

 KRETAM HOLDINGS BERHAD GROUP WHISTLEBLOWING REPORT FORM	Doc. No.	KHB-WB-P01/F01
	Revision No.	0
	Page No.	1 of 1
	Effective Date	1 June 2020

PRIVATE & CONFIDENTIAL

This form is used to make a report of incidents of misconduct and unethical behaviour on the part of employees of the Kretam Group. If the incident that you intend to report relates to bribery and corruption, please DO NOT use this form; use Form KHB-AC-P01/F01 "Report of Violation of Anti-Bribery & Corruption Policy" instead.

Kretam will ensure confidentiality of your identity as well as the information that you are reporting. Kretam also prohibits persecution or retaliation against persons who make reports in good faith.

SECTION 1: PARTICULARS OF PERSON MAKING THIS REPORT					
NAME:	TELEPHONE:				
MyKAD No.:	EMAIL:				
COMPANY / EMPLOYER:					
POSITION:					
SECTION 2: PARTICULARS OF PERSON BEING REPORTED AGAINST <i>(Use a separate sheet if more than 1 person)</i>					
NAME:					
COMPANY/DEPARTMENT:					
POSITION:					
SECTION 3: DESCRIPTION OF THE INCIDENT BEING REPORTED					
DATE OF INCIDENT:	PLACE OF INCIDENT:				
TIME OF INCIDENT:					
DESCRIPTION OF WHAT HAPPENED: <i>(Please use another sheet if the space below is insufficient)</i>					
EVIDENCE AVAILABLE (e.g. Documents or names of other witnesses)					
SECTION 4: DECLARATION BY PERSON MAKING THIS REPORT					
I, the person named in Section 1 above, hereby make this report in good faith, and declare that I am prepared to assist the Company in any investigation arising out of this report.					
Signature:	Date:				
<table border="1" style="width: 100%;"> <tr> <td colspan="2" style="background-color: #90ee90;">FOR OFFICE USE:</td> </tr> <tr> <td><input type="checkbox"/></td> <td>This Form is prepared pursuant to Proc. 5.2.2</td> </tr> </table>		FOR OFFICE USE:		<input type="checkbox"/>	This Form is prepared pursuant to Proc. 5.2.2
FOR OFFICE USE:					
<input type="checkbox"/>	This Form is prepared pursuant to Proc. 5.2.2				

- Please send this form in an envelope marked "**Private & Confidential: To be Opened by Addressee Only**" to:
The Integrity Officer, Kretam Holdings Berhad, Wisma KHB, Lot 6 Block 44, Leboh Tiga, 90000 Sandakan, Sabah.
Alternatively, you may email a scanned copy of it to: integrity@kretam.com
- Please make a copy of this form for your own retention.

FOR OFFICE USE:	
Received by:	Filing Ref.:
Date received:	KHB-WB-P01/F02 Filing Ref.: