



# COMPANY PROFILE

## FITRAS ACADEMY SDN BHD

7-B, LEVEL 2, BLOCK 4  
WORLDWIDE BUSINESS PARK  
JALAN KARATE 13/47, SEKSYEN 13  
40100 SHAH ALAM  
EMAIL : [fitrasAca@hotmail.com](mailto:fitrasAca@hotmail.com)



# ISI KANDUNGAN

- RINGKASAN SYARIKAT
- CARTA ORGANISASI
- SIJIL-SIJIL
- FASILITI KEMUDAHAN
- POLISI ANTI RASUAH

# RINGKASAN SYARIKAT



## RINGKASAN EKSEKUTIF

Nama Perniagaan	: <b>FITRAS ACADEMY SDN BHD</b> <b>(1606740-W)</b>
Nama Pengarah	: HARIZ IRFAN BIN PAKRUL AZMI  MOHD ADZRIL BIN MOHD DAHLAN  MOHD AZMI BIN SHAHAR
Alamat Perniagaan	: NO.7B, LEVEL 2, BLOCK 4 WORLDWIDE BUSINESS PARK JALAN KARATE 13/47 40100 SHAH ALAM SELANGOR DARUL EHSAN
Alamat cawangan	: A-151, Tingkat 1 Bangunan Sri Prima Jalan Haji Abdul Aziz 25000 Kuantan Pahang
Nombor Telefon	: 011-3989 1671
Emel	: <a href="mailto:fitrasAca@hotmail.com">fitrasAca@hotmail.com</a>
Tarikh Penubuhan	: 6 FEBRUARI 2025
No. Pendaftaran	: 202501005326 (1606740-W)
Jenis Perniagaan	: SENDIRIAN BERHAD
Tarikh Beroperasi	: 2025
Aktiviti Utama Perniagaan	: MENJALANKAN LATIHAN  MEMBERIKAN BIMBINGAN  PERKHIDMATAN KONSULTANSI



# PENGENALAN

**FITRAS ACADEMY SDN BHD** (Nombor Pendaftaran Syarikat 202501005326 (1606740-W) adalah sebuah syarikat sendirian berhad

Ditubuhkan pada **6 FEBRUARI 2025** dan dimiliki oleh **ENCIK HARIZ IRFAN BIN PAKRUL AZMI, ENCIK MOHD ADZRIL BIN MOHD DAHLAN** dan **ENCIK MOHD AZMI BIN SHAHAR.**

Syarikat menjalankan perniagaan **MENJALANKAN LATIHAN, MEMBERIKAN BIMBINGAN DAN PERKHIDMATAN KONSULTANSI.**

**Kami juga berdaftar dengan Kementerian Kewangan Malaysia, e-perolehan LHDNM dan HRDC**

# FALSAFAH



## OBJEKTIF



UNTUK MENJADI SEBUAH SYARIKAT PERUNDING DAN PEMBERI LATIHAN KEPADA SEMUA SEKTOR.

## VISI



UNTUK MEMBERI KHIDMAT PROFESIONAL DI DALAM BIDANG LATIHAN KESELAMATAN DAN KESIHATAN DAN APA SAHAJA YANG BERKAITAN SEBAIK MUNGKIN.

## MISI



MEMBINA KUALITI DAN STANDARD YANG TERBAIK UNTUK MENEPATI KEHENDAK PELANGGAN.

# CARTA ORGANISASI



**HARIZ IRFAN BIN PAKRUL  
AZMI  
PENGARAH**



**MOHD ADZRIL BIN MOHD  
DAHLAN  
PENGARAH**



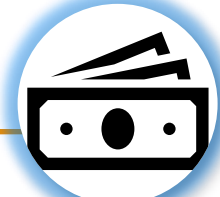
**MOHD AZMI BIN  
SHAHAR  
PENGARAH**



**PN NURUL KHALIDAH BINTI  
ABDUL RAZAK  
PENGURUS HR**



**MOHD DANIAL BIN ZAINI  
PENGURUS KEWANGAN**



**LUQMANUL HAKIM BIN  
MOHD HALIM  
SETIAUSAHA SYARIKAT**



**HANAPIAH BIN MOHD KHAN  
COACH 1**



**HISAM BIN SALLEHUDDIN  
COACH 2**



**MOHD SYARIM BIN ABD MAJID  
COACH 3**



**Muhammad Asri bin Muhamad  
khidzi  
COACH 4**



COMPANIES ACT 2016  
(ACT 777)

## CERTIFICATE OF INCORPORATION OF PRIVATE COMPANY

This is to certify that

**FITRAS ACADEMY SDN. BHD.**  
**202501005326 (1606740-W)**

is, on and from the 06<sup>th</sup> day of February 2025, incorporated under the Companies Act 2016, and that the company is a company limited by shares and that the company is a private company.

Dated at **KUALA LUMPUR** this 07<sup>th</sup> day of February 2025.

**DATUK NOR AZIMAH ABDUL AZIZ**  
REGISTRAR



Although all efforts have been carried out to ensure that the information provided is accurate and up to date, the Registrar will not be liable for any losses arising from any inaccurate or omitted information.

CORPORATE INFORMATION

Name : FITRAS ACADEMY SDN. BHD.

Last Old Name : Nil

Date of Change : Nil

Registration No. : 202501005326 (1606740-W)

Incorporation Date : 06-02-2025

Type : LIMITED BY SHARES  
: PRIVATE LIMITED

Status : EXISTING

Registered Address : BLOK E 21-1 ,BLOK E ALAM AVENUE 2  
JALAN SERAI WANGI M16/M  
SEKSYEN 16  
SHAH ALAM  
SELANGOR

Postcode : 40300

Origin : MALAYSIA

Business Address : NO 7B, LEVEL 2, BLOCK 4  
WORLDWIDE BUSINESS PARK JALAN KARATE 13/47  
40100 SHAH ALAM

Postcode : Nil

Nature of Business : EXPORT AND IMPORT OF A VARIETY OF GOODS WITHOUT  
ANY PARTICULAR SPECIALIZATION N.E.C.;OTHER INFORMATION  
TECHNOLOGY SERVICE ACTIVITIES N.E.C.;OTHER MANAGEMENT  
CONSULTANCY ACTIVITIES N.E.C



**KEMENTERIAN KEWANGAN MALAYSIA**  
**SIJIL AKUAN PENDAFTARAN SYARIKAT**

**NO. SIJIL** : K98362896604113515  
**NO. RUJUKAN PENDAFTARAN** : 357-0002424350  
**TEMPOH SAH LAKU** : 28/04/2025 - 27/04/2028

**Bahawa dengan ini diperakui syarikat :**

FITRAS ACADEMY SDN. BHD. ( 1606740-W )  
NO 7B, LEVEL 2, BLOCK 4  
WORLDWIDE BUSINESS PARK JALAN KARATE 13/47  
40100 SHAH ALAM  
PETALING  
40100 SHAH ALAM  
SELANGOR, MALAYSIA

Telah berdaftar dengan Kementerian Kewangan Malaysia dalam bidang bekalan/perkhidmatan di bawah sektor, bidang dan sub-bidang seperti di Lampiran A. Kelulusan ini adalah tertakluk kepada syarat-syarat seperti yang dinyatakan di Lampiran B. Individu yang diberi kuasa oleh syarikat bagi urusan perolehan Kerajaan adalah seperti berikut :

ENCIK HARIZ IRFAN BIN PAKRUL AZMI	970212105857	DIRECTOR
ENCIK MOHD ADZIL BIN MOHD. DAHLAN	870914025773	DIRECTOR
ENCIK MOHD AZMI BIN SHAHAR	800905105751	DIRECTOR

t.t

**DATO' HAJAH NORISON BINTI RAMLI**

**Bahagian Perolehan Kerajaan**  
**b.p. Ketua Setiausaha Perbendaharaan**  
**Kementerian Kewangan Malaysia**

**Tarikh Berdaftar Dengan Kementerian Kewangan Malaysia : 28/04/2025**

(Sijil ini adalah cetakan komputer dan tidak memerlukan tandatangan)



