



**PERBADANAN PEMBANGUNAN PULAU PINANG**  
**(Penang Development Corporation)**  
**Bangunan Tun Dr.Lim Chong Eu**  
**No.1, Pesiaran Mahsuri**  
**Bandar Bayan Baru**  
**11909 Bayan Lepas**  
**Pulau Pinang**

## **APPLICATION TO RENT PDC'S GBS OFFICE SPACE**

*[Please mark (✓) at the appropriate box ]*

**GBS @ MAYANG, BAYAN BARU**

**GBS @ MAHSURI, BAYAN BARU**

**LAIN-LAIN .....**

### **INSTRUCTIONS**

**PLEASE COMPLETE THIS FORM AND RETURN TO INDUSTRIAL DIVISION, PDC.  
ANY CHANGE OF ADDRESS SHOULD BE NOTIFIED TO PDC AS SOON AS  
POSSIBLE.**

1. **PARTICULARS OF APPLICANT**

1.1 **Name** : \_\_\_\_\_

1.2 **Registered Address** : \_\_\_\_\_

\_\_\_\_\_

**Business Address** : \_\_\_\_\_

\_\_\_\_\_

**Postal Address** : \_\_\_\_\_

\_\_\_\_\_

**Telephone No.** : \_\_\_\_\_ (Office) \_\_\_\_\_ (H/P)

**Fax No.** : \_\_\_\_\_

**E-mail** : \_\_\_\_\_

1.3 **Type of Entity** : **Company / Partnership / Trading Co. / Enterprise / Individual / Co-operative / Statutory / Government Department / Society**

**Others** : \_\_\_\_\_

1.4 **Name, I/C and address of Directors / Partners / Proprietors**

**Name & I/C No.**

**Address**

(a) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(b) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(c) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(d) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1.5 **List of Shareholders (where applicable)**

	<b><u>Name</u></b>	<b><u>Equity (%)</u></b>	<b><u>Value (RM)</u></b>
(a)	_____	_____	_____
(b)	_____	_____	_____
(c)	_____	_____	_____
(d)	_____	_____	_____
(e)	_____	_____	_____
	<b>TOTAL :</b>	<b>=====</b>	<b>=====</b>

1.6 **Share capital of company (where applicable)**

- (a) **Authorised capital** : RM \_\_\_\_\_
- (b) **Paid-up capital** : RM \_\_\_\_\_  
(minimum RM100,000.00)

(Please submit a copy of Form 49 and Form 24 of the company)

1.7 **Please state the following particulars relating to the equity of the partnership/company**

	<b><u>Equity (%)</u></b>	<b><u>Value (RM)</u></b>
(a) <b><u>Held by:</u></b>		
<b>Local</b>	_____	_____
<b>Foreign</b>	_____	_____
(b) <b><u>Details of Local Equity:</u></b>		
<b>Bumiputera</b>	_____	_____
<b>Chinese</b>	_____	_____
<b>Indians</b>	_____	_____
<b>Others</b>	_____	_____
<b>SUB-TOTAL</b>	_____	_____
<b>TOTAL</b>	<b>=====</b>	<b>=====</b>

**1.8 Financial performance of company (where applicable) for last 3 years.**

<b>Details</b>	<b>Year _____</b>	<b>Year _____</b>	<b>Year _____</b>
<b>Profit / (Loss) before tax (RM)</b>			
<b>Profit / (Loss) after tax (RM)</b>			
<b>Accumulated Profit / (Loss) (RM)</b>			

**Please submit the audited accounts of your company for the last 3 years as mentioned above.**

**1.9 Name, Address & Tel. of Auditor (s) :** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**1.10 Name, Address & Tel. of Solicitor (s) :** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**1.11 Name, Address & Tel. of Banker (s) :** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. **PARTICULARS OF SPACE APPLIED FOR (where applicable)**

2.1 **Location** : \_\_\_\_\_

2.2 **Estimated size (sq. ft)** : \_\_\_\_\_

2.3 **Type of business activities (please specify)** : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2.4 **Experience related to the above business activities** : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. **HAVE YOU BEEN AFFECTED BY ANY PDC/STATE GOVERNMENT PROJECTS IN THE PAST (IF YES, PLEASE SPECIFY)** :

