



## Steps to Disclose Information Concerning Improper Conduct (Whistleblowing)

### Important Notes:

1. This document sets out how you may **disclose information concerning improper conduct** to **Perbadanan Insurans Deposit Malaysia ("PIDM")** and/or **any improper conduct that constitutes an offence under the Malaysia Deposit Insurance Corporation Act 2011**.
2. If you would like to read PIDM's **Policy for Disclosure of Information Concerning Improper Conduct ("Whistleblowing Policy")** in detail, the Whistleblowing Policy is available at [<<link>>](#).

### Who to submit your complaint to?

3. You may submit your complaint to any of the following person (known as Authorised Officer(s)):

Nature of Disclosure:	Disclose to:
If the disclosure relates to anyone other than PIDM's Chairman of the Board or its General Counsel	1) PIDM's Chairman of the Board; or 2) PIDM's General Counsel
If the disclosure relates to PIDM's General Counsel or you, in good faith, reasonably believe that there will be a cover-up or that the General Counsel is personally conflicted	1) PIDM's Chairman of the Board; or 2) PIDM's Chief Executive Officer
If the disclosure relates to PIDM's Chairman of the Board	1) PIDM's Chairperson of the Audit Committee

### How to submit your complaint?

4. You may submit your complaint through any of the following channels:

Option	Channel	Steps
1	Writing – Letter	1. Write a letter and provide your details:  a. Your full name (as per Malaysian National Registration Identity Card or Passport), name of employer and designation, current address, email address and telephone number;  b. The basis or reasons for your concerns including as many details of the improper conduct as reasonably possible. For example: its nature, the date, time and place of its occurrence

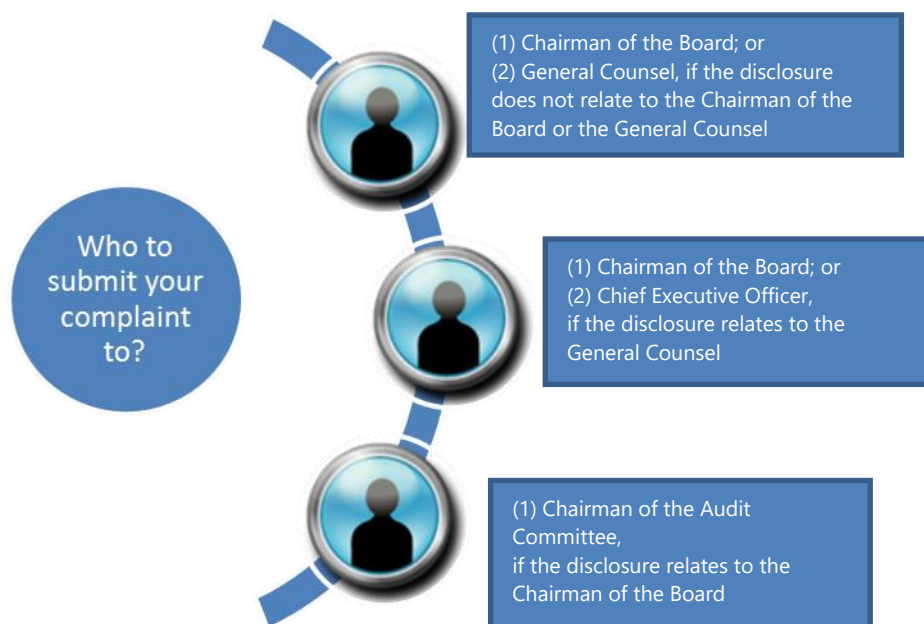
Option	Channel	Steps
		<p>and the identity of the alleged wrongdoer;</p> <p>c. Particulars of witnesses, if any; and</p> <p>d. Particulars or production of documentary evidence, if any.</p> <p>2. Attach any relevant document(s) to the letter.</p> <p>3. Place the letter and any relevant document(s) in a sealed envelope with the words <b>"Strictly Confidential. To be opened by Addressee only"</b> on the top left hand corner of the envelope.</p> <p>4. Deliver or send it to:</p> <p>(State the name of the Authorised Officer you want to address the complaint to)</p> <p>Level 9, Bangunan AICB, 10 Jalan Dato' Onn, 50480 Kuala Lumpur</p>
2	Writing – Using PIDM's Form	<p>1. Print the <b>Disclosure of Information Concerning Improper Conduct Form ("Form")</b>.</p> <p>2. Complete the Form.</p> <p>3. Attach any relevant document(s) to the duly completed Form.</p> <p>4. Place the completed Form and any relevant document(s) in a sealed envelope with the words <b>"Strictly Confidential. To be opened by Addressee only"</b> on the top left hand corner of the envelope.</p> <p>5. Deliver or send it to:</p> <p>(State the name of the Authorised Officer you want to address the complaint to)</p> <p>Level 9, Bangunan AICB, 10 Jalan Dato' Onn, 50480 Kuala Lumpur</p>