**NO SIJIL** : K98362896604113515  
**NO RUJUKAN PENDAFTARAN** : 357-0002424350  
**TEMPOH SAH LAKU** : 28/04/2025 - 27/04/2028

BIL	TARIKH DAFTAR BIDANG	KOD BIDANG	KETERANGAN	STATUS
1	22/04/2025	010401	PENERBITAN DAN PENYIARAN/ PAPAN TANDA DAN AKSESORI/ PAPAN TANDA DAN AKSESORI	Aktif
2	22/04/2025	020301	PERABOT, PERALATAN PEJABAT, HIASAN DALAMAN DAN DOMESTIK/ PERKAKAS ELEKTRIK DAN ELEKTRONIK/ PERKAKAS ELEKTRIK DAN AKSESORI	Aktif
3	22/04/2025	020603	PERABOT, PERALATAN PEJABAT, HIASAN DALAMAN DAN DOMESTIK/ BEKALAN PEJABAT DAN ALATULIS/ ORGANISER, DAIRI, KALENDAR, BUKU ALAMAT, RESIT, MEMO	Aktif
4	22/04/2025	030201	SUKAN, REKREASI, ALAT MUZIK DAN KRAFTANGAN MALAYSIA/ CENDERAMATA DAN HADIAH/ CENDERAMATA DAN HADIAH	Aktif
5	22/04/2025	030401	SUKAN, REKREASI, ALAT MUZIK DAN KRAFTANGAN MALAYSIA/ PERALATAN DAN AKSESORI PERKHEMAHAN DAN AKTIVITI LUAR/ PERALATAN PERKHEMAHAN DAN AKTIVITI LUAR	Aktif
6	22/04/2025	040103	MAKANAN, MINUMAN DAN BAHAN MENTAH/ MAKANAN, MINUMAN DAN BAHAN MENTAH KERING/BASAH/ MAKANAN BERMASAK ISLAM	Aktif
7	22/04/2025	070201	PERTANIAN, PERHUTANAN DAN TERNAKAN/ TANAMAN,TERNAKAN, BAKA TANAMAN/TERNAKAN DAN SAMPEL (BAHAN YANG TELAH DI AWETKAN)/ TANAMAN/BAKA/BENIH SEMAIAN	Aktif
8	22/04/2025	080101	KEJURUTERAAN AWAM, BINAAN DAN KELENGKAPAN KEMUDAHAN AWAM/ KELENGKAPAN/KEMUDAHAN AWAM/ KELENGKAPAN/KEMUDAHAN AWAM	Aktif
9	22/04/2025	110603	PENGANGKUTAN, KOMPONEN DAN AKSESORI/ BOT DAN KAPAL/ ALATGANTI DAN KELENGKAPAN BOT/KAPAL	Aktif
10	22/04/2025	140502	PERALATAN KEJURUTERAAN ELEKTRIK DAN ELEKTRONIK/ SISTEM, KOMPONEN ELEKTRIK, ELEKTRONIK, LAMPU DAN AKSESORI/ KOMPONEN DAN AKSESORI ELEKTRIK/ELEKTRONIK	Aktif
11	22/04/2025	222704	PERKHIDMATAN/ PERKHIDMATAN LAIN-LAIN/ PENSIJILAN DAN PENGIKTIRAFAN	Aktif

Tarikh Berdaftar Dengan Kementerian Kewangan Malaysia : 28/04/2025



Serial No.: 202501005326



## TRAINING PROVIDER REGISTRATION CERTIFICATE

AKTA PEMBANGUNAN SUMBER MANUSIA BERHAD, 2001

**FITRAS ACADEMY SDN. BHD.**

*is hereby registered as a training provider under*  
**PEMBANGUNAN SUMBER MANUSIA BERHAD**

