



## COMPLAINT/DISCLOSURE FORM

**NOTE: PLEASE PROVIDE DETAILED INFORMATION AS MUCH AS POSSIBLE**

### COMPLAINANT'S INFORMATION

NAME:		OFFICE ADDRESS:		
SIGNATURE / DATE	EMPLOYEE NO.	E-MAIL ADDRESS:		
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)*

<p><i>How did you know about the subject of the complaint(s)?</i></p> <input type="checkbox"/> Personal or direct knowledge <input type="checkbox"/> Others have told me about it <input type="checkbox"/> Others (Please specify)	<p><i>Please indicate the physical evidences/ documentations that may support your disclosure.</i></p>	
	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

<i>Since when has this been occurring?</i>	<i>Location of evidence:</i>
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*How much is involved? Please provide an approximate figure.*

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

### DISCLOSURE HISTORY

<p><i>Was the disclosure previously reported to a management level? If yes, to whom was it reported?</i></p> <p><i>What do you think was the reason for lack of immediate action?</i></p>	<p>PLEASE ADVISE ON HOW WE MAY CONTACT YOU</p> <input type="checkbox"/> BY PHONE <input type="checkbox"/> THROUGH E-MAIL <input type="checkbox"/> OTHERS (SPECIFY)
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<p><b>Violations of Corporate Governance Rules</b></p>	<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>
<p><b>Financial and Procedural Malpractice</b></p>	<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>
<p><b>Violations of the Code of Discipline</b></p>	<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>