



ANTI-BRIBERY AND CORRUPTION POLICY

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1. INTRODUCTION

This Anti Bribery & Corruption Policy is to further enforce the Iskandar Investment Berhad (“IIB”) Code of Conduct to ensure the employees understand their responsibilities in compliance with IIB Group’s zero tolerance for anti-bribery and corruption within the organisation.

IIB is committed to conduct its business with integrity. In line with that commitment, IIB has developed its Anti Bribery & Corruption Policy (“this policy”). This means avoiding practices of bribery and corruption of all forms of bribery and corruption and takes a strong stance against such acts.

This document describes IIB’s policy prohibiting bribery and other improper payments in the conduct of IIB business operations and employee responsibilities for ensuring implementation of the Policy.

2. OBJECTIVE

This policy sets out IIB and its group of companies (IIB Group) overall position on bribery and corruption in all its forms and matters of corruption that confront the Group in its daily operations.

3. SCOPE

This policy is applicable to IIB Group, its controlled organisations, business associates acting on IIB’s behalf, the Board of Directors and all IIB Group personnel.

Joint-venture companies in which IIB is non-controlling or co-venture and associated companies are encouraged to adopt these or similar principles. External providers are also expected to comply with this policy in relation to all work conducted with IIB Group.

4. REFERENCES

Limit of Authority
Code of Conduct – IIB.RSK-R-POCY-WBPP-0001-R01
IIB Employees Handbook
Whistleblowing Policy
Standard Operating Procedure for Procurement
Standard Operating Procedure for Donation and Sponsorship

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5. DEFINITION

The following definitions are included in the policy.

“ARC” means Audit Risk Committee of IIB

“Bribery & Corruption” means any action which would be considered as an offence of giving or receiving ‘gratification’ under the Malaysian Anti-Corruption Commission Act 2009 (MACCA). In practise, this means offering, giving, receiving, or soliciting something of value in an attempt to illicitly influence the decisions or actions of a person who is in a position of trust within an organisation.

Bribery maybe “outbound” where someone acting on behalf of IIB attempts to influence the actions of someone external, such as a Government official or client decision-maker. It may also be “inbound”, where an external party is attempting to influence someone within the company such as a senior decision-maker or someone with access to a confidential information.

“Business Associates” means an external party with whom the organisation has, or plans to establish, some form of business relationship.

“Conflict of Interest” means when a person’s own interests either influence, have the potential to influence, or are perceived to influence their decision making at IIB.

“Corruption” referring to The Transparency International definition of corruption is “the abuse of entrusted power for personal gain”.

For the purpose of this policy, corruption is defined primarily as any action which would be considered as an offence of giving or receiving ‘gratification’ under the Malaysian Anti-Corruption Commission Act 2009 (MACCA) (‘Bribery’ as defined above).

In addition, corruption may also include acts of extortion, collusion, breach of trust, abuse of power, trading under influence, embezzlement, fraud or money laundering.

“Corporate Gift” means something given from one organisation to another, with the appointed representatives of each organisation giving and accepting the gift. Corporate gifts may also be promotional items given out equally to the general public at events, trade shows and exhibitions as part of building the company’s brand. The gifts are given transparently and openly, with the implicit or explicit approval of all parties involved as per the Limit of Approval (LOA).

Corporate gifts normally bear the company name and logo and are of nominal value. Examples of corporate gifts include items such as diaries, table calendars, pens, notepads, plaques and festive gifts such as hampers, oranges and dates.

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“Controlled Organisations” means an entity where IIB Group has the decision- making power over the organisation such that it has the right to appoint and remove the management.

“Directors” include all independent and non-independent directors, executive and non-executive directors of IIB Group and shall also include alternate or substitute directors.

“Donation and Sponsorship” means charitable contributions and sponsorship payment made to support the community.

“Exposed Position” means a staff position identifies as vulnerable to bribery through a risk assessment. Such positions may include but is not limited to any role involving procurement or contract management; financial approvals; human resource; relations with government officials or government departments; sales; positions where negotiation with an external party is required; or other positions which the company has identified as vulnerable to bribery.

"Gratification" shall have the meaning defined in the Malaysian Anti-Corruption Commission Act 2009 which includes but is not limited to anything of monetary and non-monetary value or benefit to the person. Gratification does not have to be directly given or received by an employee, but it can also be given or received by anyone related to the employee that is beneficial, of value or advantageous to the employee.

Gratification can be subdivided into the following categories (without limitation to):-

MONETARY	OF MONETARY VALUE	EMPLOYMENT	NON-MONETARY VALUE
<ul style="list-style-type: none"> • Money • Donation • Gift • Loan • Fee • Reward • Financial benefit 	<ul style="list-style-type: none"> • Property – can be movable or immovable. Examples: • Immovable property: house, land • Movable property: car, shares in a company • Venue for any event 	<ul style="list-style-type: none"> • Office or position in an organisation that is lucrative. • Dignity or title. • Employment • Contract for services • Agreement to give employment or render services 	<ul style="list-style-type: none"> • Undertaking or promise to do or not to do something (whether orally or in writing, with conditions or without) • Favours

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"Gifts" can be in the form of goods or services, including anything that can be of value to the person receiving it. Examples of these can be free travel trips, tickets for any cultural, entertainment or sporting events, and payment of loan, school fees or medical expenses.

"Hospitality" means considerate care of guests, which may include refreshments, accommodation and entertainment at a restaurant, hotel, club, resort, convention, concert, sporting event or other venue such as Company offices, with or without the personal presence of the host. Provision of travel may also be included, as may other services such as provision of guides, attendants and escorts; use of facilities such as a spa, golf course or ski resort with equipment included.

"IIB" or **"Company"** or **"IIB Group"** means Iskandar Investment Berhad and its group of companies.

"Personnel" or **"Employees"** means directors and all individuals directly contracted to the Company on an employment basis, including permanent and temporary employees.

"Personal Gift" means something given from one individual to another, with the intention of creating or enhancing a personal relationship. The gifts are given in a private setting, without the knowledge or approval of the company management of one or both parties. Personal gifts may include cash, cash equivalents such as credit cards, bitcoin or saving accounts, electronic items, watches, luxury pens, property, vehicles, free fares, shares, interest free loans, lottery tickets, travel facilities, entertainment, services, club memberships, any forms of discount or commission, jewellery, decorations, souvenirs, vouchers or any other valuable items.

"Public officials" are defined as any person who is a member, an officer, an employee or a servant of a public body.

Policies pertaining to these definitions will be further discussed in their respective clauses below.

6. POLICY OWNER

The Governance Department ("GD") is the owner of the policy.

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7. ANTI-BRIBERY AND CORRUPTION POLICY

- 7.1 Bribery and Corruption in all its forms as it related to IIB Group activities is prohibited.
- 7.2 All employees of the IIB Group must refrain from any acts of bribery which takes the form of offering, promising, giving, demanding or receiving anything of value to anyone in the form of bribes, kickbacks and/or any other improper gratification (including gifts, hospitality and entertainment) to improperly influence the outcome of any transaction, whether it is for their own personal benefit or for the benefit of the IIB Group.
- 7.3 The Anti-Bribery and Corruption statement applies equally to its business dealings with commercial ('private sector') and government ('public sector') entities and includes their directors, personnel, agents, and other appointed representatives. Even the possible appearance of bribery or corruption is to be avoided, in particular when dealing with Government officials.
- 7.4 The anti-bribery and corruption statement applies to all countries worldwide, without exception and without regard to regional customs, local practices or competitive conditions.
- 7.5 No employee or external party will suffer demotion, penalty or other adverse consequences in retaliation for refusing to pay or receive bribes or participate in other illicit behaviour.
- 7.6 IIB is also committed to conducting due diligence checks on prospective personnel, particularly as it relates to appointments to positions where a more than minor bribery or corruption risk has been identified
- 7.7 Any employee of the IIB Group that breaches any of the Policy may fall within the scope of serious misconduct and may be subjected to disciplinary action, up to and including dismissal, depending on the facts and circumstances of each case.

8 RECOGNITION OF LOCAL AND INTERNATIONAL LEGISLATION

- 8.1 IIB is committed to conducting its business ethically and in compliance with all applicable laws and regulations in the countries where it does business.
- 8.2 These laws include but not limited to MACCA, Malaysian Penal Code (revised 1977)(and its amendments), the Companies Act 2016 (Malaysia), the Malaysian Anti -Corruption Commission Act 2009 and its amendments. These laws prohibit bribery and acts of corruption. Organisations are mandated to establish and maintain accurate books and records as well as adequate measures to prevent corrupt practises.

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8.3 In cases of conflict mandatory law and the principles contained in this policy and any other policies, the law shall prevail.

9 GIFTS, ENTERTAINMENT AND TRAVEL AND DONATION AND SPONSORSHIP

9.1 IIB Group generally discouraged both the giving and receiving of Gifts, Entertainment and Travel and Donation and Sponsorship (D&S) to influence business decision.

9.2 IIB Group personnel are discourage from receiving or asking for (soliciting) gifts from external parties. Under no circumstances may IIB Group personnel accept gifts in the form of cash or cash equivalent, including gift certificate, loans, commissions, coupons, discounts or any related form.

9.3 The form of gift-giving allowed to external parties is a corporate gift. Any gift-giving or event of hospitality is subject to approval according to Limit of Authority and must fulfil the following conditions.

- a) They are limited, customary and lawful under the circumstances
- b) They do not have or are perceived to have (by either the giver or the receiver) any effect on actions or decisions
- c) There must be no expectation of any specific favour or improper advantages from the intended recipients.
- d) The independent business judgment of the intended recipients must not be affected
- e) There must not be any corrupt/criminal intent involved; and
- f) The giving out of the gift and hospitality must be done in an open and transparent manner

9.4 The IIB Group allows appropriate business-related Gifts, Entertainment and Travel. Reasonable Gifts, Entertainment and Travel are acceptable provided that the following guiding Principles are observed: -

i. Principle 1: Transparency

You should be comfortable to disclose to your colleagues the Gifts, Entertainment and Travel and D&S that you offered/received

ii. Principle 2: Recipients

You should only offer/accept Gifts, Entertainment and Travel and D&S to/from those who will not put you in a position of conflict

iii. Principle 3: Ability to Influence

The Gifts, Entertainment and Travel and D&S must not be offered offered/accepted when there is a pending decision

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iv. Principle 4: Value

The Gifts, Entertainment and Travel and D&S must be modest and must not be so frequent as to place the recipient under an obligation

v. Principle 5: Purpose

The intention behind the Gifts, Entertainment and Travel and D&S must not be interpreted as to gain unmerited advantage.

9.5 Specifically, the following was designed to assist in the application of the above principles:

				
	Acceptable	Tolerable	Cautious	Prohibited
Transparency	Full disclosure (recorded)	No risk of embarrassment upon disclosure	Concerns arise on public's perception ("newspaper test")	Non-compliance with disclosure requirement or limits imposed by recipient's organisation Concealment or false records of Gifts, Entertainment & Travel
Recipients	Recipient is an organisation	Recipient's organisation permits exchange of courtesies	Gift, Entertainment & Travel involves associated recipients (e.g. spouse, family)	Individual recipient has the authority to affect business outcome.
Ability To Influence	No pending business decision before the recipient			There is a pending business decision before the recipient
Value	Modest, low value	Moderate value and occasional	Exceeds prescribes threshold*	Excessive, cash or cash equivalents
Purpose	Promotional activity	Clear and legitimate	Building relationship/rapport	Given in exchange for something in return

*Threshold for the value RM500

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- 9.6 Any gift must be unsolicited and not affect, or be perceived as affecting, business judgment. Gifts should only be offered to and received in connection with a customary business or cultural occasion. Cash, loans, kickbacks or the equivalent advantages are absolutely prohibited.
- 9.7 For receipt of the Gifts, Entertainment and Travel and D&S, employees shall declare these to IIB's Governance Department. The records shall be properly documented and retained in a register, available for audit purposes. The records shall be updated to the Audit Risk Committee (ARC) of IIB quarterly.
- 9.8 Where possible, employees should avoid from offering and/or accepting Gifts, Entertainment and Travel and D&S to/from government officials. If a gift is deemed appropriate, a Corporate Gift for a specific purpose is encouraged as opposed to a Personal Gift. Gifts, Entertainment and Travel must be reasonable such that no obligation is created by the provision of the hospitality resulting in a decision to the advantage of the business. All offers and acceptance of Gifts, Entertainment and Travel and D&S involving government officials must be approved by the relevant decision-makers according to their Limits of Authority. The Gifts, Entertainment and Travel and D&S must also be declared in the register.
- 9.9 For D&S are permitted according with the Special Project Department Standard Operating Procedure (SOP) to ensure acceptability. However, the Company prohibits the giving and receiving of D&S to influence business decision
- 9.10 In respect of political contributions, funds or resources of the IIB Group must not be used to make any direct or indirect political contributions on behalf of the IIB Group without approval from the IIB Board. Any appearance of making such contributions or expenditure to any political party, candidate or campaign must also be avoided.
- 9.11 Donations in the form of charity may be permissible depending on the circumstance but should be made directly to an official entity and be able to be disclosed publicly when required to.
- 9.12 Discounts, provisions of free products and services, provision of vehicles at discounted or zero cost rates, servicing and other provisions are not permitted in exchange for undue influence.

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10. POLITICAL CONTRIBUTION

Please note that IIB has adopted a policy prohibiting itself and its affiliates from making political contributions to political parties or candidates

11. FACILITATION PAYMENTS

11.1 IIB adopts a strict policy of disallowing the use of facilitation payments in its business. Facilitation payment is a payment or other provision made personally to an individual in control of a process or decision. It is given to secure or expedite the performance of a routine or administrative duty or function.

11.2 IIB personnel shall decline to make the payment and report to Governance immediately when they encounter any requests for a facilitation payment. In addition, if a payment has been made and personnel are unsure of the nature, the SVP Governance must be notified immediately, and the payment recorded accordingly.

11.3 Only in the event that an employee's security is at stake is it permitted to make payment. The employee must immediately report the incident to their Head of Department and Governance to record the details and keep a record of what was spent.

12 SUPPORT LETTERS

IIB awards contracts and employee positions purely on a merit basis. Therefore, support letters in all forms shall not be recognised as part of the business decision making process.

13 RECRUITMENT, PROMOTION AND SUPPORT OF PERSONNEL

13.1 IIB Group recognises the value of integrity in its personnel and business associates. The Company's recruitment, training, performance evaluation, remuneration, recognition, and promotion for all IIB Group personnel, including management, shall be designed and regularly updated to recognise integrity.

13.2 IIB Group does not offer employment to prospective personnel in return for their having improperly favoured the company in a previous role.

14 BUSINESS ASSOCIATES

14.1 All business associates (including external providers such as consultants, advisors, and agents) acting on behalf of IIB Group are required to comply with this Policy, the IIB's Code of Conduct, and other policies as it relates to them.

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14.2 In circumstances where IIB Group retains controlling interest, such as in certain joint venture agreements, business associates are required to adhere to this policy and IIB Code of Conduct. Where IIB Group does not have controlling interest, associates are encouraged to comply the same.

14.3 IIB shall include standard clauses in all contracts with business associates enabling the Company to terminate the contract if bribery or an act of corruption has been proved to occur. Additional clauses may also be included for business associates acting on IIB's behalf where a more than minor bribery risk has been identified.

