

Sembawang Country Club (SCC) - Whistleblowing Reporting Form

STRICTLY CONFIDENTIAL

Please complete this form when submitting a report of suspected or alleged misconduct under the SCC Whistleblowing Policy. Ensure that the information provided is as detailed as possible to facilitate a thorough investigation.

1. Whistleblower's Contact Details

Name : _____

Contact Number : _____

Email Address : _____

Preferred Method of Contact: ☐ Email ☐ Phone ☐ In Person

(Note: Anonymous reports will not be entertained. Please provide your contact details to allow for a thorough investigation.)

2. Details of the Incident

Date of Incident : _____

Time of Incident : _____

Location : _____

Nature of Incident (Please select the relevant category or specify the nature of the misconduct):

- ☐ Accounting or Auditing Irregularities
- ☐ Internal Control Failures
- ☐ Corruption or Fraud
- ☐ Breach of Law or Regulations
- ☐ Serious Conflict of Interest
- ☐ Violation of SCC Policies or Code of Conduct

☐ Concealment of Misconduct

☐ Other Serious Misconduct (please specify): _____

3. Details of Individuals Involved

Name(s) of Individual(s) Involved : _____

Designation : _____

Department : _____

4. Description of Incident

Please provide a detailed account of the incident(s), including:

- What occurred
- Where and how the incident(s) took place
- Any evidence of financial or other losses

(Attach additional pages or supporting documentation if necessary.)

5. Supporting Evidence

Have you attached any supporting documents? ☐ Yes ☐ No

If yes, please list the documents: _____

6. Whistleblower's Preferred Action

☐ I would like to be contacted for a further discussion.

☐ I would like to remain anonymous.

7. For Official Use Only

Date / Time of Report Received: _____

Method of Submission: ☐ Email ☐ Post ☐ In Person

Received By : _____

Investigation Officer : _____

Action Taken : _____

Instructions for Reporting

Submit your report to the **Chairman of the Audit Sub-Committee** via one of the following methods:

Postal Address:

Chairman of the Audit Sub-Committee

Sembawang Country Club

249 Sembawang Road

Singapore 758352

Email: audit@sembawanggolf.org.sg

Mark all documents as "PRIVATE AND CONFIDENTIAL – TO BE OPENED BY ADDRESSEE ONLY". For postal submissions, we recommend using registered mail to ensure secure delivery.

All information provided will be handled with strict confidentiality and investigated thoroughly. Reports submitted anonymously may limit our ability to follow up effectively. Please provide all relevant information, as insufficient details may result in the case being classified as void.