APPROVAL DATE	EXPIRY DATE
25/06/2025	24/06/2026

This approval is subject to the current terms and conditions of  
Pembangunan Sumber Manusia Berhad

24/06/2025

Release Date



PEMBANGUNAN SUMBER MANUSIA BERHAD

**DELIVERING QUALITY, DEVELOPING EXCELLENCE**



# Certificate of Accreditation

This is to certify that

**Mr Hanapiah B Mohammad Khan**  
**IC NO. 651123105363**

has fulfilled the HRD Corp requirements and standard for

## HRD CORP ACCREDITED TRAINER

valid from

11 Jul 2024 to 11 Jul 2027

This accreditation allows trainers to actively conduct training under various schemes available under HRD Corp platform.



Certificate id  
64c3801d-3f98-11ef-8804-29508a800c9b  
Trainer id  
18772  
Verify Authenticity

THIS IS COMPUTER GENERATED SIGNATURE IS NOT REQUIRED



This is to certify that  
**HANAPIAH BIN MOHD KHAN**  
**I.C/Passport :651123105363**  
is exempted from attending  
**PSMB TRAIN THE TRAINER (TTT)**  
**PROGRAMME**



## CERTIFICATE OF COMPLETION

This is to certify that

**MOHD SYARIM BIN A MALEK**  
IC No : 841011-06-5333

has successfully fulfilled all the assessment requirements for

### TRAIN THE TRAINER

on 19 October 2022

at Zenith Hotel Putrajaya

MODULE CODE	MODULE NAME
CT1	PLAN ADULT LEARNING
CT2	CONDUCT TRAINING NEEDS ANALYSIS (TNA)
CT3	DESIGN COMPETENCY BASED TRAINING PROGRAMME
CT4	CONDUCT COMPETENCY BASED TRAINING PROGRAMME
CT5	ASSESS PARTICIPANT'S COMPETENCE

Pembangunan Sumber Manusia Berhad

Access Ideas Sdn Bhd



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

الجامعة الإسلامية العالمية ماليزيا  
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA  
يُونَيْتِ بَرَسِيْتِي اِسْلَامِيَّةً اِنْتَارَا اِبْجَسِيَا مِلْدِيْتِيَا



*It is hereby certified that*

HISAM B. SALLEHUDDIN

*having satisfactorily completed the prescribed curriculum  
and examinations and on the recommendation of the  
Senate has this day been conferred by  
the International Islamic University, Malaysia  
the degree of  
BACHELOR OF LAWS  
(SECOND CLASS (LOWER) HONOURS)*

وَاللَّهُ تَعَالَى نَسْأَلُ أَنْ يَهْدِيَنَا جَمِيعًا سَوَاءَ السَّبِيلِ

*A. Al-Sayid*  
Rector

*[Signature]*  
Dean

2ND SAFAR 1413

A.H.

1ST AUGUST 1992

C.E.

