

WHISTLEBLOWING 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 to **Muslimin Trust Fund Association**. Please note that you may be called upon to assist in the investigation, if required.

*Required

INFORMER'S CONTACT INFORMATION	
NAME*	
DESIGNATION	
DEPARTMENT	
CONTACT NUMBER*	
E-MAIL ADDRESS*	
INFORMATION OF PERSON(S) ALLEGEDLY INVOLVED	
NAME*	
DESIGNATION	
DEPARTMENT	
WITNESSES'S INFORMATION (IF ANY)	
NAME	
DESIGNATION	
DEPARTMENT	
CONTACT NUMBER	
E-MAIL ADDRESS	

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*Required

Who committed the misconduct / improper activity?*
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*Required

When did it happen and when did you notice it?*

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*Required

Is there any evidence¹ that you could provide us?*

Note¹: Please describe how MTFA's investigator could locate supporting documentation or attach a copy of evidence that is already in your possession. You should NOT ATTEMPT TO OBTAIN evidence for which you do not have a right of access. As such, whistleblowers are "reporting parties" and are not investigators.

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Are there any other parties involved other than the person(s) allegedly involved stated above?*

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Any other comments?

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Please read the following guidelines before submitting your report.

1. The Whistleblowing is designed to support the MTFA's and its subsidiaries Integrity, Innovation, Teamwork, Excellence & Harmony values and facilitate employees' and third parties' concerns about possible improprieties at the earliest opportunity to ensure that concerns can be raised without fear of reprisal or Detrimental Action.
2. Reporting must be done in good faith. To encourage responsible use of the whistleblowing channel, you must identify yourself and indicate your name and contact details in the report. Your identity and the concerns or irregularities raised by you will be treated with confidence and every effort will be made to ensure that confidentiality is maintained throughout the process.
3. In reporting any unethical, fraudulent or corrupt activity, you shall, to the best of your ability, ensure that the information you provide is accurate.
4. These whistleblowing guidelines are intended to provide a framework to promote responsible and secure whistleblowing and protect genuine whistleblowers from any unfair treatment as a result of their report. A whistleblower, whether an external party or employee, makes an allegation in good faith but it is not confirmed by the investigation, no action will be taken against him or her. If, however, he or she has made an allegation frivolously, maliciously or for personal gain, appropriate or disciplinary action may be taken against him or her, as the case may be, including reporting the matter to the police.

By signing, I have read and understood the guidelines listed above.

Name

Signature

Date

Please email this form to audit@mtfa.org or you can mail it (marked "**Confidential**") to:

Muslimin Trust Fund Association
Attention: Audit Chairman
Darul Ihsan Orphanage Building
5 Mattar Road
Singapore 387713