

**WHISTLEBLOWING FORM****CONFIDENTIAL**

	REFERENCE NUMBER:
<b>A.</b>	<b>DISCLOSURE DETAILS</b>
<b>1</b>	<b>PARTY INVOLVED IN CONCERN RAISED</b> (You may insert information on additional individuals involved in a separate sheet)
a.	Name of Party
b.	Designation
c.	Department
d.	How do you know this Party?
<b>2</b>	<b>DETAILS OF CONCERN</b> (You may use additional sheets if necessary)
a.	Date / Time / Location
b.	Description of Concern
<b>3</b>	<b>SUPPORTING INFORMATION TO ASSIST INVESTIGATIONS</b> (Please attach supporting evidence to substantiate your disclosure and assist in investigation. You may use additional sheets for additional witnesses or supporting evidence if necessary)
a.	Witness Name: Department:
b.	Supporting Evidence
<b>B.</b>	<b>REPORTING TO OTHER PARTIES</b>
1.	<p>Have you raised your concern to any other person / department / authority? (Tick whichever applicable)</p> <p style="text-align: center;"><input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>If yes, please state the person/department/authority the report was made/lodged and insert the date of the report. You may attach a copy of the report made.</p> <p>_____</p>
<b>C.</b>	<b>PARTICULARS OF WHISTLEBLOWER</b>
a.	Name
b.	Designation
c.	Contact No.
d.	Email Address
e.	Relationship with Rakuten Trade (if not Employee)

**D.**

**DECLARATION**

I hereby declare that all information provided herein are made voluntarily and are true to the best of my knowledge, information and belief. I do understand that Rakuten Trade shall use the information and materials provided herein throughout the process in accordance with the Whistleblowing Policy.

\_\_\_\_\_  
(Signature)

Name:

Date: