



Dear Valued Supplier,

尊敬的供应商，

## Compliance with Popular Holdings Limited's Supplier Anti-Corruption Policy

请支持大众控股有限公司的供应商反贪污政策

POPULAR HOLDINGS LIMITED and its subsidiaries ("POPULAR" or "Group") is committed to conduct its business dealings ethically and legally. As such, POPULAR sets high standards for both corporate and individual behaviour detailed in the ensuing POPULAR's Supplier Anti-Corruption Policy ("PSAP").

大众控股有限公及其附属机构（“大众”或者“集团”）严格按照道德和法律的要求进行商业活动。因此，大众对公司及个人行为提出高标准要求，制定了详尽的大众供应商反贪污政策。

The purpose of this document is to provide guidance to POPULAR's suppliers, including, manufacturers and service providers, and their respective employees, subsidiaries, associates, affiliates and sub-contractors (collectively the "Suppliers") in respect of compliance with PSAP.

这份文件的目的是为大众的供应商包括制造商和服务商以及与之相关的职员，子公司，合伙人，分支机构和分包人（统称为“供应商”）在严格遵守大众供应商反腐政策方面提供指引。

**We require all Suppliers to acknowledge this document by signing the enclosed acknowledgement form, and fully inform their employees, subsidiaries, associates, affiliates and sub-contractors of the details of the PSAP.**

我们要求所有的供应商通过签订所附的表格表示认同此文件的内容，同时告知相关的职员，子公司，合伙人，分支机构和分包人有关大众供应商反贪污政策的具体规定。

Should you require any clarification, please do not hesitate to write to:

如果您有任何需要澄清的地方，请致信以下的电子邮箱地址：

[Anti-Corruption@popularworld.com](mailto:Anti-Corruption@popularworld.com)

All POPULAR Suppliers are expected to abide to PSAP, as follows.

大众要求所有大众供应商须遵守以下的大众供应商反贪污政策。

### **PSAP**

#### **大众供应商反贪污政策**

*Suppliers should not allow, accept or engage in bribery (whether in cash or in kind), collusion, deception, embezzlement, entertainment, extortion, favouritism, fraud, hospitality, kickbacks or other forms of corruption in dealings with the employees of POPULAR, whether in cash or in kind.*

供应商在与大众的雇员进行交易时，不允许，接受或从事贿赂（不论是现金还是类似的财物），共谋，欺骗，侵占公款，公款招待，敲诈勒索，偏袒，欺骗，招待，给予回扣和其他等方式的腐败行为，无论是现金方式还是类似的给予财物方式。

*Suppliers should comply with all applicable local, national and international laws, including where applicable, the Corruption of Foreign Public Officials Act (in Canada), Prevention of Bribery Ordinance (in Hong Kong), Malaysian Anti-Corruption Commission Act 2009, Prevention of Corruption Act (in Singapore), Anti-Corruption Statute (in Taiwan), US Foreign Corrupt Practices Act, the Bribery Act (in the United Kingdom), and Principle Ten (10) of the United Nations Global Compact which states that "businesses should work against corruption in all its forms, including extortion and bribery".*

供应商必须遵守相应地方，国家和国际的法律，包括相应的加拿大反腐败条例，香港反贿赂法令，马来西亚反腐败条例 2009，新加坡反腐败条例，台湾反腐败法令，美国境外腐败操作条例和英国贿赂条例及联合国全球协议第10条规范中的“进行商业活动时反对一切形式的腐败行为包括勒索和贿赂”。

*Suppliers should engage only in legitimate and ethical practices in business operations and should ensure that they do not engage in corrupt activities or encourage the employees of POPULAR to engage in corrupt activities.*

供应商应该从事合法及有道德的商业活动并确保他们不进行腐败活动或者鼓动大众雇员进行腐败活动。



# Popular Holdings Limited

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Thank you for taking time to read PSAP.  
感谢您阅读大众供应商反腐政策。

Should you wish to report any violation of law, irregular activity or suspicion of fraud, please contact the POPULAR Audit Committee Chairman, at the following email address:

如果您想举报任何违法行为，不规范活动或者欺诈嫌疑，请联系大众审计委员会主席，以下是电子邮箱地址：

**AC\_WhistleBlowing@popularworld.com**

All reports will be treated seriously.  
所有的举报都会认真对待。

We wish to emphasise that our Suppliers have a responsibility to ensure that their business practices and conduct are consistent with PSAP. 我们想强调的是我们的供应商有责任确保自己的商业行为符合大众供应商反贪污政策。

In order to encourage a clean and fair business environment, we look forward to your cooperation in preventing corrupt practices. 为了营造公平的商业环境，我们期待您的合作，共同反对腐败行为。

Yours faithfully,

此致

敬礼

Joshua Lam, Finance Director

林展皓, 财务总监

POPULAR HOLDINGS LIMITED, 大众控股有限公司

## 供应商抬头

### SUPPLIER ACKNOWLEDGEMENT

#### 供应商确认函

On behalf of our business entity, I / we hereby acknowledge that I / we have received the **Popular's Supplier Anti-Corruption Policy ("PSAP")** and agree to ensure that any and all of our subsidiaries, divisions, affiliates, operating entities, authorized agents and / or subcontractors doing business with Popular Holdings Limited and / or any of its subsidiaries, divisions, operating entities, affiliates, authorized agents and / or subcontractors (collectively "POPULAR") will receive PSAP and will abide by the terms thereof.

谨代表本公司，我 / 我们确认已经收到了**大众供应商反腐政策**，同意确保我们所有与大众控股有限公司及其子公司，部门，经营单位，分支机构，授权代理商（统称“大众”）做生意的子公司，部门，分支机构，经营单位，授权代理商以及/或者分包人将收到大众供应商反腐政策并遵守条款。

I / We undertake to ensure that all agreements, including agreements relating to rebates, incentives, marketing support with POPULAR are to bear the signatures of **1) POPULAR's Country Chief Executive Officer or POPULAR's authorized representative and 2) my / our business entity's Chief Executive Officer or authorized representative.**

我 / 我们确保所有的协议，包括与大众有关的回扣，激励，营销支持的协议，都必须包括**1) 大众首席执行官或者授权代表以及 2) 我 / 我们经营单位的首席执行官或者授权代表的签字。**

I / We further undertake that all monies due, payable or paid to POPULAR shall be paid directly to the entity concerned by means of a crossed cheque, direct bank credit or telegraphic transfer (please refer to **Annex A** for banking details) and no cash payment shall be made to any employee or agent of POPULAR nor any benefit-in-kind be given to such persons without the written consent of **1) POPULAR's Country Chief Executive Officer or authorized representative and 2) my / our business entity's Chief Executive Officer or authorized representative.**

我 / 我们进一步保证所有到期账款，应付账款或支付给大众的款项应以划线支票，直接银行信用卡或电汇（请参考**附件 A**的银行信息）等方式直接向有关单位付款，既不会以现金方式支付给大众雇员或者代理人，也不会没有书面同意的情况下给予他们任何好处，包括**1) 大众首席执行官或者授权代表以及 2) 我 / 我们经营单位的首席执行官或者授权代表的书面同意。**

I / We acknowledge that I / we have reviewed, understand and will abide by the PSAP.

我 / 我们确认已经看过也明白并遵守大众供应商反腐政策。

For and on behalf of \_\_\_\_\_ (*Name of Company and*

本人谨代表

公司名称及

*Company registration number*), with business address at

公司注册号)，经营地址在

\_\_\_\_\_

Signature (签字): \_\_\_\_\_ (and Company stamp 公章)

Name (姓名): \_\_\_\_\_

Title (职位): \_\_\_\_\_

Date (日期): \_\_\_\_\_

(The above shall be acknowledged by an Executive Director, Managing Director or Chief Executive Officer, a Sole-Proprietor or a Partner of the business entity)

(以上内容应该得到经营单位的执行董事，董事总经理或者首席执行官，独资经营人士或者合伙人认可)



**Banking Details**  
银行信息

For direct credit or telegraphic transfer, please remit all monies due to the following current account:-  
对于采用直接银行信用卡或者电汇方式付款，请将到期款项汇入以下银行账户：

Account Name (收款人名称) : POPULAR BOOK CO PTE LTD

Account No (银行账号) : 101-307-235-9

Bank name (银行名称) : UOB

Branch Name (银行支行名称) : UOB MAIN

Address of Bank (银行地址) : 80 RAFFLES PLACE UOB PLAZA 1, S (048624)

Bank Code (银行代码) : 7375

Branch Code (支行代码) : 001

Swift Code (银行的国际代码) : UOVBSGSG

Please send details of your remittance, indicating the invoices/ debit notes/ credit notes concerned, to our Finance Department at 15 Serangoon North Ave 5, Singapore 554360 and attention them to the Finance Manager of the entity concerned.

请将汇款明细，标明相关的发票/借项通知单/贷项通知等邮寄到新加坡 15 实龙岗北大街 5 财务部，邮政编码 554360，并引起与此相关单位财务经理的注意。