



Steps to Disclose Information Concerning Improper Conduct (Writing Letter)

Important Notes:

1. This document sets out how you may **disclose information concerning improper conduct** to **Perbadanan Insurans Deposit Malaysia ("PIDM")** and/or **any improper conduct that constitutes an offence under the Malaysia Deposit Insurance Corporation Act 2011**.
2. If you would like to read PIDM's **Policy for Disclosure of Information Concerning Improper Conduct ("Whistleblowing Policy")** in detail, the Whistleblowing Policy is available at www.pidm.gov.my.

Who to submit your complaint to?

3. You may submit your complaint to any of the following person (known as Authorised Officer(s)):

Nature of Disclosure	Disclose to
If the disclosure relates to anyone other than PIDM's Chairman of the Board or its General Counsel	1) PIDM's Chairman of the Board; or 2) PIDM's General Counsel
If the disclosure relates to PIDM's General Counsel or you, in good faith, reasonably believe that there will be a cover-up or that the General Counsel is personally conflicted	1) PIDM's Chairman of the Board; or 2) PIDM's Chief Executive Officer
If the disclosure relates to PIDM's Chairman of the Board	1) PIDM's Chairperson of the Audit Committee

How to submit your complaint?

Steps
<ol style="list-style-type: none">1. Write a letter and provide your details:<ol style="list-style-type: none">a. Your full name (as per Malaysian National Registration Identity Card or Passport), name of employer and designation, current address, email address and telephone number;b. The basis or reasons for your concerns including as many details of the improper conduct as reasonably possible. For example: its nature, the date, time and place of its occurrence and the identity of the alleged wrongdoer;

Steps

- c. Particulars of witnesses, if any; and
 - d. Particulars or production of documentary evidence, if any.
2. Attach any relevant document(s) to the letter.
3. Place the letter and any relevant document(s) in a sealed envelope with the words **"Strictly Confidential. To be opened by Addressee only"** on the top left hand corner of the envelope.
4. Deliver or send it to:
(State the name of the Authorised Officer you want to address the complaint to)
Level 9, Bangunan AICB
10 Jalan Dato' Onn
50480 Kuala Lumpur

Status of your complaint

5. You will be informed of the status of the complaint as far as reasonably practicable. You may be asked to provide further clarifications and information from time to time, and to cooperate in any investigation or any other process carried out pursuant to the Whistleblowing Policy.