Non-Disclosure Agreement

For documents and information that clients share with MYLegalTrans

> MYLegalTrans has already signed this agreement. It binds us as soon as you fill in your details on page 2 and send a copy to zhihanc@mylegaltrans.com or WhatsApp +60 17-227 9378. Your signature is welcome but not required. It covers documents you send for a quotation, even if you do not go on to place an order.

This Agreement is made between:

(1) **MYLegalTrans Certified Worldwide PLT** (SSM: LLP0047029-LGN), a limited liability partnership registered in Malaysia (**"MYLegalTrans"**); and

(2) the person or organisation named in the Client section on page 2 (the **"Client"**).

It takes effect on the earlier of the date the Client first shares any document or information with MYLegalTrans and the date in the Client section (the **"Effective Date"**).

1. Purpose

The Client may share documents and information with MYLegalTrans so that MYLegalTrans can review them, prepare a quotation and provide translation, certification, notarisation, attestation, legalisation, delivery and related services (the **"Purpose"**). This Agreement applies whether or not the Client places an order.

2. Confidential Information

"Confidential Information" means every document, file, data and piece of information that the Client, or anyone acting for the Client, shares with MYLegalTrans in any form, together with any translation, draft or copy made from it. It includes personal data; commercial, financial, legal and technical information; and the fact and details of the Client's enquiry or engagement.

3. What MYLegalTrans will do

(a) Use Confidential Information only for the Purpose.

(b) Keep it confidential and disclose it to no one except as clause 4 allows.

(c) Protect it with at least reasonable care, and no less care than MYLegalTrans uses for its own confidential information, including limiting access to people who need it and storing and sending it securely.

(d) Not publish it, and not use it or the Client's name in any marketing, review or case study without the Client's written consent.

(e) Tell the Client promptly if it learns of any unauthorised access to or disclosure of Confidential Information.

4. Permitted disclosure

MYLegalTrans may disclose Confidential Information only as far as the Purpose requires, and only to:

(a) its partners, employees, and the translators, reviewers and notaries it engages, each of whom is bound by confidentiality obligations at least as protective as this Agreement;

(b) ministries, embassies, consulates, courts and other authorities to which documents must be submitted for the Purpose (for example the Ministry of Foreign Affairs (Wisma Putra) or a foreign embassy), and the courier delivering the documents; and

(c) anyone to whom disclosure is required by law, regulation or court order. Where the law allows, MYLegalTrans will tell the Client first and disclose only what is required.

MYLegalTrans is responsible for any breach of this Agreement by the people listed in clause 4(a).

5. Exclusions

Clauses 3 and 4 do not apply to information that MYLegalTrans can show (a) is or becomes public other than through a breach of this Agreement; (b) it lawfully knew before the Client shared it, without a duty of confidence; (c) it lawfully received from a third party without a duty of confidence; or (d) it developed independently without using Confidential Information. Personal data remains protected in every case.

6. Personal data

MYLegalTrans will process personal data contained in Confidential Information in accordance with the Personal Data Protection Act 2010 (Malaysia) and its Privacy Policy at mylegaltrans.com/privacy-policy.

7. Return and deletion

When the Client asks in writing, MYLegalTrans will return or delete the Confidential Information it holds within 14 days. It may keep (a) copies it must keep by law or under professional record-keeping rules, such as a record of a certified translation, and (b) copies in routine back-ups that are deleted on their normal cycle. Any copy kept remains subject to this Agreement.

8. Duration

MYLegalTrans's obligations last for five (5) years after the Client last shares Confidential Information. For personal data and legally privileged information, they last for as long as MYLegalTrans holds it.

9. No other rights

Confidential Information remains the Client's property. This Agreement does not grant MYLegalTrans any licence to it, and it does not oblige either party to enter into any order.

10. Remedies

Damages alone may not be an adequate remedy for a breach of this Agreement. The Client may seek an injunction or other equitable relief in addition to any other remedy.

11. Whole agreement

This Agreement is the parties' whole agreement on confidentiality. If a quotation, order or terms of service conflict with it on confidentiality, this Agreement prevails. Any change must be in writing and signed by both parties.

12. Governing law

This Agreement is governed by the laws of Malaysia. The courts of Malaysia, sitting in Kuala Lumpur, have non-exclusive jurisdiction.

13. Signing

This Agreement may be signed electronically and in counterparts. An electronic signature, or a scanned or emailed copy, is as valid as an original, in line with the Electronic Commerce Act 2006 (Malaysia).

For MYLegalTrans

Signature *Chew Zhi Han*
Signed electronically on behalf of MYLegalTrans Certified Worldwide PLT

Name: Chew Zhi Han
Title: Senior Manager
Date: 17 October 2026
Contact: zhihanc@mylegaltrans.com

Client

Signature (optional) _____
Client name _____
Company / ID no. _____
Signed by / title _____
Email / phone _____
Date _____