

SCHOLARSHIP AWARD APPLICATION FORM

Attach your recent photograph here.

You are required to provide all details and fill them up legibly on this form.

SECTION A: PERSONAL DETAILS

Full Name (as in NRIC)			
Citizenship			
NRIC		Age	
Date of Birth		Place of Birth	
Gender		Marital Status	
Tel No (Home)		Tel No (Mobile)	
Race			
Home Address			
Email			

SECTION B: COURSE DETAILS

University Placement (Secured)	Yes / No
Name of University	
Field of Study / Faculty	
Course of Program	
Student ID Number	
Total Tuition Fees of Programme (RM)	
Date Commencement	
Duration of Course (Year/ Month)	
Target Date of Completion	

SECTION C: SECONDARY ACADEMIC QUALIFICATIONS (SPM)

Year		School/Institution	
SPM SUBJECTS			
Subjects	Grade	Point	

SECTION D: MATRICULATION / A-LEVEL / FOUNDATION / PRE-UNIVERSITY / DIPLOMA

School/ Institution		Year	
Cumulative Grade Point Average (CGPA)			
Subjects	Grade	Point	

SECTION E: TERTIARY ACADEMIC QUALIFICATIONS

University / Institution		Commencement Year	
Year	Semester	CGPA	

SECTION F: EXTRACURRICULAR ACTIVITIES

Society /Club	Position	Year	Contribution
Sport /Game	Position	Year	Contribution
Others	Position	Year	Contribution

SECTION G: DETAILS OF PARENT/ GUARDIAN

Parents /Guardian 1			
Name (as per NRIC)			
Relationship			
Home Address			
Citizenship		Race	
New/Old IC		Date of Birth	
Tel No (Home)		Tel No (Mobile)	
Occupation			
Monthly Income			
Income from Other Sources			

Employer's Name & Address			
Parents / Guardian 2			
Name (as per NRIC)			
Relationship			
Home Address			
Citizenship		Race	
New/Old IC		Date of Birth	
Tel No (Home)		Tel No (Mobile)	
Occupation			
Monthly Income			
Income from Other Sources			
Employer's Name & Address			

SECTION H: REFERENCES

PLEASE NAME 2 REFEREES WHOM WE COULD CONTACT FOR A PERSONAL REFERENCE ABOUT YOUR ACADEMIC AND/OR ACHIEVEMENTS

REFEREE 1	
Name (as per NRIC)	
Position	
Phone No	
Email Address	
REFEREE 2	
Name (as per NRIC)	
Position	
Phone No	
Email Address	

SECTION I: ADDITIONAL INFO

1. How did you know about Hartalega Scholarship Award?	
2. Have you applied for and/ or received any other scholarship / financial assistance? (This will not affect your application to Hartalega Scholarship Award)	Yes / No Name of Scholarship: Status of application: Amount:
3. Have you applied for and /or received PTPTN?	Yes / No Status of application: Amount:
4. Have you applied for and/or received any education loans?	Yes / No Status of application: Amount:
5. Is your parent/guardian working in Hartalega?	Yes / No Department:

SECTION J: FILE ATTACHMENT

Passport size photo	
Copy of NRIC	

Copy of SPM Certificate	
Copy of STPM certificate/Matriculation/Diploma/A-Level or equivalent Certificate	
Copy of offer letter from University	
Certified true copy of the LATEST examination results	
Certified true copy of parents'/guardian's 3 months' pay slips (for under employment) OR income tax form (for self-employed)	
Certified true copy of the LATEST month of electricity bill and water bill	
Copy of Household Income Declaration Form (Appendix 1)	
Photo of exterior surrounding residential area	

Personal Data Protection Act 2010 (PDPA) NOTICE

By engaging or communicating with Hartalega Group of Companies including Hartalega Holdings Berhad, its subsidiaries and associate /affiliate companies (hereinafter collectively referred to as "the Company") for the purposes of applying for scholarship award with the Company, or entering into an employment agreement, contract of service or contract for service between you and the Company, you consent to the processing of your personal data identified below and you confirm that all information is accurate and complete, and that none of it is misleading or out of date.

The data may include any personal data, sensitive personal data and/or information about you which were provided to the Company, including but not limited to the following:

- name, age, identification number and/or passport number, nationality, race, date and place of birth, gender, ethnicity, marital status, residential address, home and office telephone number, mobile contact number, personal email address, bank account number, academic records, professional qualifications, EPF number, SOCSO number, income tax number, employment history and the name and contact details of your next-of-kin or any other information necessary to process your personal data for job application purposes.
(collectively known as "Personal Data")

We will collect and use your Personal Data and/or Sensitive Personal Data for any of the following purposes:

- assessing your skills, qualifications and suitability for Scholarship Award application in the Company;
- processing application, including conducting background checks, application verification of information provided by you;
- maintaining records in relation to the Company's scholarship application and recruitment process;
- monitoring compliance with our internal rules and policies;
- complying with the compliance and disclosure requirements of all governmental and/or quasi-governmental departments and/or agencies, regulatory and/or statutory bodies (e.g. Inland Revenue Board, the Employee's Provident Fund Board, the Social Security Organisation, Bank Negara Malaysia);
- any purposes relating thereto.
(collectively known as "Purposes")

It is voluntary for you to supply your Personal Data and/or Sensitive Personal Data to us, however, should you refuse, we may not be able to process your application for scholarship successfully.

