

FORM A
COMPLAINT OF IMPROPER CONDUCT

A. PARTICULARS OF WHISTLEBLOWER

Please note that complaint made anonymous may not be processed or investigated unless the concern/allegation made is of sufficiently serious nature as determined by the Whistleblower Hotline Committee (WHC).

“Improper Conduct” means any unethical behaviour, malpractices, illegal acts or any other wrongful or improper conduct within the Company which if proved, constitutes a disciplinary offence or a criminal offence.

1.	Name	
2.	Correspondence Address	
3.	Telephone No.	H/P: _____ Office: _____
4.	Email Address (if any)	

B. PARTICULARS OF THE COMPLAINT

1.	Name of the person(s) complained of (if known)		
	Position (if known)		
	Relationship between Whistleblower and the person complained of		
2.	Are you personally affected by the Improper Conduct?	YES	NO
		If NO, please state the particulars of person(s) affected by the Improper Conduct:	
		Name of the person affected by the Improper Conduct (if known)	
		Department (if known)	
		Position (if known)	
		Relationship between Whistleblower and the person(s) complained of	
3.	Particulars of Improper Conduct	Date: _____	
		Time: _____	
		Place: _____	
		Particulars: _____	

4.	Have you previously made a complaint of the Improper Conduct to any internal or external parties or the authorities?	YES	NO
		<p>If YES, please state:</p> <p>(i) Name of person receiving the Complaint:</p> <p>(ii) Name of internal/external party /enforcement agency receiving the Complaint:</p> <p>(iii) Date of Complaint:</p> <p>(iv) Status of Complaint/Report:</p>	

Note:

- Please attach supporting documents, if any.
- If the spaces provided are not sufficient, please use a separate blank sheet.
- Please submit the completed form in SEALED envelope and marked "PRIVATE AND CONFIDENTIAL" on the right-hand corner of the sealed envelope.
- Please address the envelope to the following addresses:
The Whistleblower Hotline Committee:
Legal Department/ Compliance Officer
Jakarta Premium Outlets
Jl. Jalur Sutera Boulevard Kavling 41,
Panunggan Timur, Pinang, Tangerang, Banten, 15143

C. DECLARATION	
1	I hereby declare that all information provided in this Form is true and accurate.
2	I fully understand that by signing this Form, I will be entitled to whistleblower protection from the Company as set out in the Company's Whistleblower Policy.
3	I fully understand that in the event I have made this Complaint maliciously or in bad faith, the whistleblower protection contained in the Whistleblower Policy will no longer be applicable to me and I may be subject to disciplinary proceedings by the Company.
Signature: Name: Date:	