3.1 **Name of Project** : \_\_\_\_\_

3.2 **Address of affected premise** : \_\_\_\_\_

\_\_\_\_\_

4. **HAVE YOU PURCHASED OR RENTED ANY PROPERTIES FROM PDC BEFORE OR ENGAGED IN ANY BUSINESSES/TRANSACTIONS WITH PDC (IF YES, PLEASE SPECIFY)**

4.1 **Premise No.** : \_\_\_\_\_

4.2 **Location** : \_\_\_\_\_

4.3 **Type of business activities** : \_\_\_\_\_

5. **HAVE YOU BEEN JUDGED AS BANKRUPT BEFORE / BEEN BLACKLISTED BEFORE (IF YES, PLEASE EXPLAIN) :**

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6. **I HEREBY DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF ALL THE PARTICULARS FURNISHED ABOVE ARE TRUE. THIS APPLICATION WILL BE REVOKED ON THE GROUNDS OF FALSE INFORMATION GIVEN.**

**Signature of Applicant** : \_\_\_\_\_

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

**I/C No.** : \_\_\_\_\_  
*(Please provide a photocopy of I/C)*

**Designation** : \_\_\_\_\_

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

**Company** : \_\_\_\_\_

**Company Chop** :

**IMPORTANT NOTICE**

1. **Please forward certified copies of the documents related to Items 1.3, 1.4, 1.5, 1.6, 1.7 and 1.8 together with the duly completed application form.**
2. **The sale / rental price is subject to changes as and when there is a price revision. PDC is not bound by this application to the current price.**
3. **PDC will only process your application upon submission of the duly completed application form together with all the relevant certified documents.**

**FOR OFFICIAL USE**

**Date of Receipt :**

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**Name of Receiver :**

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**Signature :**

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**Notes :**

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**CHECKLIST FOR READY BUILT FACTORY APPLICATION FORM**

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| 1 Application Form (PPPP/IND/App.) duly completed.  | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 2 Attachments:  |                              |                             |
| i. Certifacte of Incorporation<br>(Form 9 / equivalaent form to Act 777)                                      | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| ii. Return of Allotment of Shares<br>(Form 24 / equivalent form to Act 777)                                   | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| iii. Particulars in Register of Directors, Managers and Secretaries<br>(Form 49 / equivalent form to Act 777) | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| iv. Registered Office, Office Hours and Particular of Changes<br>(Form 44 / equivalent form to Act 777)       | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| v. Memorandum & Articles of Association / Constitution of Company   | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| vi. Company Consent Authorization Form (CTOS)   | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| vii. Personal Data Protection Notice Form (PDPA)  | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

\*All the forms shall be certified by Company Secretary





## **PERSONAL DATA PROTECTION NOTICE**

1. This Personal Data Protection Notice (“Notice”) describes how **PENANG DEVELOPMENT CORPORATION**, a body corporate incorporated under the Penang Development Corporation Enactment, 1971 and having its office at Bangunan Tun Dr. Lim Chong Eu, No. 1, Pesiaran Mahsuri, Bandar Bayan Baru, 11909 Bayan Lepas, Penang and PDC’s subsidiaries and associate companies (collectively “PDC”) use your Personal Data.
2. By engaging PDC to provide services or by interacting with PDC either at our events, conferences, seminars, talks or otherwise, or by using the PDC website [www.pdc.gov.my](http://www.pdc.gov.my) (“Website”), you consent to the processing of your Personal Data by PDC and all persons involved in the provision of services by PDC.
3. PDC shall have the right to modify, update or amend the terms of this Notice at any time by placing the updated Notice on our Website. By continuing to communicate with PDC or by continuing to use PDC’s services following the modifications, updates or amendments to this Notice shall signify your acceptance of such modifications, updates or amendments.
4. In the event of any conflict between the English and other language versions, the English version shall prevail.