Date



**CONSTRUCTION AND INDUSTRIAL SAFETY  
TRAINING CENTRE SDN. BHD.**  
(409127-9)



**CONSIST**

Certificate No.: SHO/1141/40426

This Certificate Verifies That On

AUGUST 04 TO OCTOBER 28, 2012

HISAM BIN SALLEHUDDIN  
690218-10-6133

Successfully Completed

SAFETY AND HEALTH OFFICER  
COURSE

Conducted By

**CONSIST**  
Survival • Safety • Skills  
Training Centre  
Kuala Lumpur  
Malaysia

*[Signature]*

Head of OSH Studies  
LT. KOL. (B) ABD SAMAT SHARIFF

*[Signature]*

CONSIST Director  
A/ Mior Zawari Hassan

*Certificate Of Attendance*





THIS IS TO CERTIFY THAT

**Hisam Sallehuddin**

HAS COMPLETED A FEDERATION UNIVERSITY AUSTRALIA  
APPROVED SHORT COURSE COMPETENCY CERTIFICATE IN

**Certified Professional Coach**

ON

**12 January 2015 – 5 October 2015**

**PROFESSOR MIKE WILLIS**  
PRO VICE-CHANCELLOR,  
INTERNATIONAL & PARTNERSHIPS



Certificate No. TTT/9940



**CERTIFICATION IN TRAINING**

This is to certify that

**HISAM BIN SALLEHUDDIN**  
**I.C No : 690218-10-6133**

has successfully fulfilled all the assessment requirements for

**TRAIN THE TRAINER**

on 21 - 23 January & 6 - 7 February 2014  
At Menara SME Bank, Kuala Lumpur.

MODULE CODE	MODULE NAME
CT1	PLAN ADULT LEARNING
CT2	CONDUCT TRAINING NEEDS ANALYSIS (TNA)
CT3	DESIGN COMPETENCY BASED TRAINING PROGRAMME
CT4	CONDUCT COMPETENCY BASED TRAINING PROGRAMME
CT5	ASSESS PARTICIPANT'S COMPETENCY

Pembangunan Sumber Manusia Berhad

Billion Value Sdn Bhd



# CERTIFICATE OF PARTICIPATI



This certificate is presented to  
**HISAM SALLEHUDDIN**  
for successfully completed

**BisKaunselor Induction Training Program**  
Venue: Institut Kemajuan Desa (INFRA)  
Date: 28 – 30 June 2016



  
NORIZAN SHARIF  
Executive Director  
Institut Keusahawanan Negara

HIP01-016/  
0513/0054



Halal Industry  
Development Corporation

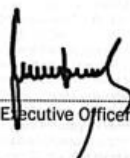
## CERTIFICATE OF ATTENDANCE

This certificate is awarded to  
**HISAM SALLEHUDDIN**

who has successfully completed the course  
**BEST HALAL PRACTICES IN THE FOOD INDUSTRY**

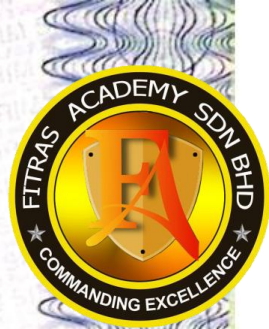
held on  
21<sup>st</sup> – 22<sup>nd</sup> May 2013



  
Chief Executive Officer, HDC



# Sijil Certificate



Dengan ini diakui bahawa  
*This is to certify that*

**HISAM BIN SALLEHUDDIN**

telah menghadiri kursus  
*has attended a course on*

**ISO 14000 -  
FOUNDATION COURSE IN ENVIRONMENTAL AUDITING**

yang telah diadakan pada  
*held on*

**26 - 30 MAY 1997**

**PRESIDEN DAN KETUA EKSEKUTIF**  
*President And Chief Executive*



**SIRIM Berhad**  
*(Company No. 20174-V)*



**STANDARDS AND INDUSTRIAL RESEARCH INSTITUTE OF MALAYSIA**

## CERTIFICATE

THIS IS TO CERTIFY THAT  
**HISAM SALLEHUDDIN**

FROM

**PERBADANAN USAHAWAN NASIONAL BERHAD**

HAS SUCCESSFULLY COMPLETED

**ISO 9000 ASSESSOR/LEAD ASSESSOR TRAINING COURSE**

HELD

**8 - 12 JANUARY 1996**

**ORGANISED BY  
STANDARDS AND INDUSTRIAL RESEARCH  
INSTITUTE OF MALAYSIA  
(SIRIM)**



**DIRECTOR - GENERAL  
(SIRIM)**



# MUHAMMAD ASRI

MOBILE APPS DEVELOPER (FLUTTER)

## PROFILE

I'm Muhammad Asri bin Muhamad khidzi from Kg Batu 9 Kebun Baharu, Kuala Langat, Selangor. I'm the eldest from five siblings. Want to become a lecturer for programming if possible. I have good self-learning skill that help me to have some knowledge on programming skills.