#### Status of your complaint

5. You will be informed of the status of the complaint as far as reasonably practicable. You may be asked to provide further clarifications and information from time to time, and to cooperate in any investigation or any other process carried out pursuant to the Whistleblowing Policy.

## Summary:

### Who to submit your complaint to?



### How to submit your complaint?

#### WRITING- LETTER

Provide your details

Attach relevant document(s)

Placed in sealed envelope with the words **"Strictly Confidential. To be opened by Addressee only"** on the top left hand corner of the envelope

Deliver or send it to:

Name of the Authorised Officer you want to address the complaint to

Level 9, Bangunan AICB, 10 Jalan Dato' Onn, 50480 Kuala Lumpur

#### WRITING- USING PIDM'S FORM

Print the Disclosure of Information Concerning Improper Conduct Form

Complete the form

Provide your details

Attach relevant document(s)

Placed in sealed envelope with the words **"Strictly Confidential. To be opened by Addressee only"** on the top left hand corner of the envelope

Deliver or send it to:

Name of the Authorised Officer you want to address the complaint to

Level 9, Bangunan AICB, 10 Jalan Dato' Onn, 50480 Kuala Lumpur

#### ORALLY

Call PIDM at 03- 21737436

Inform the receptionist that you wish to make a complaint under PIDM's Whistleblowing Policy

Provide your details

Inform the receptionist of the Authorised Officer whom you wish to make the complaint to

Someone from PIDM will contact you

## **Disclosure of Information Concerning Improper Conduct Form**

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*PDF Form for printing*

*Note: \*denotes that this information must be provided*

### **A. Your Information** (if insufficient space, please write/type on a separate page)

1. \*Name (as per Malaysian National Registration Identity Card or Passport):

\_\_\_\_\_

2. New Malaysian National Registration Identity Card or Passport Number:

\_\_\_\_\_

3. \*Current Designation: \_\_\_\_\_

4. \*Name of Employer: \_\_\_\_\_

5. \*Contact Number:

Home \_\_\_\_\_ Office \_\_\_\_\_ \*Mobile \_\_\_\_\_

6. \*Complete Mailing Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Email address: \_\_\_\_\_

8. \*Preferred Method of Communication: \_\_\_\_\_

### **B. Disclosure of Alleged Improper conduct**

(if insufficient space, please write/type on a separate page)

1. \*Nature of Disclosure:

\_\_\_\_\_

\_\_\_\_\_

2. Estimated monetary value involved (if applicable, in Malaysian Ringgit): RM \_\_\_\_\_

3. \*Please specify the name of the person alleged and/or department and/or company:

\*Name \_\_\_\_\_

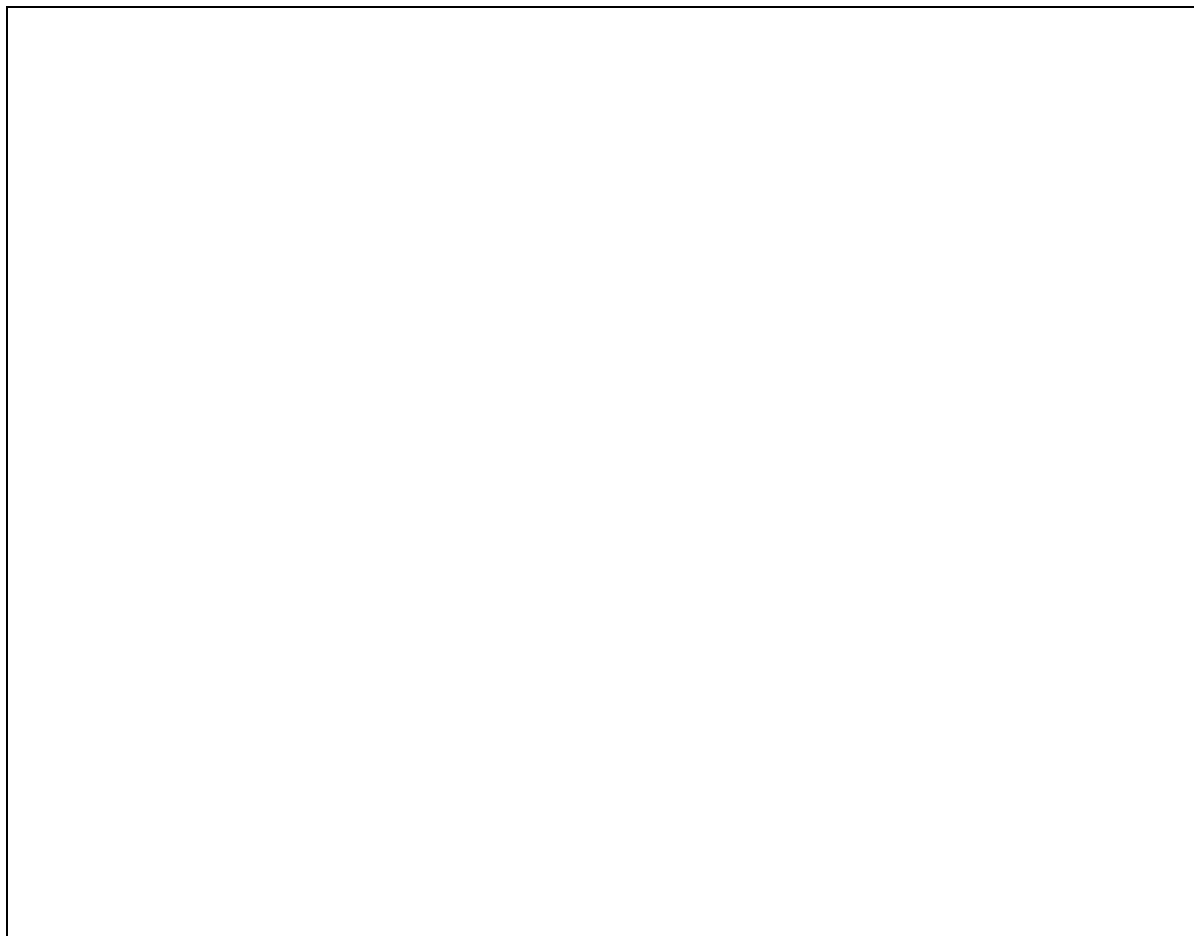
Department (optional): \_\_\_\_\_

Company (optional): \_\_\_\_\_

4. \*Date of occurrence of alleged improper conduct (dd/mm/yyyy): \_\_\_\_ / \_\_\_\_ / \_\_\_\_

5. \*Describe the alleged improper conduct. Please use a separate sheet, if required:

- *Please be specific with regards to Who/What/Where/When/How you learned about and obtained the information.*
- *State your relationship to the person alleged.*
- *State any other parties involved beyond the person alleged. Are there any witnesses? If so, state the names and contact details of the witnesses.*
- *If you have raised this alleged improper conduct internally or through other channels prior to this, please provide relevant information and current status pertaining to it.*
- *Attach all relevant supporting document(s) in your possession. Alternatively, describe the availability and location of any additional supporting information not in your possession.*



\*Signature: \_\_\_\_\_

\*Date (dd/mm/yyyy): \_\_\_\_\_

- Place this completed Form and any relevant document(s) in a sealed envelope with the words **“Strictly Confidential. To be opened by Addressee only”** on the top left hand corner of the envelope.
- Deliver or send it to:  
(State the name of the Authorised Officer you want to address the complaint to)  
Level 9, Bangunan AICB, 10 Jalan Dato’ Onn, 50480 Kuala Lumpur