

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)

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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.