

SPEAK UP FORM

REFERENCE NUMBER:	
A. DISCLOSURE DETAILS	
1 PARTY INVOLVED IN THE MATTER RAISED (You may insert information on additional individuals involved in a separate sheet)	
a.	Name of Party : _____
b.	Designation : _____
c.	Division/Company : _____
d.	How do you know this Party? _____
2 DETAILS OF BREACH OR MISCONDUCT (You may use additional sheets if necessary)	
a.	Date / Time / Location : _____
b.	Description of Breach or Misconduct : _____
3 SUPPORTING INFORMATION TO ASSIST INVESTIGATIONS (Please attach supporting evidence to substantiate your report . You may use additional sheets for additional witnesses or supporting evidence if necessary)	
a.	Witness Name: _____ Department: _____
b.	Supporting Evidence _____
B. REPORTING TO OTHER PARTIES	
1. Have you raised your concern to any other person / department / authority? (Tick whichever applicable)	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please state the person/department/authority the report was made/lodged and insert the date of the report. You may attach a copy of the report made or provide any other information you deem relevant.	
C. PARTICULARS OF REPORTING PERSON	
a.	Name : _____
b.	Designation / Occupation : _____
c.	Contact No : _____
d.	E-mail Address : _____
e.	Relationship with Kenanga Group : _____
D. DECLARATION	
I hereby declare that all information provided in this form is true, correct and complete to the best of my knowledge, information and belief and declare that I make this report in good faith.	
I hereby agree that the information provided herein to be used and processed for investigation purposes and further agree that the information provided herein may be forwarded to another department / authority / enforcement agency for purposes of investigation and I will fully participate and cooperate, as required, in any such investigation as required.	
I fully understand that by signing this form, I will be entitled to protection and safeguards from Kenanga Group as provided in the Group Speak Up Policy and that in the event I have made this report maliciously or in bad faith, such protection and safeguards will not be applicable to me and I may be subject to disciplinary or legal proceedings by Kenanga Group.	
_____ (signature)	
Name:	Date: