



WHISTLEBLOWING FORM

Please provide the following details for any Improper Conduct according to Item 2.3 of the Whistleblowing Policy that may adversely impact the Company and submit directly to the Internal Audit Department of Penang Port Sdn. Bhd.. Please note that you may be called upon to assist in the investigation, if required.

(Sila nyatakan maklumat lengkap bagi sebarang bentuk salah laku seperti yang termaktub dalam Perkara 2.3 Polisi Pendedahan Maklumat yang memberi impak negatif ke atas syarikat. Semua maklumat ini hendaklah dihantar kepada Jabatan Audit Dalam, Penang Port Sdn. Bhd.. Sila ambil perhatian, bahawa tuan / puan akan dipanggil membantu dalam siasatan yang akan dijalankan, jika perlu.)

REPORTER PARTICULARS <i>(Butiran Pelapor)</i>	
NAME <i>(Nama)</i>	
IC NO. <i>(No. Kad Pengenalan)</i>	
DESIGNATION <i>(Jawatan)</i>	
DEPARMENT <i>(Jabatan)</i>	
RP NO. <i>(No. RP)</i>	
CONTACT NO. <i>(No. Telefon)</i>	
E-MAIL ADDRESS <i>(Alamat E-mail)</i>	
SUSPECT PARTICULARS <i>(Butiran Orang Yang Disyaki)</i>	
NAME <i>(Nama)</i>	
DESIGNATION <i>(Jawatan)</i>	
DEPARMENT <i>(Jabatan)</i>	

WITNESS(ES) PARTICULARS (if any) (Butiran Saksi (jika ada))			
NAME (Nama)		NAME (Nama)	
DESIGNATION (Jawatan)		DESIGNATION (Jawatan)	
DEPARMENT (Jabatan)		DEPARMENT (Jabatan)	
CONTACT NO. (No. Telefon)		CONTACT NO. (No. Telefon)	
<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 salahlaku yang wujud, dan bagaimana anda mengetahuinya. Nyatakan siapa, bila, di mana dan bagaimana ianya berlaku. Jika terdapat lebih dari satu pertuduhan, gunakan sebanyak mana helaian yang diperlukan.)</p>			
<p>1. What improper conduct did you observe? Apakah bentuk salahlaku / kelakuan tidak wajar?</p>			

2. Who committed the improper conduct?

Siapakah yang melakukan salahlaku / kelakuan tidak wajar?

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

Bilakah ia berlaku dan bilakah anda mengetahuinya?

4. Where did it happen?

Di manakah ianya berlaku?

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

Adakah terdapat sebarang bukti yang anda boleh kemukakan kepada kami?

6. Are there any other parties involved other than person(s) stated above?

Adakah terdapat pihak lain yang terlibat selain dari suspek yang dinyatakan di atas?

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

8. Any other comments?
Komen-komen lain?

9. Whistleblower Protection Act 2010 - Declaration

- I confirm that all information disclosed to the Internal Audit Department 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 IAD 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 IAD.
- 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 agree that I must be contactable at all times and shall notify the IAD 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 / undang undang akan diambil terhadap kakitangan / orang awam yang terlibat.)

Date / Tarikh:

Signature / Tandatangan:

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Report No :	
Received By : (Diterima oleh)	
Date Received : (Tarikh diterima)	
Screening & Assessment Done By : (Pemeriksaan & Penilaian dilakukan oleh)	
Screening & Assessment Report Submitted to the Authorised Personnel on : (Tarikh Laporan Pemeriksaan & Penilaian Diserahkan kepada Pegawai Berkuasa)	
Investigation Required (Yes/No)? (If no, please state the reason) : (Perlukan penyiasatan (Ya/Tidak)) (Jika tidak sila nyatakan sebab musabab)	
Investigation Result : (Hasil siasatan)	
Investigation Report Submitted to Whom & When : (Kepada siapakah dan bilakah laporan siasatan diserahkan)	