

CONFIDENTIALITY & NON-DISCLOSURE POLICY

In the course of its operations, Asia Propel Sdn Bhd (AP) engages with internal and external parties in various commercial, technical and strategic matters. These interactions often involve the exchange of confidential or proprietary information. To protect the company's interests and ensure professional integrity, this policy establishes clear guidelines on confidentiality and the mandatory use of Non-Disclosure Agreements (NDAs).

1. PURPOSE

To protect AP's confidential information and ensure that all disclosures to or from third parties are governed by appropriate Non-Disclosure Agreements (NDAs).

2. SCOPE

This policy applies to all employees, directors, contractors and any external party involved with AP in any capacity that involves confidential information.

3. POLICY GUIDELINES

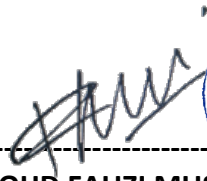
- a) No confidential information shall be shared with or received from any third party without a signed NDA.
- b) Confidential includes but not limited to technical drawings, commercial proposals, client data, designs, pricing, processes and internal communications.
- c) Types of NDAs:
 - One-Way NDA: When AP discloses only.
 - Mutual NDA: When both parties exchange confidential information.
- d) All employees must sign a confidentiality undertaking upon joining and must not disclose company information without written approval.

4. NDA HANDLING

- a) NDAs must be approved by the Legal/Compliance Department.
- b) Signed NDAs must be stored in the Document Control System or NDA Register.
- c) All business units are responsible for ensuring NDAs are in place before project discussions, tender collaborations, or consultant engagements.

5. ENFORCEMENT

Breaches of this policy or any NDA may result in disciplinary action, including termination of employment or legal proceedings. The Company will take all necessary measures to protect both its own interests and those of its clients.



MOHD FAUZI MUSTAFFA
(MANAGING DIRECTOR)
DATE : 19TH July, 2025