## CONTACT / PORTFOLIO

012-9347705

ASRIKHIDZI@GMAIL.COM

[HTTPS://ASRIKHIDZI.WIXSITE.COM/WEBSITE](https://asrikhidzi.wixsite.com/website)

## EDUCATION

**KOLEJ MATRIKULASI NEGERI SEMBILAN**

SCIENCE STREAM  
MODULE 2 | 2014 - 2015  
CGPA: 2ND CLASS LOWER DIVISION

**UNIVERSITI TEKNIKAL MALAYSIA MELAKA**

BACELOR OF INFORMATION TECHNOLOGY (GAME TECHNOLOGY) | 2015 - 2019  
CURRENT CGPA: 3.33

## EXPERIENCE

### • GAME PROGRAMMER, KITCM01 MEDIACON

SEPT 2016

It's a multimedia competition at UiTM Merlimau Melaka on 2016. In this competition, i've learn about the game development strategy and some coding function and method from other developers..

### • TEAM LEADER, WORKSHOP 2

2017

Workshop 2 is project that we should take before Project Sarjana Muda. It's also a competition that is judged by representatives from game company.

### • FACILITATOR, MDEC TABLETOP COMPETITION

2016 & 2018

a competition organized by KDU to look for high school student talent in creating tabletop games.

### • PROGRAMMER, INTERNSHIP AT CLOUDMOOLAH

SEPT 2018 - FEB 2019

The responsibility for the technical department is to build the CloudMoolah wallet with third party payment usable in Non-Unity SDK and also MOO store, assist Unity developer in providing related API for the completion of MOO Store and to identify the technical aspect on development of MOO Store,

### • SOFTWARE ENGINEER (MOBILE APPS DEVELOPER - FLUTTER) AT IT-PARADISE SOLUTION

04 MARCH 2019 - 27 MAY 2021

The responsibility is to develop mobile application for IOS and Android using Flutter, This was my first job, I've learn many thing about Flutter. Most of project that given to me related to merchant apps which are use to manage their sales activity. Can refer to my portfolio to see the preview for my project.

### • RESEARCH ASSISTANT

01 JUN 2021 - MARCH 2022

Helping lecture on developing mobile apps for their research. Develop the mobile apps named SmarTour from scratch is hard for me, especially on planning the logic for the apps.

### • SOFTWARE ENGINEER (MOBILE APPS DEVELOPER - FLUTTER) AT PA COMMUNICATION SOLUTION

01 JULY 2021 - 22 MARCH 2023

Its responsibility is to develop mobile applications for iOS and Android using Flutter. Currently most projects are extensions from previous developers. I have learned new things from them and the most important thing is about state management to flutter.

### • SOFTWARE ENGINEER (MOBILE APPS DEVELOPER - FLUTTER) AT IWHOOST SDN BHD

23 MARCH 2023 - NOW

Responsible for developing mobile applications for iOS and Android using Flutter. Here, I have to develop a social media platform for e-commerce named Fansuka.

## SKILLS

- Good at C# for Unity3D engine
- Programming in Processing.org
- C++ in Visual Studio.
- Beginner for Audacity
- JAVA in Android Studio related to API
- Good at Blander
- Beginner for Adobe Premier
- Beginner for Adobe Illustrator and Photoshop
- Beginner for HTML and CSS
- Flutter- Dart language with 3 and half years experience,



Emergency Response Plan (ERP) (Pelan Tindakbalas Kecemasan)

- ii. Emergency Response Team (ERT) (Pasukan Tindakbalas Kecemasan)
- iii. Program Kesedaran Kesihatan dan Keselamatan
  - a. Untuk Syarikat / Kilang / Perusahaan
  - b. Untuk Institusi Pendidikan – Universiti, Kolej, Politeknik, Sekolah
  - c. Untuk Rumah-Rumah Ibadat
  - d. Untuk Warga emas / Orang Kelainan Upaya (OKU)
- iv. Kursus Untuk Pasukan OSHA
- v. Kursus First Aider / First Responder (Pertolongan Pertama / Responden)
- vi. Kursus Menangani Kecemasan
- vii. Team Building (Pembinaan Pasukan)
- viii. Mental Health (Kesihatan Mental)
- ix. Kanvas Model Perniagaan (Business Model Canvas)
- x. Good Management Practice (Amalan Pengurusan Baik)
- xi. Asas Keusahawanan
- xii. Pengurusan Jualan & Keuntungan dan Kewangan Untuk Usahawan
- xiii. Entrepreneurs Well Being (Kesejahteraan Usahawan)
- xiv. Pengajaran Bahasa Inggeris – Read, Write and Converse Better English
- xv. UKJK (Ujian Kecergasan Jasmani Kebangsaan)
- xvi. Amalan Kehidupan Sihat



# PELANGGAN KAMI





## Kursus Asas Keusahawanan Tekun









Kelas Flutter di Majlis Perbandaran Ampang Jaya



Kursus asas pemrogram Flutter di MOSTI



Kursus kepenggunaan eTribunal di TTPM KPND



Hakim jemputan Gamethon di Dewan Bahasa dan Pustaka



## FITRAS ACADEMY SDN BHD (1606740-W)

7B-02-04, WORLDWIDE BUSINESS PARK,  
JALAN KARATE 13/47,  
40100 SHAH ALAM.  
NO TELEFON : 011 39891671

### **ANTI BRIBERY AND CORRUPTION POLICY**

#### **1. INTRODUCTION**

Fitras Academy Sdn Bhd (collectively referred to as the "Company") conducts its business in a legal and ethical manner. The company requires all employees (including full time, probationary, contract and temporary staff) and directors to be committed to acting professionally and with integrity in their business dealings.

The company will take responsible and appropriate measures to ensure that its business does not participate in corrupt activities for its advantage or benefit. This Anti-Bribery and Corruption Policy (Policy) sets out the parameters to prevent the occurrence of bribery and corrupt practices in relation to the business of the company. This Policy is supplemental to, and shall be read in conjunction with the Code of Ethics of Fitras Academy Sdn Bhd.

#### **2. DEFINITION OF BRIBERY AND CORRUPTION**

Bribery is the offering, promising, giving, accepting or soliciting of an advantage as an inducement for action which is legal, unethical or a breach of trust. A bribe is an inducement of reward offered, promise or provide in order to gain any commercial, contractual, regulatory or personal advantage and can take the form of gifts, loans, fees, rewards or other advantages.

Corrupting is the abuse of entrusted power for private gain.

#### **3. OBJECTIVE**

The objective of the Policy is to provide information and guidance to the Directors and Employees on standards of behaviour to which they must adhere to and how to recognize as well as deal with bribery and corruption.

The Policy is not intended to be exhaustive, and there may be additional obligations that Directors and Employees are expected to adhere to comply with when performing their duties. For all intents and purposes, the Directors and Employees shall always observe and ensure compliance with all applicable laws, rules and regulations to which they are bound to observe in the performance of their duties.



# FITRAS ACADEMY SDN BHD (1606740-W)

7B-02-04, WORLDWIDE BUSINESS PARK,  
JALAN KARATE 13/47,  
40100 SHAH ALAM.  
NO TELEFON : 011 39891671

## **4. APPLICABILITY**

The Policy is applicable to all Directors and Employees of the Company.

Each Employees has a duty to read and understand the Policy. Violation of any of the Policy's provisions may result in disciplinary action, including termination of employment.

## **5. GUIDANCE ON COMMON FORMS OF BRIBERY AND CORUPTION**

### **5.1 Gifts and Hospitality**

This Policy does not prohibit normal business hospitality, so long it is reasonable, appropriate, modest and bona fide corporate hospitality.

Some example of acceptable gifts and/or benefits are as follows: -

- a) Token gifts offered in business situations or to all participants and attendees for example, work related seminars, conference, trade and business events;
- b) Gifts presented at work-related conferences, seminars and/or business events
- c) Gifts given in gratitude for hosting seminars, business events and/or conferences
- d) Refreshments or meals during meetings or as participants of work-related conferences and/or seminars and
- e) Meals for business purposes.

As a general principle, the Directors and Employees should not accept or give to a third party if its made with the intention of influencing the third party to obtain or retain business, or in exchange for favours of benefits. In addition, lavish or unreasonable gift or hospitality should not be accepted as such gifts or hospitality may be perceived or interpreted as attempts by the Directors or Employees to obtain or receive favourable business treatment for personal benefits.

The Directors and Employees should be mindful in giving or receiving gifts or hospitality as it could be perceived as a way of improperly influencing the decision of the recipient. Hence, the intention behind the gift or hospitality should always be considered.



# FITRAS ACADEMY SDN BHD (1606740-W)

7B-02-04, WORLDWIDE BUSINESS PARK,  
JALAN KARATE 13/47,  
40100 SHAH ALAM.  
NO TELEFON : 011 39891671

## 5.2 Facilitation Payments To Officer of Public Body (N1)

Facilitation payments are unofficial payments or other advantages made to secure or expedite the performance of a routine by an officer of public body. Directors or Employees shall not promise or offer, or agree to give or offer, facilitation payments to an officer of any public body.

However, there could arise circumstances in which Directors or Employees have no alternative but to make a facilitation payment in order to protect themselves from injury, loss of life or liberty. Any request for facilitation payment such circumstances should be reported immediately to the superior or Head of Division/Department.

N1: Public Body as defined in Section 3 of Malaysia Anti-Corruption Commission Act 2009

## 5.3 Third Parties and Agencies

All third parties, including agents, suppliers and joint ventures partners should be made aware of this Policy and the arrangements with them shall be subject to clear contractual terms, including specific provisions requiring them to comply with minimum standards and procedures relating to bribery and corruption.

## 5.4 Political Contribution

We do not make contribution to political parties

## 5.5 Charitable Contribution

Charitable support and donations are acceptable (and indeed are encourage) whether of in-kind services, knowledge, time, or direct financial contributions. However, Directors and Employees must be careful to ensure that charitable contributions are not used as a scheme to conceal bribery. No donation can be offered or made without the prior approval of the Head of Division or Board of Director.



# FITRAS ACADEMY SDN BHD (1606740-W)

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## 6. RECORD-KEEPING

It is important that proper and complete records to be maintained of all payments made to third parties in the usual course of business as these would serve as evidence that such payments were bona fide, not likely to corrupt and/or unethical conduct. All accounts, invoices, documents and records relating to dealings with third parties, such as clients, suppliers, and business contacts, should be prepared and maintained with accuracy and completeness.

Employees must declare all hospitality or gifts accepted or offered, and submit detail to the person in charge who is assigned by the respective Division/Department for recording into a register which will be subject to internal review. Employees must also ensure that all expenses claims relating to hospitality, gifts or expenses incurred to third parties are approved by the Head of Division/Department and must be specifically recorded the reason for such expenditure.

## 7. COMPLIANCE TO THE LAW

The company will comply with all applicable laws, rules and regulations of the government, commissions and exchanges in jurisdiction within which the Company operates. Directors and Employees are expected to understand and comply with the Malaysian Anti-Corruption Commission Act 2009 (including any amendment thereof). The Company reserves the right to report any actions or activities suspected of being criminal in nature to the police or other relevant authorities.

## 8. REPORTING OF VIOLATIONS OF THE POLICY

Any Employee who knows of, or suspect, a violation of the Policy, is encouraged to whistle blow or report the concerns to the chairman of Compliance Committee. No individual will be discriminated against or suffer any sort of manner of retaliation for rising genuine concerns or reporting in good faith on violation or suspected violation of the Policy. All reports will be treated confidentially.

## 9. REVIEW OF THE POLICY

The Board will monitor compliance with the Policy and review the Policy regularly to ensure that it will continues to remain relevant and appropriate.