15 RESPONSIBILITIES OF IIB PERSONNEL

15.1 All IIB Group personnel (including its directors, and directors and personnel of its controlled organisations) are required to carry out those responsibilities and obligations relating to the Company's anti-bribery and corruption stance, alongside those already in existence, which includes the following:

- a) Be familiar with applicable requirements and directives of the policy and communicate them to subordinates;
- b) Promptly record all transactions and payment in IIBs books and records accurately and with reasonable detail;
- c) Ask Governance Department if any questions about this policy arise or if there is a lack of clarity about the required action in a particular situation;
- d) Always raise suspicious transactions and other "red flags" (indicators of bribery or corruption) to immediate superiors for guidance on the next course of action;
- e) Be alert to indications or evidence of possible violation of this policy.
- f) Promptly report violations or suspected violations through appropriate channels i.e refer to Whistleblowing Policy.
- g) Attend required anti-bribery and corruption awareness training
- h) Not misuse their position or IIB Group's name for personal advantage

15.2 When dealing with business associates, all IIB personnel shall not:

- a) Express unexplained or unjustifiable preference for certain parties
- b) Make any attempt at dishonestly influencing their decisions by offering promising or conferring advantage
- c) Exert improper influence to obtain benefits from them
- d) Directly or indirectly offer or make promise or corrupt payments, in cash or in kind for a specific favour or improper advantage from them

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- 15.3 During an active or anticipate procurement or tender exercise, personnel participating in the exercise in any way whatsoever, shall not:
- a) Receive gifts or hospitality or any kind from any external party participating planning to participate, or expected to participate, in the procurement or tender exercise;
 - b) Provide anything other than a corporate gift and token hospitality to any external/third party related to the exercise;
 - c) Be involved in any discussions regarding business or employment opportunities, for personal benefit or for the benefit of a business associate
 - d) Abuse the decision-making and other delegated powers given by the top management; and
 - e) Bypass normal procurement or tender process according to IIB Group Procurement Standard Operating Procedure
- 15.4 When dealing with external parties in a position to make a decision to IIB Group's benefit (such as a Government official or client/investor/partner) IIB personnel shall not:
- a) Offer, promise, or make any attempt at dishonestly influencing the person's decision by directly or indirectly offer or make promise of corrupt payment, in cash or in kind
 - b) Be involved in any discussions regarding business or employment opportunities, for their own personal benefit or for the benefit of the external party;
 - c) Otherwise abuse the decision-making and other delegated powers given by the top management, in order to illicitly secure an outcome which would be to the commercial advantage to themselves and/or the Company; and
 - d) Exert improper influence to obtain personal benefits from them

16. CONFLICTS OF INTEREST

- 16.1 Conflicts of interest arise in situations where there is personal interest that could be considered to have potential interference with objectivity in performing duties or exercising judgment on behalf of the Company. All IIB personnel should avoid situations in which personal interest could conflict with their professional obligations or duties. Personnel must not use their position, official working hours, Company's resources, or information available to them for personal gain or to the Company's disadvantage.
- 16.2 In situations where a conflict does occur, IIB personnel are required to declare the matter as per the Employees Handbook/Code of Conduct.

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17. STAFF DECLARATIONS

- 17.1 All IIB Group personnel shall certify in writing that they have read, understood and will abide by this policy. A copy of this declaration shall be documented and retained by the Human Resources Department for the duration of the personnel's employment. A sample declaration can be found in the Appendix of this Policy.
- 17.2 Governance Department reserves the right to request information regarding an employee's assets in the event that the person is implicated in any bribery and corruption related accusation or incident

18. ANTI-BRIBERY AND CORRUPTION COMPLIANCE FUNCTION

- 18.1 The Governance Department shall perform compliance function within the Company structure, equipped to act effectively against bribery and corruption:
- a) provide advice and guide to personnel on the issues relating to bribery and corruption.
 - b) take appropriate steps to ensure that adequate monitoring, measurement, analysis and evaluation of the issue on bribery and corruption
 - c) Report on any issue related to bribery and corruption to the top management and Audit Committee.
- 18.2 IIB shall conduct regular risk assessments to identify the bribery and corruption risk affecting the business, set anti-bribery and corruption objectives and assess the effectiveness of the control in achieving those objective

19. TRAINING AND AWARENESS

- 19.1 IIB Group shall conduct an awareness programme for all its personnel regarding anti-bribery and corruption, integrity, and ethics.
- 19.2 Training shall be provided on a regular basis to all IIB Group personnel
- 19.3 Human Resources Department shall maintain records to identify which IIB Group personnel have received training, and produce, communicate, and update the training schedule in conjunction with Governance
- 19.4 Business associate acting on behalf of the Company shall also undergo appropriate training, where bribery and corruption risk assessment identifies them as posing a more than minor bribery and corruption risk to the Company.

