

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 Company and submit directly to Internal Audit Unit at PENANG PORT. Please note that you may be called upon to assist in the investigation, if required.

(Sila nyatakan maklumat lengkap bagi sebarang bentuk aktiviti salah laku yang menyalahi undang-undang dan yang memberi impak yang negatif ke atas syarikat. Semua maklumat ini hendaklah dihantar kepada Unit Audit Dalam, Penang Port. Sila ambil perhatian, bahawa tuan / puan akan dipanggil membantu dalam siasatan yang akan dijalankan, jika perlu.)

REPORTER'S CONTACT INFORMATION (Butiran Pemberi Maklumat)	
NAME / RP NO. (Nama / No Rp)	
DESIGNATION (Jawatan)	
DIVISION / DEPARMENT (Divisyen / Jabatan)	
CONTACT NUMBERS (No. Telefon untuk dihubungi)	
E-MAIL ADDRESS	
SUSPECT'S INFORMATION (Maklumat Orang Yang Disyaki)	
NAME / RP NO. (Nama / No Rp)	
DESIGNATION (Jawatan)	

DIVISION / DEPARTMENT (Divisyen / Jabatan)			
CONTACT NUMBERS (No. Telefon untuk dihubungi)			
E-MAIL ADDRESS			
WITNESS (ES) INFORMATION (If any) Maklumat Saksi (jika ada)			
NAME / RP NO. (Nama / No. RP)		NAME / RP NO. (Nama / No. RP)	
DESIGNATION (Jawatan)		DESIGNATION (Jawatan)	
DIVISION / DEPARTMENT (Divisyen / Jabatan)		DIVISION / DEPARTMENT (Divisyen / Jabatan)	
CONTACT NUMBERS (No. Telefon untuk dihubungi)		CONTACT NUMBERS (No. Telefon untuk dihubungi)	
E-MAIL ADDRESS		E-MAIL ADDRESS	
<p>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. (Secara ringkas, terangkan aktiviti salah laku yang wujud, dan bagaimana anda mengetahui nya. Nyatakan siapa, bila, dimana dan bagaimana ianya berlaku. Jika terdapat lebih dari 1 pertuduhan, maka gunakanlah sebanyak mana helaian yang dikehendaki.)</p>			
<p>1. What misconduct / improper activity occurred? Apakah bentuk salah laku / kelakuan tidak wajar?</p>			

2. Who committed the misconduct / improper activity?
Siapakah yang melakukan salah laku / aktiviti tidak betul?

3. When did it happen and when did you notice it?
Bilakah ia berlaku dan bila anda mengetahuinya?

4. Where did it happen?
Di manakah ia berlaku?

5. Is there any evidence that you could provide us?
Adakah terdapat sebarang bukti yang boleh anda kemukakan kepada kami?

6. Are there any other parties involved other than the suspect stated above?
Adakah terdapat pihak lain yang terlibat selain daripada suspek yang dinyatakan diatas?

7. Do you have any other details or information which would assist us in the investigation?
Adakah anda mempunyai butiran atau maklumat lain yang dapat membantu kami dalam membuat penyiasatan?

8. Any other comments?
Komen-komen lain?

9. If money involved, can you estimate the amount?
Jika wujudnya penggunaan wang, berapakah anggaran jumlah yang terlibat?

Please tick / Sila tandakan (√)

Less than RM500 / *Kurang dari RM500*

RM501 to RM10,000

RM10,001 to RM50,000

More than RM50,001 / *Melebihi RM50,001*

10. Whistleblower Protection Act 2010 – Declaration

I confirm that all information given to the Internal Audit Unit is true.

I declare that prior to this, I have not disclosed the subject matter of the complaint or any part thereof to any other person except to the following person(s):

a) _____

b) _____

c) _____

I agree to maintain confidentiality of all such information that has been disclosed to the IAU and / or any part thereof at all times and shall not for any reasons whatsoever, disclose any information pertaining to this complaint to any other person after informing the IAU.

I understand and accept that any disclosures made to any other person relating to information pertaining to this complaint may affect my eligibility for protection under the Whistleblower Protection Act 2010.

I understand and accept that if any disclosures made are found to be false or in breach of any other provisions under the Whistleblower Protection Act 2010, I may be charged and may lose the protection, if given, under the Whistleblower Protection Act 2010.

I agree that I must be contactable at all times and shall notify the IAU of any changes to my contact details as soon as possible.

Any complaint, report or false information and/or purposely and/or malicious or disgrace an image of the employee or company reputation and/or for any other reason and misuse of the mechanism management system of whistleblowing, fact of having committed an offence and disciplinary action could be taken to any employee entangle.

Segala jenis aduan, laporan atau keterangan palsu dan/atau dengan disengajakan dan/atau berniat jahat atau mengaibkan imej kakitangan atau reputasi syarikat dan/atau kerana alasan lain dan penyalahgunaan mekanisme sistem pengurusan whistleblowing, adalah menjadi kesalahan dan tindakan disiplin / undangundang akan diambil terhadap kakitangan / orang awam yang terlibat.

Date / Tarikh:

Signature / Tandatangan

For Internal Audit Unit use:
Untuk kegunaan Unit Audit Dalam :

Report No.

Received By / Diterima oleh :

Date Received / Tarikh diterima :

Acknowledgement Sent On:

Investigation Required (Yes / No)? (If no, please state the reason) *Perlukan penyiasatan (Ya / tidak) (Jika tidak sila nyatakan sebab musabab)*

Investigation Done By / Penyiasatan dilakukan oleh :

Investigation Result / Hasil Penyiasatan :

Action Taken / Conclusion / Tindakan diambil / Rumusan :

Reported to Whistleblower Committee Chairman on:

Signed Off by:

