

(Whistleblower) COMPLAINT / DISCLOSURE FORM

On Violations of Corporate Governance Rules, Questionable Accounting or Auditing Matters, and Violations of Offenses Covered by the Company's Table of Penalties

Note: All information provided shall be kept confidential and please provide detailed information as much as possible and attach additional sheet if necessary.

COMPLAINANT'S INFORMATION (Individual filing the complaint/report)							
NAME		5					
SIGNATURE / DATE	EMPLOYEE NO.	E-MAIL ADDRES	E-MAIL ADDRESS				
COMPANY / DIVISION	DESIGNATION	PHONE NO(s)	PHONE NO(s) FAX NO(s)				
INFORMATION CONCERNING THE (WHISTLEBLOWER) COMPLAINT Briefly describe the misconduct / improper activity and if there is more than one allegation, number each allegation and use as many pages as necessary.							
What misconduct / improper activity occurred?			When and where did the incident occur?				
			Supporting evidence/s Is there any evidence that y in the investigation? No documents attached With documents attached No. of Pages:				
			How did you know about t Personal or direct knowledg Others have told me about White paper Others (Please specify)				
			Why are you making this o If ever this goes to a forma you be willing to provide e	al proceeding such as a court case, will			
RESPONDENT/S INFORMATION: Who is/are the person(s) involved?				N HOW WE MAY CONTACT YOU			
NAME	DESIGNATION	COMPANY & DIVISION	Complainant will:	CGO is being requested to provide feedback:			
			E-mail / Fax / Call again	□ By phone			
Who is/are the possible Witness	(es)?		Visit CG office	Thru e-mail			
NAME	DESIGNATION	COMPANY & DIVISION	Others (Specify)	Others (Specify)			

FOR CGO USE ONLY							
MODE OF COMPLAINT SUBMISSION			CASE NO.	CASE NO. Receipt No.:			
🛛 E-mail 🗌 Fax 🗌 Mail 🗌] Mobile Phone	Others		CGO Assign	iment No.:		
What is the major issue involved? (Check as many as applicable) VIOLATION OF CORPORATE GOVERNANCE RULES (CG Rules)			FRAUD CLASSIFICATION				
Manual on Corporate Governance Code of Business Conduct and Ethics Conflict of Interest Policy Policy on Gifts, Ent., and S. Travel Supplier-Contractor Relations Policy Employee Whistleblowing Policy		Financial / Accounting Business Operations Others Information Systems Procurement, Properties and Projects Revenue-related Subsidiaries and Affiliates					
QUESTIONABLE AUDITING MATTER			VIOLATION / OFFENSE COVERED BY THE TABLE OF PENALTIES				
 Misappropriation of funds Misuse / abuse of Company assets Circumvention / Disregard of policies Acts / transaction grossly disadvantageous to the Company 		Misconduct Breach of trust Analogous Cases Willful disobedience Commission of an offense Neglect of duty Sexual Harassment Others (Please specify) Neglect of duty		Commission of an offense 🛛 Neglect of duty			
DETAILS OF INITIAL INQUIRY WIT	H THE COMPLAIN	IANT					
· · · · · · · · · · · · · · · · · · ·							
PRELIMINARY EVALUATION Was the complainant advised of his rights and obligations under the Employee Whistleblowing Policy?	Meets the definition of retaliation? Yes No	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?					
ACTION TAKEN For investigation For referral to HRAD Group / other units / subsidiary		REMARKS					
□ No further action to be taken; case closed							
DISPOSITION OF THE CASE (Case Closed?) REMARKS		REMARKS					
Yes Date: No Referred to:							
Date:							
SIGNATURE OVER PRINTED NAME							
					DISPOSITION OF THE CASE		
Conducted By:	Investigated By		Reviewed By:		Approved By:		
NAME: DESIGNATION:	NAME: DESIGNATION:		NAME: DESIGNATION:		NAME: DESIGNATION:		
DATE:	DATE:		DATE:		DATE:		

PRIVACY NOTICE: Any personal information processed by this form shall be used for the purpose of CG investigation and shall be kept confidential and shall not be disclosed outside MPTMSI CG without consent of data subject. You may reach the CG division directly to access, update/ modify, delete your personal information if necessary. For other data privacy concerns, email dataprivacyoffice@mptc.com.ph