



GT NELSON REALTY SDN BHD

Registered Estate Agency E(1)1836

201801005039 (1267053-H)



Ejen Harta Tanah

E 0258

E 0402

VO2-G-02, Floor G, V Office 2, Lingkaran SV 1, Sunway Velocity, 55100 Kuala Lumpur

Tel : 03-23021136 / 1139

Website : www.gtnelson.com.my

SST No. B16-1907-32100018

CODE OF CONDUCT OF COORDINATORS

Coordinators are individuals engaged by GT Nelson Realty Sdn Bhd (the Company) under a Contract for Service arrangement to act as supporting personnel or assistant to superiors who are qualified and registered Real Estate Negotiators.

Coordinators shall at all times whilst undertaking their duties and responsibilities comply with and uphold the Company's Code of Conduct of Coordinators.

The terms and conditions of the Code of Conduct of Coordinators are appended as below and are to be clearly understood by all Coordinators.

CODE OF CONDUCT

1. Coordinators shall work under the direction and supervision of qualified Real Estate Negotiators (RENS) who are duly registered with the Board of Valuers, Appraisers, Estate Agents and Property Managers, Malaysia.
2. The role of Coordinators is basically supporting and assisting RENS and under the RENS' instructions in carrying out the RENS' duties and responsibilities.
3. Coordinators shall always declare that they are working on behalf of and representing a REN when meeting with or contacting customers.
4. Coordinators are not allowed to directly represent developers, vendors, owners, landlords, purchasers, tenants, etc. to conduct negotiations on sale and purchase and/or leasing and letting of properties.
5. Coordinators are prohibited from publishing, placing, posting and/or exhibiting any advertisements in the mass media or electronic media, displays or signboards publicly with the intent of doing listing for the sale and purchase or leasing and letting of properties.
6. Coordinators are not allowed to sign any binding or legal documents in any property transactions on behalf of the Company save and except for signing as a witness.
7. Coordinators are engaged on a full time basis and shall work for only one Real Estate Agency at any one time.
8. Coordinators are expected to conduct themselves in a professional manner, ethically and competently in full compliance with the applicable laws and regulatory requirements in discharging their duties and responsibilities.



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9. Coordinators are prohibited to disclose or divulge any confidential information and trade secrets obtained from the Company whether written or oral to any third parties who are not associated with or affiliated to the Company either expressed or implied without the prior written consent of the Company.
10. Coordinators are required to read and understand and follow the rules of the Company strictly.
11. Coordinators are required to read and understand and comply with the rules and regulations of the Board of Valuers, Appraisers, Estate Agents and Property Managers Act 1981 & Rules and to the Malaysian Estate Agency Standards.
12. Coordinators are compelled to abide by and uphold the Anti-Money Laundering, Anti-Terrorism Financing and Proceeds of Unlawful Activities Act 2001.
13. Coordinators are compelled to abide by and uphold the Company's Anti-Bribery and Anti-Corruption Policy enacted under Section 17A of the Malaysian Anti Corruption Commission Act 2009.
14. Coordinators are compelled to fulfill and act in accordance with all statutory requirements under the Personal Data Protection Act 2010.
15. It is incumbent upon Coordinators to report to the Management of the Company in the very first instance if he/she discovers with sufficient proof of another Coordinator/s infringing any of the terms and conditions of the Code of Conduct of Coordinators.

Any infringement of and/or breach of the terms and conditions of the Code of Conduct of Coordinators or complaint received from customers or the public or investigation by the Board against the Coordinator, appropriate disciplinary action will be taken by the Company including but not limited to an internal inquiry, admonishment, temporary suspension, dismissal, withholding of commission, fine, etc.

The terms and conditions of the Code of Conduct of Coordinators are not exhaustive and that the Company reserves the right to add, amend or change any terms and conditions at any time deemed necessary.

CONFIRMATION AND DECLARATION BY COORDINATOR

I hereby confirm and declare that I have read and understood the Code of Conduct of Coordinators and shall pledge to comply with and uphold the Code of Conduct of Coordinators at all times.

Signature
Name :
NRIC No. :
Date :