

General Terms & Conditions

MY Community Grant: A CSR Programme brought to you by Manulife Holdings Berhad

1. Background

Giving back to the community in which we operate is ingrained in our culture and has been throughout the company's history. It is part of our commitment as an active and caring corporate citizen in Malaysia to help people lead better and more financially secure lives.

We have been actively carrying out CSR initiatives in our bid to create life-changing experiences not only for the less fortunate, but also for our employees through volunteerism.

2. General T&Cs

- MY Community Grant ("Grant") is organised by Manulife Holdings Berhad (Registration No. 197501003360 (24851-H)) ("Manulife") and will open on Friday, 23 April 2021, and close on Friday, 21 May 2021 (both days inclusive).
- Manulife's decision on all matters relating to this Grant is final and binding on all participants. No correspondence or attempt to dispute the decision will be entertained.
- Applicants are required to submit their application via Manulife's public website at <https://www.manulife.com.my/MYCommunityGrant>
- Applicants may apply up to RM10,000 worth of In-Kind Contribution in Grant funding, and the amount applied for must be broken down for justification purposes. For the purpose of this Grant, "In-Kind Contribution" shall mean non-cash contributions representing the value of tangible assets, including but not limited to furniture, fixtures, inventory, tools and equipment, provided by Manulife where such non-cash contributions are directly attributable to and benefits the project.
- Only completed application forms will be accepted.
- Manulife reserves the right to amend the Terms & Conditions at its absolute discretion without prior notice.

3. Eligibility

3.1. Eligible applicants

In order to be eligible for the Grant, the applicant must:

- be legally and locally registered with either the Registrar of Societies (RoS) or Jabatan Kebajikan Negara (JKM) or a registered company under the Companies Act 2016 for social enterprises.
- submit either their RoS, JKM or SSM certificate to verify the organisation's legitimate registration status, upon being shortlisted by Manulife.
- submit audited financial statements for the previous calendar year (2020), upon being shortlisted by Manulife.
- be solely responsible for the preparation, management, and submission of the application, proposed project and budget breakdown.
- be at least 18 years of age to apply.
- only submit 1 application.
- not be a permanent and/or contract employee of Manulife (including its subsidiaries and related companies) or their respective immediate family members (i.e. their parents, spouses, children, and siblings).

3.2. Other eligibility criteria

- Grant applications submitted must align with at least one of Manulife's three CSR focus areas: 1) Health & Wellness, 2) Community Development and 3) the Environment.
- Applicants must demonstrate a willingness to improve quality of lives in their community, whilst delivering measurable results (including but not limited to the number of people the initiative benefitted) at the end of the project.
- Applications submitted after the stipulated cut-off date will not be accepted.
- Applicant can be a social enterprise i.e. an organisation whose primary mission is to support a social cause and have a source of revenue that is able to sustain their mission.
- Applicants must complete ALL steps indicated in the application form. Manulife reserves the right to disqualify any applicant, without prior notice, who fails to complete and fulfil the terms as stated in the application form.



4. Use of Funds

The following use of In-Kind Contribution received is not eligible:

- Channelled directly to individuals.
- Individual sponsorships for participation in workshops, seminars, conferences, training courses, or studies at any level.
- In support of any political campaigns or agenda.
- For faith-based activities.

5. Commitments

5.1 Manulife

- Manulife agrees to purchase items for In-Kind Contribution equivalent to the sum recommended by the Grant committee and approved by the Manulife Group Chief Executive Officer.
- Manulife will finalise and notify beneficiary of the Grant in writing by 4 June 2021.
- The amounts specified in the decision are definitive.
- Manulife will send volunteers to support a programme organised by the beneficiary.

5.2 Beneficiary

The beneficiary warrants and agrees to:

- implement and complete the project by the end of 2021, in a manner that complies with the plan as presented to Manulife in the Grant application.
- upon request, provide Manulife with additional supporting documentations for the estimation and/or cost breakdown of In-Kind Contribution presented in the beneficiary's proposal, including but not limited to copies of any report or quotations.
- the use of the materials in its application and proposed project for the purposes of advertising, trade and/or publicity without any compensation.
- the collection, use and disclosure to any third party service providers and/or partners by Manulife of any personal data provided by the applicant to Manulife in conjunction with the Grant, for such purpose as Manulife deems necessary for the administration and management of the Grant.
- ensure that the project will not infringe the intellectual property, privacy or any rights of the third party.
- allow volunteers from Manulife to support the project, or any other project organised by the beneficiary.
- allow Manulife to use pictures taken during any volunteering sessions attended by Manulife employees.