PPB GROUP BERHAD

Appendix A: Information Required for Reporting to the Risk/ Integrity Officer, or Head of Risk/ Integrity, or PPBHQ RMID

When reporting on Facilitation Payment requests received, Personnel are required to provide the following information:

- **Personnel's Full Name**
- **Designation**
- **Department/ Function**
- **Entity**
- **Group**
- **Employee ID**
- **Telephone Number**
- **Email (to provide personal email if Personnel is not issued with company email)**

WHO	*Who are the parties involved, i.e. name, designation, company, contact details, etc*
WHERE	*Where the request for Facilitation Payment took place, i.e., name of the government agency/ company/ entity, location and address (including branch/ outlet)*
WHEN	*Date and time of the incident*
HOW	*Method of request, verbal (face-to-face or via telephone), written, e.g. text messaging*
WHAT	*What was requested, i.e., cash or any other form of payment; e.g. cryptocurrency, Bitcoin, Touch n Go top-up, etc, OR, other forms of request. To state amount requested, i.e., RMxxx*
WHY	*Description of the request, e.g. during application of permit/ license for which entity/ project, as the case may be*
OTHERS	*Any other information, other than the ones specified above, that may help with the investigation, e.g. if there were any witness(es) – to include their details as specified under "WHO" above.*

Personnel is to email the Facilitation Payment Report, i.e., with the information above, to the respective entities Risk/Integrity Officer, or Head of Risk/Integrity, or PPBHQ RMID.

*Note: All reports lodged with the Risk/ Integrity Officer, or Head of Risk/ integrity, or the PPBHQ RMID will be treated in the strictest confidence.