### **Collection of Personal Data**

5. “Personal Data” means information about you which you have provided to PDC, such as your name, NRIC number, address, telephone number, email address, your personal preferences, particulars of your spouse or family members and bank account information and any information which may identify you, your spouse or family members that has been or may be collected, stored, used and processed by PDC from time to time.
6. In addition to the Personal Data you provide to PDC directly i.e. during your communications with PDC and/or when you engage PDC to provide services, PDC may also collect your Personal Data from a variety of sources, including without limitation at any events, conferences, seminars or talks organised or sponsored by PDC and/or from the cookies used on the Website.
7. The provision of your Personal Data is voluntary. However, if you do not provide your Personal Data, PDC may not be able to (i) communicate with you; (ii) provide you the services you require or (iii) access certain sections of the Website where logging in is required.
8. If you do not wish for your Personal Data to be collected via cookies on the Website, you may deactivate cookies.

### **Purposes of Processing**

9. PDC may use and process your Personal Data for the purposes relating to the services

you have requested and for the business activities of PDC which shall include, without limitation:

- (a) to communicate with you;
- (b) to respond to questions and comments from you;
- (c) for internal administrative purposes;
- (d) to provide information to regulatory and governmental authorities in order to comply with statutory and government requirements;
- (e) for PDC to comply with its obligations under the law;
- (f) in circumstances where delay or default of payment occurred, to supply to our appointed lawyers, debt collecting agencies, credit reporting agencies and trade reference listings;
- (g) to disclose to any person who is under a duty of confidentiality who has undertaken to keep such data confidential; and you agree and consent to PDC using and processing your Personal Data in the manner as identified in this Notice.

### **Other Purposes**

- 10. PDC may also use and process your data for other purposes such as, by way of email or mail or other methods of communication:
  - (a) to send you materials such as newsletters, articles, write-ups as well as other updates;
  - (b) to distribute information or details of events, seminars, conferences and talks which may be of interest to you;
  - (c) to send as potential referees to:
    - (i) editors/researchers in ranking legal publications and journals;
    - (ii) potential clients who request for referees of past work in requests for proposals, tenders, submissions.
- 11. If you do not consent to PDC processing your Personal Data for the purposes listed in paragraph 10, please notify PDC using the contact details stated in Section 14 below.

### **Transfer of Personal Data**

- 12. As PDC's information technology storage facilities and servers may be located in other jurisdictions, your Personal Data may be transferred to, stored, used and processed in a jurisdiction other than Malaysia. Further, your personal data may be transferred out of Malaysia for the purposes as described in Section 10(c) where such ranking legal publications and journals and/or potential clients are located outside of Malaysia. You understand and consent to the transfer of your Personal Data out of Malaysia as described herein.

### **Disclosure to Third Parties**

- 13. PDC may engage other companies, service providers or individuals to perform functions on PDC's behalf, and consequently may provide access or disclose to your Personal Data to the third parties including those listed below:
  - (a) information technology (IT) service providers;
  - (b) data entry service providers;
  - (c) storage facility providers;
  - (d) banks and financial institutions;
  - (e) insurance providers;

- (f) any professional advisors and external auditors;
- (g) regulatory and governmental authorities in order to comply with statutory and government requirements;
- (h) debt collecting agencies;
- (i) credit reporting agencies.

**Access & Correction Requests and Inquiries**

14. Subject to any exceptions under applicable laws, you may at any time hereafter request for access to, or for correction or rectification of your Personal Data or limit the processing of your Personal Data, or seek further information from PDC by contacting:

Kavetha Ragni Krishnan  
Bangunan Tun Dr. Lim Chong Eu, No. 1, Pesiaran Mahsuri, Bandar Bayan Baru, 11909  
Bayan Lepas, Penang.  
Email: [kkavetha@pdc.gov.my](mailto:kkavetha@pdc.gov.my)  
Telephone No.: +604-6340244 Facsimile No.: +604-6340227

15. In respect of your right to access and/or correct your Personal Data, PDC has the right to refuse the your requests to access and/or make any correction to your Personal Data for the reasons permitted under law, such as where the expense of providing access to you is disproportionate to the risks to your privacy.
16. Please confirm your consent to PDC processing your personal data as described above by signing below.

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

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

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

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