The Company may disclose your Personal Data and/or Sensitive Personal Data to third parties such as (a) service providers relating to IT, records management storage, banks, insurance and professional advisors; and (b) governmental departments and/or regulatory and/or statutory bodies where required by law.

Where the Company's service providers are located outside Malaysia, your Personal Data and/or Sensitive Personal Data may be transferred to, stored, used and processed outside Malaysia. You consent to the transfer and use of your Personal Data and/or Sensitive Personal Data outside Malaysia.

Your Personal Data and/or Sensitive Personal Data shall be retained by the Company for as long as it is necessary to fulfil the purpose for which it was collected or as required or permitted by applicable laws.

The Company is committed to safeguarding your Personal Data and/or Sensitive Personal Data and ensuring that it is stored securely. You are entitled to request access to and/or make correction to your Personal Data and/or Sensitive Personal Data, or to refuse or limit the processing of your Personal Data and/or Sensitive Personal Data by writing to the following:

Data Protection Officer
Hartalega NGC Sdn Bhd
 No. 1, Persiaran Tanjung,
 Kawasan Perindustrian Tanjung,
 43900 Sepang, Selangor
 Email: human.resource@hartalega.com.my
 Phone: 03-8707 3000

The Company may also collect Personal Data of your professional or personal referees, including your referee’s name, residential address, occupation, and contact number. If you provide your referees’ Personal Data, you warrant and represent that you have informed your referee that you will be providing their Personal Data to the Company, and that you have obtained your referees’ consent for the Company to process their Personal Data.

DECLARATION

1. I hereby solemnly declare and warrant that any and all information provided by me in this application (or any other accompanying or required documents) is true, correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for immediate withdrawal of this application or subsequent termination/revocation of the Scholarship awarded to me regardless of the timing or circumstances of discovery. My application may be based on receipt of satisfactory information from schools and other references. Enclosed are copies of my education / professional qualification certificate / diploma / degree and / or appropriate recommendation letters. I understand that any misrepresentation of facts given herein (including any uninformed changes) will be sufficient cause of disqualification from the scholarship application.
2. I authorize and provide consent to the processing and disclosure of my Sensitive Personal Data by the Company, as may be necessary for the purpose of assessing my suitability for scholarship application with the Company, including without limitation to conducting reference checks and relevant background checks. If the results of the reference checks and relevant background checks are unsatisfactory in the Company’s sole and absolute opinion, I agree that my scholarship application will be rejected.
3. I acknowledge that I have read and understood the Personal Data Protection Act (PDPA) Notice enclosed with this Application Form, and I agree to the processing and disclosure of my Personal Data in accordance with the PDPA Notice by the Company.
4. I acknowledge that I am required by the Company to provide data of relevant third parties, and in this connection, I hereby represent and warrant to the Hartalega that I have obtained their consent for the Company to collect, retain, process and use the personal information of relevant third parties in accordance with the Privacy Notice.
5. I acknowledge that the Company upholds a zero tolerance approach any form of bribery and corrupt practices, as stipulated in the Company’s Anti-bribery and Anti-Corruption policy found on the official website.
6. I understand that this application is not an employment contract for any specific length of time. I understand that no representation, whether oral or written, by any employee, officer or representative of the Company at any time, can constitute a contract of employment.
7. I understand that the award of the Scholarship is subject to sole and exclusive discretion of the Company and the decision by the Company shall be final and binding.
8. I hereby irrevocably undertake to indemnify, hold harmless the Company and each of their respective directors, officers, agents, employees, members, representatives, associates (collectively as “Indemnitees”) absolutely from and against all (direct or indirect) claims, suits, actions, damages, loss, compensation, fines, penalties, liabilities, costs, fees, charges, (including attorneys’ fees and costs of court/arbitration proceedings) and whatsoever not specifically mentioned herein that may be asserted by all and any third party(ies) against any of the Indemnitees arising from or in connection with my application herein.

SIGNATURE OF APPLICANT

DATE

For Office Use

Scholarship Awards Application Status : Accept Reject KIV

Status fills up by HR : _____

HOUSEHOLD INCOME DECLARATION FORM

For Parents/Guardians without e-B or e-BE Form/Pay Slip/Income Statement or Self Employment
(To be completed by Parents/Guardians)

To: **YAYASAN HARTALEGA**

C-G-9, Jalan Dataran SD 1, Bandar Sri Damansara, 52200 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur

1. DETAILS OF STUDENT

Full Name (as per IC)	
NRIC	

2. DETAILS OF PARENTS/GUARDIAN

Parents/ Guardian 1:	Parents/ Guardian 2:
Name (as per IC) _____	Name (as per IC) _____
NRIC: _____	NRIC: _____
Relationship: _____	Relationship: _____
Occupation: _____	Occupation: _____
Monthly Income: _____	Monthly Income: _____
I hereby declare that all information in this form is accurate and true. _____	I hereby declare that all information in this form is accurate and true. _____
Name: Date :	Name: Date :

3. VERIFICATION

(Signatory and Official Stamping)

Name:

Position:

Date:

The **VERIFICATION** can only be made by a 'Wakil Rakyat, Government Official (Group A), Session Court Judge, Magistrate, licensed Legal Practitioner, Commissioner of Oaths, Public School Principal, Police Officer (ranked Assistant Superintendent of Police and above), Village Head, 'Imam', 'Penggawa', 'Tuai Rumah', Head of Clan or certified 'Mukim'