



Report of Wrongdoing

A. Details of suspect

1. Name of person alleged: _____
2. Designation of person alleged: _____
3. Name of the department: _____
4. Please describe the alleged wrongdoing:

5. Incident date: _____
6. Incident time: _____
7. Location of incident: _____
8. Please attach any evidence or document, if any that will support your claim.
9. Please provide the information of any other parties that are involved:

B. Witness details

Please provide the contact details of the witnesses to the alleged incident of wrongdoing.

Witness #1

Name: _____

Phone: _____

Email: _____

Witness #2

Name: _____

Phone: _____

Email: _____

C. Act in Good Faith

Your act of reporting the wrongdoing committed by the alleged person signified that you have read the Company's Whistleblower Policy and you are making the report in good faith.



D. Contact of Whistleblower

Should you choose to reveal your identity or remain anonymous, please let us have the following details so that the Whistleblower Committee could contact you for more information, should the need arises, to facilitate the investigation.

Name: _____

Phone: _____

Email: _____

Address: _____

E. Declaration: (including by a whistleblower who remains anonymous)

I declare that the Report is made by me without malicious intent, not carelessly but is made after due and careful inquiry.

Signature

Date

- For Whistleblower Committee Use -

Code number: _____

Date of receipt: _____

Acknowledgement sent on: _____

Investigation commencement date: _____

Investigation done by: _____

Investigation completion date: _____

Investigation status: _____