



WHISTLEBLOWER REPORTING FORM
(BORANG LAPORAN PEMBERI MAKLUMAT)

Please provide the following details for any suspected Misconduct and submit them directly to the Integrity Unit. Please note that you may be called upon to assist in the investigation, if required.

(Sila berikan butiran berikut untuk sebarang salah laku yang disyaki dan serahkan terus kepada Unit Integriti. Sila ambil perhatian bahawa anda mungkin dipanggil untuk membantu dalam penyiasatan, jika perlu)

Whistleblower's Contact Information (Maklumat berkenaan Pemberi Maklumat)			
Name: (Nama)			
Contact Number: (Nombor telefon)		Email Address: (Emel)	
Suspect's Information * (Maklumat berkenaan Orang yang Diadu)			
Name: * (Nama)			
Designation: * (Jawatan)			
Unit/Division/Department: * (Unit/Bahagian/Jabatan)			
Contact Number: * (Nombor telefon)		Email Address: (Emel)	
Witness(es) Information (if any) (Maklumat berkenaan Saksi) [jika ada]			
Name: (Nama)			
Unit/Division/Department: (Unit/Bahagian/Jabatan)			
Contact Number: (Nombor telefon)		Email Address: (Emel)	



Complaint:

Briefly describe the Misconduct and how you know about it. Specify **what, who, when, where, why, and how**. If there is more than one allegation, number each allegation and use as many pages as necessary.

(Sila jelaskan secara terperinci salah laku dan bagaimana anda mengetahuinya. Nyatakan **apa, siapa, bila, di mana, mengapa** dan **bagaimana**. Jika terdapat lebih daripada satu (1) dakwaan, nomborkan setiap dakwaan dan gunakan sebanyak mana halaman yang perlu)

1) Do you know the person? *

(Adakah anda mengenali orang yang diadu?)

2) **What** was the Misconduct which had occurred? *

(Apakah Salah Laku yang telah berlaku?)

3) **Who** had committed the Misconduct? Please provide the details like name, designation and which department. *

(Siapakah yang melakukan Salah Laku? Sila berikan maklumat seperti nama, jawatan, dan bahagian mana)

4) **When** did it happen and when did you notice it? *

(Bilakah ianya berlaku dan bilakah anda menyedarinya?)

5) **Where** did it happen? *

(Di mana ia berlaku?)

6) **Why** did it happen? *

(Mengapa ia berlaku?)



7) How did it happen? * (<i>Bagaimana ia berlaku?</i>)	
8) Is there any evidence that you could provide? * (<i>Adakah terdapat sebarang bukti yang boleh anda berikan?</i>)	
9) Are there any other parties involved other than the suspect stated above? * (<i>Adakah terdapat pihak lain yang terlibat selain daripada suspek yang dinyatakan di atas?</i>)	
10) Do you have any other details or information which would assist us in the investigation? * (<i>Adakah anda mempunyai sebarang butiran atau maklumat lain yang akan membantu kami dalam penyiasatan?</i>)	
11) Any other comments. (<i>Ada sebarang komen lain</i>)	
12) Do you admit that all the above statements are true? (<i>Adakah anda mengaku segala kenyataan di atas adalah benar?</i>)	
Date: * (<i>Tarikh</i>):	Signature: (<i>Tandatangan</i>):

For further enquiry, please contact:
(*Jika mempunyai pertanyaan lanjut, sila hubungi*)

Integrity Unit (Att: Cik Aslina Ahmad Fuad, Integrity Officer)
Puncak Niaga Holdings Berhad
Wisma Rozali, No.4 Persiaran Sukan, Seksyen 13,
40100 Shah Alam, Selangor, Malaysia.

Tel no: 03-55228589 (Ext: 1165)
Email: integrity@puncakniaga.com.my