



Doc. No.	KHB-AC-P01/F01
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Page No.	1 of 1
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REPORT OF VIOLATION OF ANTI-BRIBERY & CORRUPTION POLICY**PRIVATE & CONFIDENTIAL**

This form is used to make a report of actual or suspected incidents of violation of the Kretam Group's Anti-Bribery & Corruption Policy. Kretam will ensure confidentiality of your identity as well as the information that you are reporting. Kretam also prohibits persecution of or retaliation against persons who make reports in good faith.

SECTION 1: PARTICULARS OF PERSON MAKING THIS REPORT

Please complete either A or B:

A.	NAME:	TELEPHONE:
	MyKAD No.:	EMAIL:
	COMPANY / EMPLOYER:	
	POSITION:	

B. **I wish to make this report anonymously** (please tick the box)
 (NOTE: Please be aware that while an anonymous report may be used to investigate the incident being reported, it cannot be used as evidence in any proceedings against the person being reported. Therefore, where you are the only witness to the incident, we may end up not being able to take disciplinary action due to the lack of any known witness.)

SECTION 2: PARTICULARS OF PERSON VIOLATING THE ANTI-BRIBERY & CORRUPTION POLICY

NAME:
 COMPANY/DEPARTMENT:
 POSITION:

SECTION 3: DESCRIPTION OF THE INCIDENT OF VIOLATION OF THE ANTI-BRIBERY & CORRUPTION POLICY

DATE OF INCIDENT: PLACE OF INCIDENT:
 TIME OF INCIDENT:
 DESCRIPTION OF WHAT HAPPENED: (Please use another sheet if the space below is insufficient)
 EVIDENCE AVAILABLE (e.g. Documents or names of other witnesses)

SECTION 4: DECLARATION BY PERSON MAKING THIS REPORT

(Please disregard this section if you are making this report anonymously)

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: _____

FOR OFFICE USE:
<input type="checkbox"/> This Form is prepared pursuant to Proc. 5.2.3 / 5.2.4

- Please send this form in an envelope marked "**Private & Confidential: To be Opened by Addressee Only**" to:
 The Anti-Corruption 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: anticorruption@kretam.com
- Please make a copy of this form for your own retention.

FOR OFFICE USE:	
Received by:	This Form's Filing Ref.:
Date received:	Form KHB-AC-P01/F02 Filing Ref.: