

**DESA GROUP OF COMPANIES**  
**INTERNAL DISCLOSURE FORM**  
**BORANG LAPORAN SALAH LAKU DALAMAN**

**PARTICULARS OF COMPLAINANT (MAKLUMAT PENGADU/PELAPOR)**

1. Name : \_\_\_\_\_
2. MyKad No.: \_\_\_\_\_
3. Contact No.: \_\_\_\_\_
4. Email: \_\_\_\_\_
5. Company: \_\_\_\_\_
6. Division/Department: \_\_\_\_\_

**PARTICULARS OF PERSON INVOLVED IN IMPROPER CONDUCT (MAKLUMAT PELAKU/ YANG DI TUDUH)**

1. Name : \_\_\_\_\_
2. Company: \_\_\_\_\_
3. Division/Department: \_\_\_\_\_
4. Designation: \_\_\_\_\_
5. Relationship with Complainant: \_\_\_\_\_  
e.g Superior, Colleague etc

Have you informed the Company's Management of the improper conduct? (Yes / No)

If yes, who did you inform? \_\_\_\_\_

**SUPPORTING DOCUMENTS (DOKUMEN SOKONGAN)**

Do you have any document to support your Internal Disclosure (If Yes, please attach)

Yes

No

Others, prefer to submit when meeting the  
Authorised Persons

DETAILS OF THE IMPROPER CONDUCT (MAKLUMAT TINDAKAN SALAH LAKU)

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DECLARATION/(AKU JANJI)

I declare that all the information contain herein is to my reasonable belief.  
*(Saya berikrar/mengesahkan bahawa maklumat yang dinyatakan ini adalah benar mengikut kepercayaan dan sepanjang pengetahuan saya)*

Signature : \_\_\_\_\_

Date: \_\_\_\_\_

ACKNOWLEDGEMENT RECEIPT BY THE AUTHORISED PERSON

Received by: _____ (Signature)
Name: _____
Date: _____
Time: _____