

WHISTLE-BLOWING POLICY

## WHISTLEBLOWER REPORT FORM

Please provide the following details for any suspected serious misconduct or any breach or suspected breach of law or regulation that may adversely impact the Group. Please note that you may be called upon to assist in the investigation, if required.

### REPORTER'S CONTACT INFORMATION

**(This section may be left blank if the reporter wishes to remain anonymous)**

NAME	
DESIGNATION	
DEPARTMENT/AGENCY	
CONTACT NUMBER	
E-MAIL ADDRESS	

### SUSPECT'S INFORMATION

NAME	
DESIGNATION	
DEPARTMENT/AGENCY	
CONTACT NUMBER	
E-MAIL ADDRESS	

### WITNESSES'S INFORMATION *(if any)*

NAME	
DESIGNATION	
DEPARTMENT/AGENCY	
CONTACT NUMBER	
E-MAIL ADDRESS	

**COMPLAINT:** *Briefly describe the misconduct / improper activity and how you know about it. Specify what, who, when, where and how. If there is more than one allegation, number each allegation and use as many pages as necessary.*

1. What misconduct / improper activity occurred?

  
  
  
  
  
  
  
  
  
  

2. Who committed the misconduct / improper activity?

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**REPORTER'S CONTACT INFORMATION** (may be left blank if the reporter wishes to remain anonymous)

NAME

**SUSPECT'S INFORMATION**

NAME

**COMPLAINT-cont'd:** *Briefly describe the misconduct / improper activity and how you know about it. Specify what, who, when, where and how. If there is more than one allegation, number each allegation and use as many pages as necessary.*

3. When did it happen and when did you notice it?

4. Where did it happen?

5. Is there any evidence that you could provide us?

6. Are there any other parties involved other than the suspect stated above?

7. Do you have any other details or information which would assist us in the investigation?

8. Any other comments?

9. Have you raised your concern to any other person / department / authority? If yes, please state the person/ department / authority the report made or lodged. You may attach a copy of the report made.

Date:

Signature: