

STRICTLY CONFIDENTIAL



COMPLAINT/DISCLOSURE FORM

NOTE: PLEASE PROVIDE DETAILED INFORMATION AS MUCH AS POSSIBLE

COMPLAINANT'S INFORMATION												
NAME:		OFFICE ADDRESS:										
SIGNATURE / DATE	EMPLOYEE NO.	E-MAIL ADDRESS:										
COMPANY/DEPARTMENT	DESIGNATION	PHONE NO.	MOBILE NO.	FAX NO.								
INFORMATION CONCERNING THE COMPLAINT												
<i>What is the major issue involved?</i> <input type="checkbox"/> Violations of Corporate Governance Rules <input type="checkbox"/> Financial and Procedural Malpractice <input type="checkbox"/> Violations of the Code of Discipline <input type="checkbox"/> Others (Please specify)												
<i>What happened? (Please attach additional sheet(s) if necessary)</i>												
<i>How did you know about the subject of the complaint(s)?</i> <input type="checkbox"/> Personal or direct knowledge <input type="checkbox"/> Others have told me about it <input type="checkbox"/> Others (Please specify)		<i>Please indicate the physical evidences/ documentations that may support your disclosure.</i> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">Documents attached:</th> <th style="width: 20%;">No. of Pages</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> </tr> <tr> <td>2.</td> <td></td> </tr> <tr> <td>3.</td> <td></td> </tr> </tbody> </table>			Documents attached:	No. of Pages	1.		2.		3.	
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1.												
2.												
3.												
<i>Who is/are the person(s) involved? (Respondent/s) (Please attach additional sheets if necessary)</i>												
NAME	DESIGNATION	COMPANY	DIVISION/GROUP/DEPT.	NATURE OF INVOLVEMENT								
<i>Who is/are the possible Witness(es)? (Please attach additional sheets if necessary)</i>												
NAME	DESIGNATION	COMPANY	DIVISION/GROUP/DEPT.	NATURE OF INVOLVEMENT								
<i>When did the incident take place?</i> Date/Time/Frequency												
<i>Since when has this been occurring?</i>		<i>Location of evidence:</i>										
<i>How much is involved? Please provide an approximate figure.</i>												
<i>Why are you making this disclosure? (Please attach additional sheet if necessary)</i>												
DISCLOSURE HISTORY		PLEASE ADVISE ON HOW WE MAY CONTACT YOU										
<i>Was the disclosure previously reported to a management level? If yes, to whom was it reported?</i>		<input type="checkbox"/> BY PHONE <input type="checkbox"/> THROUGH E-MAIL <input type="checkbox"/> OTHERS (SPECIFY)										
<i>What do you think was the reason for lack of immediate action?</i> <small>RL Commercial REIT, Inc.</small>		Whistleblowing Policy										