



APPENDIX

COMPLAINT/DISCLOSURE FORM/BORANG PENDEDAHAN/ADUAN

**A. DETAILS OF INDIVIDUAL LODGING THE COMPLAINT / MAKLUMAT
INDIVIDU YANG MEMBUAT ADUAN**

Name / Nama

Designation / Jawatan

Company / Syarikat

Location / Lokasi

Telephone Number /

Nombor telefon

E-mail address /

Alamat e-mel

B. COMPLAINTS / ADUAN

Please describe the nature of your complaint. Include the details of the party or parties involved, date(s), time(s), location(s) etc. and any other relevant details. Please use additional papers, **if** necessary / *Sila huraikan aduan anda. Sertakan maklumat mengenai pihak atau pihak-pihak yang terlibat, tarikh, masa kejadian, tempat kejadian dsb. serta maklumat-maklumat lain yang berkenaan. Sila gunakan kertas tambahan sekiranya perlu*

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Please state and attach documents and other evidences to support your complaint, if any. /
Sila nyatakan dan kepilkan dokumen dan bukti-bukti lain bagi menyokong aduan anda, sekiranya ada.

C. DECLARATION / PENGESAHAN

I hereby declare that this complaint is made voluntarily and that to the best of my knowledge, the details and information provided are true. / *Saya mengesahkan bahawa aduan ini dibuat dengan secara sukarela dan disepanjang pengetahuan saya, maklumat yang diberi adalah benar.*

Signature / *Tandatangan*

Date / *Tarikh*

Name / *Nama*

IC No. / *No. KP*

Witness to this declaration (if any)/*Saksi kepada pengesahan ini (sekiranya ada)*

Signature / *Tandatangan*

Date / *Tarikh*

Name / *Nama*

IC No. / *No. KP*

D. FOR OFFICIAL USE BY THE COMPANY

Date received

Nature of complaint (please /)

Whistleblowing
complaint

Others

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(1) Remark by Visiting Director:

Signature:

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Date:

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Name:

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(2) Remark by General Manager:

Signature:

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Date:

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Name:

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(3) Remark by HOD of Legal Department :

Signature:

Date:

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Name:

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(4) Remark by HOD of HR & Administration Department :

Signature:

Date:

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Name:

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