



# COMPLAINT/DISCLOSURE FORM

NOTE: PLEASE PROVIDE DETAILED INFORMATION AS MUCH AS POSSIBLE

## COMPLAINANT'S INFORMATION

NAME:		OFFICE ADDRESS:		
SIGNATURE / DATE	EMPLOYEE NO.	E-MAILADDRESS:		
COMPANY/DEPARTMENT	DESIGNATION	PHONE NO.	MOBILE NO.	FAX NO.

## INFORMATION CONCERNING THE COMPLAINT

What is the major issue involved?

- Violations of Corporate Governance Rules  
 Financial and Procedural Malpractice  
 Violations of the Code of Discipline  
 Others (Please specify)

What happened? (Please attach additional sheet(s) if necessary)

How did you know about the subject of the complaint(s)?

- Personal or direct knowledge  
 Others have told me about it  
 Others (Please specify)

Please indicate the physical evidences/ documentations that may support your disclosure.

Documents attached:	No. of Pages
1.	
2.	
3.	

Who is/are the person(s) involved? (Respondent/s) (Please attach additional sheets if necessary)

NAME	DESIGNATION	COMPANY	DIVISION/GROUP/DEPT.	NATURE OF INVOLVEMENT

Who is/are the possible Witness(es)? (Please attach additional sheets if necessary)

NAME	DESIGNATION	COMPANY	DIVISION/GROUP/DEPT.	NATURE OF INVOLVEMENT

When did the incident take place?

Date/Time/Frequency

Since when has this been occurring?

Location of evidence:

How much is involved? Please provide an approximate figure.

Why are you making this disclosure? (Please attach additional sheet if necessary)

### DISCLOSURE HISTORY

Was the disclosure previously reported to a management level? If yes, to whom was it reported?

What do you think was the reason for lack of immediate action?

PLEASE ADVISE ON HOW WE MAY CONTACT YOU

- BY PHONE  
 THROUGH E-MAIL  
 OTHERS (SPECIFY)

<b>Violations of Corporate Governance Rules</b>	<ol style="list-style-type: none"> <li>1. Manual on Corporate Governance</li> <li>2. Code of Business Conduct &amp; Ethics</li> <li>3. Conflict of Interest Policy</li> <li>4. Supplier/Contractor Relations Policy</li> </ol>
<b>Financial and Procedural Malpractice</b>	<ol style="list-style-type: none"> <li>1. Significant overstatement or understatement of account balances</li> <li>2. Non-recording of transactions in a complete or timely manner</li> <li>3. Gross violation of generally accepted accounting principle(s)</li> <li>4. Misclassification of accounts</li> <li>5. Lack of underlying transactions to support accounting entries</li> <li>6. Lack of proper documents to support accounting entries</li> <li>7. Inaccurate or non-disclosure of significant information relevant to proper interpretation of the financial statements</li> <li>8. Misappropriation of funds</li> <li>9. Misuse or abuse of Company assets and facilities</li> <li>10. Circumvention of or disregard of policies</li> <li>11. Circumvention or violation of approving and signing authorities</li> <li>12. Acts or transactions grossly disadvantageous to the Company</li> </ol>
<b>Violations of the Code of Discipline</b>	<ol style="list-style-type: none"> <li>1. Acts or Omissions Concerning Company Funds or Property</li> <li>2. Acts or Omissions Concerning Company Interests</li> <li>3. Acts or Omissions Concerning Relationships with Superior/s, Attendance and Performance of Assigned Duties</li> <li>4. Acts or Omissions Concerning Harmony and Good Order, Safety and Decency at Work.</li> </ol>