |  |
| \*\* The Principal  | Signature: |
| Name:       | Date:       |
|  |  |  |
| \*\* Chairman of BOG (and in the absence of a BOG for the School,the Chairman of PTA) | Signature: |
| Name:       | Date:       |
|  |  |  |
| Note: \*\* only relevant to be signed off if the Person Concerned making this declaration is not The Principal or the Chairman of BOG (Board of PTA), where applicable. |

|  |  |  |  |
| --- | --- | --- | --- |
|

|  |
| --- |
| Pursuant to the Personal Data Protection Act 2010 (“**Act**”), this Notice aims to explain the privacy policy of The Community Chest and its related corporation (collectively, “**Company**”):– **1. The Nature of Personal Data That We Collect and Have Collected** 1.1 This includes your name, identification card (NRIC) number, address, telephone number, e-mail address and/or such other information identifiable to you required for the Purposes below. 1.2 When you visit our website, information such as the date and time of access, IP address, internet host and browsing history may be automatically collected. **2. Purposes of Collecting and Processing Personal Data** 2.1 The Purposes are for activities in furtherance of the Company’s mission and objectives (“**Objectives**”) which include (a) execution of the Company’s Objectives; (b) for compliance with the Anti-Money Laundering, Anti-Terrorism Financing and Proceeds of Unlawful Activities Act 2001 and/or such other governing laws, governmental regulations and/or legal processes, directives and/or orders (“**Applicable Laws**”); (c) for fraud detection and/or prevention as we shall deem fit and appropriate; (d) for promotional and/or marketing activities in relation to the Objectives; (e) for the Company to communicate with you; and (f) for administrative and such other purposes related to the above. 2.2 By virtue of you providing us with your Personal Data and/or the Personal Data of third parties, you are deemed to have consented to and/or obtained the consent of the third party on, our collection, retention and/or processing of such Personal Data for the Purposes and you further undertake to extend a copy of this Notice to the said third party. **3. Are You Obliged to Provide Your Personal Data** 3.1 The provision and processing of Personal Data for the Purposes in Paragraph 2.1(a), (b), (c), (e) and (f) are mandatory while Paragraph 2.1(d) is optional. Your refusal to provide or limiting our processing of your Personal Data may result in us not being able to undertake the respective Purposes effectively. 3.2 In relation to Paragraph 2.1(d), you may withdraw your consent to us or limit our processing by notifying us as described in Paragraph 6 below. **4. To Whom Your Personal Data Will Be Disclosed To** 4.1 Disclosure may be made to the Company’s (a) officers, employees, representatives, agents, consultants, advisers and/or volunteers; (b) service providers and/or contractors; and (c) the learning institutions and/or governmental and/or regulatory authorities. 4.2 Your Personal Data provided may be transferred out of Malaysia for processing and by providing us the Personal Data, you agree for such Personal Data to be transferred and processed outside Malaysia. **5. Accuracy, Access and Correction of Personal Data** 5.1 The Personal Data collected by us is deemed to be accurate until and unless notified to us otherwise. 5.2 You may, to the extent permitted under the Act, request for (a) access and/or (b) any reasoned correction subject to a reasonable administration fee to be imposed at our absolute discretion, and on terms and conditions which we may prescribe from time to time. **6. Enquiries and Notifications** For communications regarding this Notice and matters relating to your Personal Data, please direct your communication to our “PDP Officer”, by facsimile to 603 2182 2020, by e-mail to enquiries@commchest.org.my; or by post to our registered address. **7. Amendments** This Notice may be amended/revised from time to time and unless otherwise provided, shall take effect immediately upon issuance. In the event of any inconsistency between this Notice and the Company’s other privacy or related notices, this Notice shall prevail; and between the English and the Bahasa Malaysia and/or the Chinese versions (if any), the English version shall prevail.   |

 |

|  |
| --- |
| Selaras dengan Akta Perlindungan Data Peribadi 2010 ("**Akta**"), Notis ini bermatlamat menjelaskan polisi privasi The Community Chest dan syarikat-syarikat berkaitan dengannya (secara kolektif, “**Syarikat**”):– **1. Jenis Data Peribadi Yang Kami Kumpul dan Telah Kumpul** 1.1 Ini termasuk nama, nombor kad pengenalan, alamat, nombor telefon, alamat e-mel anda dan/atau apa-apa maklumat lain yang boleh dikenal pasti merujuk kepada anda, yang diperlukan untuk Tujuan-tujuan di bawah. 1.2 Apabila anda melawat laman web kami, maklumat seperti tarikh dan masa akses, alamat IP, hos internet dan sejarah pelayaran mungkin boleh dikumpul secara automatik. **2. Tujuan-tujuan Pengumpulan dan Pemprosesan Data Peribadi** 2.1 Tujuan kami adalah untuk aktiviti-aktiviti dalam melaksanakan misi dan objektif Syarikat kami (“**Objektif**”) yang termasuk (a) pelaksanaan Objektif Syarikat (b) untuk pematuhan Akta Pencegahan Pengubahan Wang Haram, Pencegahan Pembiayaan Keganasan dan Hasil daripada Aktiviti Haram 2001 dan apa-apa undang-undang dan/atau proses undang-undang dan/atau perintah-perintah ("**Undang-undang Berkaitan**"); (c) untuk pengesanan dan/atau pencegahan penipuan seperti yang kita fikirkan sesuai; (d) untuk aktiviti promosi dan/atau pemasaran berhubung dengan Objektif; dan (e) bagi Syarikat kami berkomunikasi dengan anda; dan (f) untuk pentadbiran dan apa-apa tujuan-tujuan lain berhubungan dengan di atas. 2.2 Dengan memberikan kami Data Peribadi anda dan/atau Data Peribadi pihak-pihak ketiga, anda dianggap telah bersetuju, dan/atau telah memerolehi persetujuan pihak-pihak ketiga dengan pengumpulan, penyimpanan dan/atau pemprosesan Data Peribadi anda oleh kami untuk Tujuan-tujuan di atas dan anda selanjutnya berakujanji untuk menghulurkan sesalinan Notis ini kepada pihak ketiga tersebut. **3. Adakah Anda Diwajibkan Untuk Memberi Data Peribadi Anda** 3.1 Pemberian dan pemprosesan Data Peribadi untuk Tujuan-tujuan di bawah Perengan 2.1(a), (b), (c), (e) dan (f) adalah wajib manakala Perengan 2.1(d) bukan mandatori. Keengganan anda memberi atau menghadkan pemprosesan Data Peribadi anda mungkin menyebabkan kami tidak dapat menjalankan Tujuan-tujuan yang berkaitan dengan efektif. 3.2 Berkenaan dengan Perengan 2.1(d), anda boleh menarik balik kebenaran anda kepada kami atau menghadkan pemprosesan kami dengan memaklumkan kami seperti dinyatakan dalam Perengan 6 di bawah. **4. Kepada Siapa Data Peribadi Anda Akan Dikemukakan** 4.1 Pendedahan mungkin dibuat kepada (a) pegawai, kakitangan, wakil, ejen, perunding, penasihat dan/atau sukarelawan Syarikat kami; (b) pembekal perkhidmatan and kontraktor Syarikat kami; dan/atau (c) institusi pembelajaran dan/atau kerajaan dan/atau pihak berkuasa berkaitan. 4.2 Data Peribadi diberi mungkin dipindahkan dan diproses di luar Malaysia. Dengan memberikan kami Data Peribadi anda, anda bersetuju untuk Data Peribadi tersebut dipindahkan dan diproses di luar Malaysia. **5. Ketepatan, Akses dan Pembetulan Data Peribadi** 5.1 Data Peribadi yang dikumpul oleh kami adalah dianggap tepat sehingga dan melainkan dimaklum kepada kami sebaliknya. 5.2 Anda boleh, setakat yang dibenarkan di bawah Akta, meminta untuk (a) akses dan/atau (b) sebarang pembetulan munasabah, tertakluk kepada bayaran pentadbiran munasabah yang dikenakan atas budi bicara mutlak kami, dan atas terma-terma dan syarat-syarat yang kami mungkin tetapkan dari semasa ke semasa. **6. Pertanyaan dan Pemberitahuan** Sebarang komunikasi mengenai Notis ini dan perkara-perkara yang berkaitan dengan Data Peribadi anda boleh diajukan kepada "Pegawai PDP" kami, melalui faksimili ke 603 2182 2020, e-mel kepada enquiries@commchest.org.my; atau pos ke alamat berdaftar kami. **7. Pindaan** Notis ini boleh dipinda/disemak semula dari semasa ke semasa, dan kecuali diperuntukkan sebaliknya, adalah berkuat kuasa serta-merta apabila dikeluarkan. Sekiranya terdapat sebarang ketidakselarasan antara Notis ini dan notis privasi lain, Notis ini adalah terpakai; dan di antara versi-versi Bahasa Inggeris dan Bahasa Malaysia dan/atau Bahasa Cina (jika ada), versi Bahasa Inggeris adalah terpakai.  |

 |