



FORM OF DISCLOSURE

A. PARTICULARS OF WHISTLEBLOWER

Please note that a disclosure made anonymous may not be processed or investigated unless the concern/allegation made is of sufficiently serious nature as determined by the Chairman of the Board Audit Committee of Hengyuan Refining Company Berhad (“HRC”).

| | | | |
|---|-----------------------------|---|--|
| 1 | Name | : | |
| 2 | NRIC No /Passport No | : | |
| 3 | Employee No (if applicable) | : | |
| 4 | Position (if applicable) | : | |
| 5 | Department (if applicable) | : | |
| 6 | Correspondence Address | : | |
| 7 | H/P and Office No. | : | |
| 8 | Email Address (if any) | : | |

B. PARTICULARS OF THE DISCLOSURE

| | | | |
|---|---|---|----------|
| 1 | Name of the Subject | : | |
| 2 | Position (if known) | : | |
| 3 | Department (if known) | : | |
| 4 | Relationship between Whistleblower and the Subject | : | |
| 5 | Are you personally affected by the Improper Conduct | : | YES / NO |
| 6 | If NO, please state the particulars of the person(s) affected by the Improper Conduct | : | |
| 7 | Name of person(s) affected by the Improper Conduct (if known) | : | |
| 8 | Particulars of Improper Conduct -Date -Time -Place -Particulars | : | |



| | | | |
|---|---|---|---|
| 9 | Have you previously made any disclosure to any internal, external party or the authorities? | : | YES/NO If YES, please provide -Disclosure/File Reference No -Name of Recipient/Authority -Designation -Department -Date of Disclosure made: -Status of the Disclosure: |
|---|---|---|---|

C. DECLARATION

I, [name] [NRIC / Passport No ...] hereby declare that all the information provided in this Form of Disclosure is true and accurate. I fully understand that by signing this Form of Disclosure I am entitled to protection against detrimental action as provided in the Whistleblower Policy. I fully understand that in the event that I have made the disclosure in bad faith the protection afforded to me under the Whistleblower Policy will be revoked and that I may be subject to disciplinary or legal proceedings by HRC.

.....
Signature
Date

- Note:
- (a) Please attach supporting documents, if any.
 - (b) If the spaces provided in this Form of Disclosure are not sufficient, please use a separate blank sheet.
 - (c) If you intend to submit in person and by HAND please submit the completed Form of Disclosure in a **SEALED** envelope and marked "**PRIVATE AND CONFIDENTIAL**" on the right-hand corner of the sealed envelope.
 - (d) Please address the envelope to any one of the following addressee:

Batu 1, Off Jalan Pantai,
71000, Port Dickson,
Negeri Sembilan, Malaysia

Attn: **Chairman, Board Audit Committee**; or
Chief Internal Auditor; or
Chief Assurance Officer