

**ANNEX : WHISTLEBLOWER REPORT FORM**

Please provide the following details for any suspected serious misconduct or any breach or suspected breach of law or regulation that may adversely impact KKCS. Please note that you may be called upon to assist in the investigation, if required.

<b>REPORTER'S CONTACT INFORMATION</b>	
Name	
NRIC (last 4 characters) (for non-KKCS staff)	
Designation and Service Unit (for KKCS staff)	
Contact Number	
Email Address	
<b>ALLEGED PERSON'S/SUSPECT'S INFORMATION</b>	
Name	
Designation and Service Unit	
Contact Number (if available)	
Email Address (if available)	
<b>WITNESSES' INFORMATION (if any)</b>	
Name	
NRIC (last 4 characters) (for non-KKCS staff)	
Designation and Service Unit (for KKCS staff)	
Contact Number	
Email Address	
<b>REPORT DETAILS: Briefly describe the misconduct / improper activity and how you know about it. Specify what, who, when, where and how. If there is more than one allegation, number each allegation and use as many pages as necessary.</b>	
1. What is the misconduct/improper activity?	
2. Who committed the misconduct/improper activity?	
3. When and where did it happen?	
4. How did you come to know about this?	
5. Evidence substantiating the concern (e.g. documents, emails, voice recordings, witness, etc.)	
6. Have you reported the incident internally or through any other channels? If yes, to whom have you made the report?	
<b>FOR OFFICIAL USE</b>	
<b>Report Received By:</b>	
<b>Date &amp; Time Report Received:</b>	