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20 REPORTING OF POLICY VIOLATIONS

20.1 Personnel who, the course of their activities relating to their employment at IIB Group, encounter in actual or suspect violations of this policy are required to report their concerns using the reporting channels stated in Whistleblowing Channels below:-

Hotline: 019-7271900

Email: IIB.Concerns@my-iib.com

Regular mail: Peti Surat 91, 80710 Johor Bahru, Johor.

Staff or outside parties could also forward their complaints or concerns in writing and submit it in sealed envelope (to be opened by addressee only) at the following address:

**Chairman
Audit & Risk Committee
c/o Iskandar Investment Berhad
A18 & A19, Medini 9, Persiaran Medini Sentral 1
Bandar Medini Iskandar Malaysia
79250 Iskandar Puteri, Johor.**

20.2 Report made in good faith, either anonymously or otherwise, shall be addressed in a timely manner and without incurring fear of reprisal regardless of the outcome of any investigation.

20.3 Retaliation in any form against IIB Group personnel where the person has, in good faith, reported a violation or possible violation of this policy is strictly prohibited. Any IIB Group personnel found to have deliberately acted against the interests of a person who has in good faith reported a violation or possible violation of this policy shall be subjected to disciplinary proceedings including demotion, suspension, dismissal or other actions (including legal action) which IIB Group may pursue.

21 AUDIT AND COMPLIANCE

Regular audits shall be conducted to ensure compliance to this policy. Such audits may be conducted internally by IIB Group or by an external party.

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22 SANCTIONS FOR NON -COMPLIANCE

- 22.1 Non-compliance as identified by the audit and any risk areas identified through this and other means should be reported to top management and Audit Risk Committee in a timely manner in accordance with the level of risk identified.
- 22.2 IIB Group regards bribery and acts of corruption as serious matters and will apply penalties in the event of non-compliance to this policy. For IIB Group personnel, non-compliance may lead to disciplinary action, up to and including termination of employment.
- 22.3 For external parties, non-compliance may lead to penalties including termination of contract. Further legal action may also be taken in the event the IIB Group's interests have been harmed by the results on non-compliance by individuals and organisations.

23 CONTINUOUS IMPROVEMENT

- 23.1 IIB Group shall monitor the legal and regulatory regimes where it operates and any changes to IIB Groups's business environment and risks and identify opportunities for the policy improvement. A report should be submitted to the top management and Audit Committee on a regular basis for the appropriate action to be taken.
- 23.2 Regular assessment on the Bribery & Corruption should be carried out to ensure its scope, policies, procedures, and controls match the bribery and corruption related risks face by the Company.
- 23.3 IIB Group endeavours to impact the business environment where it operates. This includes extending its integrity programme to non-controlled business associates such as suppliers and contractors, seeking to work with companies who have a similar commitment and supporting initiatives in the private and public sectors which are likely to improve the integrity of its operating environment.

Staff Declaration Form

I.....hereby declare that I have read and understand IIB’s Anti-Bribery & Corruption Policy. I will abide by the requirements and provisions set out in the Policy as required by my employment contract.

.....

Name :

IC Number

GIFT DECLARATION FORM

GIFT DECLARATION FORM 	
<ol style="list-style-type: none">1. Kindly fill in all the details required below2. Please attached photo of the gift received and email to Governance Department	
A. PERSONAL DETAILS	
(i) Reported by :	
(ii) Designation :	
(iii) Division/ Department:	
B. DESCRIPTION OF THE GIFTS	
(i) Types of gifts/ Item :	
(ii) Estimated amount (RM) :	
(iii) Name of the giver :	
(iv) Name of the receiver :	
(v) The reasons for the gift:	
(vi) Date received:	
C. DECLARATION	
I hereby declare that the above gift was delivered for me/my department	
Date:	Signature: (Name of receiver/ reporter)