

ANNEXURE-1

Note: Please provide information as follows: (* Required fields) and tick whichever is applicable

(1) * Do you wish to disclose your identity to the Company?

IF “Yes” Please provide the below details:

- (a) Your name : _____
- (b) Your phone number : _____
- (c) Your e-mail address : _____
- (d) Best time for communication with you : _____

(2) * What is your relationship with the Company (Choose one)

- (a) Employee
- (b) Former Employee
- (c) Vendor/ Employee of Vendor
- (d) Distributor/ Employee of Distributor
- (e) Customer/ Employee of Customer
- (f) Contractor
- (g) Others, please specify: _____

(3) * Please describe your concern here and include all details that could be useful to investigate it:

Please make sure you include the following relevant information in your concern description:

- (a) specific misconducts (actions or behaviors) that are the subject of your concern or transactions that need to be investigated;
- (b) dates when these actions/transactions occurred;
- (c) location (The Company’s sites or not) where these actions/transactions occurred;
- (d) potential witnesses that can be interviewed;
- (e) potential evidence or documentation that need to be reviewed;
- (f) any detail you think might be useful;

(Describe concern here)

Be as specific as you can in your explanations. If you chose to remain anonymous, please ensure that you do not include in this description information that could reveal your identity.

(4) * Is the misconduct still on-going at the moment when you are reporting?

“Yes”

“No”

“I don’t know”

(5) Please identify by name and/or department the person(s) you believe to be involved in the above described misconduct:

(a) *Name : _____

(b) Department (if external Relationship with the company) : _____

(c) E-mail address : _____

(d) Contact No : _____

(6) How did you become aware of this misconduct?

For example: (a) It happened to me; (b) I witnessed it happening; (c) I was told by someone who witnessed it; (d) I have seen evidence that it happened;

Be as specific as you can in order to allow the Company to properly investigate your concern.

(Provide details here)

(7) If you have a document or file that supports your report (Evidences), please enclose herewith.