

Submission can be made to the following channels:-

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Tel : 05-2462273

PRIVATE & CONFIDENTIAL

TAIKO GROUP OF COMPANIES

INTERNAL WHISTLEBLOWER FORM

<u>Whistleblower's Contact Information</u>	
Name:	
NRIC or Passport number:	
Contact Number:	
Email Address:	

<u>Suspect's Information</u>	
Name:	
Functional Title:	
Division & Department:	

<u>Witness(es) Information (if any)</u>	
Name:	
Functional Title:	
Division & Department:	

TAIKO GROUP OF COMPANIES

INTERNAL WHISTLEBLOWER FORM

Complaint:

Briefly describe the Misconduct 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.

1) What is the Improper Conduct which had occurred?

2) Who had committed the Improper Conduct?

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

4) Where did it happen?

5) Is there any evidence that you could provide?

6) Are there any other parties involved other than the suspect stated above?

7) Any other comments

Date:

Signature:

TAIKO GROUP OF COMPANIES

INTERNAL WHISTLEBLOWER FORM

<u>For Whistleblowing Committee Use</u>	
Received By:	
Received On:	
Acknowledgement Sent On:	

Investigation Required (Yes/No)? Please State Reason:

Investigation To Be Done By:

Investigation Result:

Action Taken/Conclusion:

Signed Off By:

Name:

Date:

Signature:

Penyerahan boleh dibuat melalui saluran berikut:-

Emel : hz.lee@taikogroup.net

Tel : 05-2462273

SULIT & PERIBADI

TAIKO GROUP OF COMPANIES

BORANG PEMBERI MAKLUMAT DALAMAN

<u>Butiran Pemberi Maklumat</u>	
Nama:	
No. IC atau No. Passport:	
No. Tel:	
Alamat Emel:	

<u>Maklumat Suspek</u>	
Nama:	
Jawatan:	
Bahagian & Jabatan:	

<u>Maklumat Saksi (jika ada)</u>	
Nama:	
Jawatan:	
Bahagian & Jabatan:	

TAIKO GROUP OF COMPANIES
BORANG PEMBERI MAKLUMAT DALAMAN

Aduan: Huraikan secara ringkas kesalahan tersebut dan bagaimana anda tahu mengenainya. Nyatakan apa, siapa, bila, di mana dan bagaimana. Sekiranya terdapat lebih daripada satu tuduhan, nyatakan setiap tuduhan dan gunakan sebanyak mungkin halaman yang diperlukan.	
1) Apakah kesalahan yang dilakukan?	
2) Siapakah yang melakukan kesalahan tersebut?	
3) Bilakah kejadian ini berlaku dan bilakah anda menyedarinya?	
4) Dimanakah kejadian ini berlaku?	
5) Adakah anda mempunyai bukti untuk diberikan?	
6) Adakah terdapat mana-mana pihak lain yang terlibat selain daripada suspek yang dinyatakan di atas?	
7) Komen lain-lain	
Tarikh:	
Tandatangan:	

TAIKO GROUP OF COMPANIES
BORANG PEMBERI MAKLUMAT DALAMAN

<u>Untuk Kegunaan Jawatankuasa Pemberi Maklumat</u>	
Diterima Oleh:	
Diterima Pada:	
Pengakuan Dihantar Pada:	

Siasatan diperlukan (Ya/Tidak)? Sila Nyatakan Alasan:
Siasatan Dilaksanakan Oleh:
Keputusan Siasatan:
Tindakan yang diambil/Kesimpulan:
Disemak Oleh: Nama: Tarikh: Tandatangan: