




CHAN SHE SHU YUEN CLAN ASSOCIATION, K.L. & SEL.

吉隆坡暨雪蘭莪陳氏書院宗親會 (PPM-002-14-04121954)

PERSATUAN KETURUNAN CHAN SHE SHU YUEN, K.L. & SEL.

No.172, Jalan Petaling, 50000 Kuala Lumpur, Malaysia. Tel: +603-2078 1461 Fax: +603-2031 0586

E-mail: cssykl@gmail.com Website: www.cssykl.com  cssykl 陳氏書院

永久会员申请表格 Application for Life Membership

中文姓名: Name in Chinese		英文姓名: Name in English		近期照片1张 1 Photographs
性别: 男 / 女 Sex: Male/Female	出生日期: Date of birth	出生地点: Place of birth	宗教: Religion	
籍贯: Place of Ancestry	身份证号码 I. C. no.	职业: Occupation		
请呈上身份证副本 Photocopy I. C.				
住址: Residence address	必须同时呈上 一张照片及身份证副本			办事处电话号码 Office tel. no.
通讯处: Mailing address				住宅电话 Residence tel. no.
电子邮件: E-mail address				
是否有参加其他陈氏宗会会员? 是 Yes <input type="checkbox"/> 否 No <input type="checkbox"/> 如是, 请注明职位: Are you a member of any other Chan Clan Association? If yes, please state Post held:				手提电话 h/p no.

本人拟申请加入隆雪陈氏书院宗亲会为永久院员并同意遵守贵院之章程及一切议决案。

I hereby apply for admission as a life member of Chan She Shu Yuen Clan Association, K.L. & SEL and agreed to be bound by the rules and resolutions of the association.

申请人签名

Date: \_\_\_\_\_

Signature of applicant: \_\_\_\_\_

介绍人 Name of Proposer	会员证号码 Membership card no.	签名 Signature
附议人 Name of Seconder	会员证号码 Membership card no.	签名 Signature

供本书院用 For office use only

永久会员入会费一百元 Entrance fee for life member RM100.00 现款 Cash / 支票 Cheque no.	收据号码 Receipt no.	会员证号码 Life membership card no.
批准人: Approved by:	經复核 Verified by:	
会长 President 日期 Date:	秘书长 Secretary 日期 Date:	调查主任 Head of Investigation 日期 Date:
备注 Remarks:	Page 1 / 2 ( 11/11/2018-01 )	

## PRIVACY NOTICE

We at CSSY (hereinafter called "the Association"), respect the privacy of our clients and consider protecting and safeguarding their privacy and personal data of utmost importance. We treat and view your personal data very seriously and have therefore developed a privacy policy that serves as a guide on the collection, processing, use, disclosure, retention and disposal of your Personal Data by the Association and this privacy policy is prepared pursuant to the requirements of the **Personal Data Protection Act 2010** (hereinafter called "the Act").

### 1. Collection of Personal Data and the purpose of collection

When you first approach or join the membership of or retain the Association for our services or as requested by the Association, you may have provided data and information about yourself or your transaction(s) (hereinafter called "Personal Data") to enable us to negotiate, verify, prepare, enter into, process, execute, communicate, perfect and/or complete any transaction(s) with and/or for you. The collection, retention, usage, process, disclosure and disposal of your Personal Data is necessary in order for us to negotiate, verify, prepare, execute, process, communicate and complete your membership/transaction(s) and/or for purpose of compliance with any laws and/or regulations.

### 2. Nature of Personal Data

The Personal Data collected may include but is not limited to the following:-

- a) name, identity card number, passport number;
- b) contact information including address, email address, phone number;
- c) other sensitive data such as age, gender, date of birth, marital status, amount of income, dependents, race, nationality, income tax details and etc;
- d) verification information we receive from public records, other entities and/or individuals; and/or
- e) other relevant information necessary in respect of the membership/transaction(s).

### 3. Impact resulting from failure to supply and/ or update your Personal Data

You shall provide and/or update the Association with the correct and current Personal Data at all times. The failure to supply and/or update such Personal Data will/may among others:

- a) cause the negotiation for the transaction(s)/case(s) to be unperformed, ceased, ineffective, incomplete and/or invalid;
- b) cause the drafting and preparation of the agreements, forms, declarations, documents, correspondence, communication, letters, court documents, opinions and/or will in respect of your transaction(s)/case(s) to be unperformed, ceased, ineffective, incomplete, invalid and/or illegal;
- c) affect the ability of the parties to the transaction(s)/case(s) or their respective solicitors to enter into, execute, comply with and/or complete the necessary agreements, declarations, demands, laws, rules, regulations, notices and/or membership/transaction(s);
- d) result in the Association being unable to contact or correspond with you in respect to your membership/transaction(s); and/or
- e) result in the Association being unable to provide our services to you.

### 4. Disclosure of Personal Data

Personal Data provided to the Association maybe disclosed to the following third parties:

- a) corresponding parties related to your membership/transaction(s);
- b) any person to whom we are compelled or required to do so under law or in response to a competent or government agency;
- c) financial institutions related to your membership/transaction(s)/case(s); and/or
- d) auditors, consultants, accountants or third party service providers engaged by the Association.

### 5. Retention and Disposal of Personal Data

We shall retain the Personal Data for a *minimum* period of six (6) years; or as long as your membership/transaction(s) is still ongoing and uncompleted; or as long as may be lawfully required. Upon the expiry of the retention period, whichever is longest, we shall destroy and dispose off your Personal Data in a safe, secure and confidential manner.

### 6. Security and Safeguards of Personal Data

We shall keep and process your data in a secure manner. We endeavour, where practicable, to implement the appropriate administrative and security safeguards and procedures to prevent the unauthorized or unlawful processing and accidental loss or destruction of your Personal Data.

### 7. Rights of Access and Queries/Choice in respect of your Personal Data

Under the Act, you have the right of access to your Personal Data held by us upon payment of a prescribed fee. You may also make a request to correct or update any of your Personal Data that is inaccurate, incomplete or not up-to-date or to limit the processing of your Personal Data. You may address any queries, concerns, complaints and/or choice regarding the collection, process, usage, disclosure, retention and disposal of your Personal Data or regarding this Notice, using the following contact information provided:-

Contact Information:

Attn: Data Protection Officer

Messrs. Chan She Shu Yuen Clan Association , K.L. & SEL.

ADDRESS: NO. 172, Jalan Petaling, 50000 Kuala Lumpur

Phone No.: +603 2078 1641

Fax No.: +603 2031 0586

E-mail: cssykl@yahoo.com.my; cssykl@gmail.com

### 8. Language

This Privacy Notice may be prepared in both the English language and Malay language. In the event there is a conflict between the English version and the Malay version, the English version will prevail.

### Customer's Declaration of Consent

I hereby declare that I have fully read and understood this Privacy Notice and consent and agree to the terms of this Privacy Notice (in particular but not limited to the collection, retention, usage, processing, disclosure and disposal by us of your Personal Data). I also further confirm that all my Personal Data are true, up-to-date and accurate and that if there are any changes to any of my Personal Data, I shall notify you of the same immediately.

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

NRIC No. : \_\_\_\_\_

Date : \_\_\_\_\_