信德集團
SHUN TAK HOLDINGS

WHISTLEBLOWING REPORT FORM - CONFIDENTIAL

To: Head of Group Internal Audit Department
Email: whistleblowing@shuntakgroup.com
Whistleblowing Hotline: (852) 2859 4600

Address: Unit 1216, 12/F., China Merchants Tower, Shun Tak Centre, 200 Connaught Road Central, Hong Kong

Shun Tak Holdings Limited ("the Company"), its subsidiaries, joint ventures or companies in which it holds a controlling interest (collectively "the Group'), are committed to the highest possible standards of openness, probity and accountability. In line with that commitment, the Company expects and encourages its employees and those who deal with the Group (e.g. customers, suppliers, contractors, agents, tenants, consultants, business associates etc.,) who have serious concerns about any suspected misconduct, malpractice or irregularity within the Group, to come forward and voice those concerns to the Company, without fear of reprisal or victimization, in a responsible and effective manner rather than overlooking a problem and prior to seeking resolution elsewhere.

It is recognised that in most cases the person raising serious concerns will wish to be dealt with on a confidential basis. All reasonable efforts will therefore be made to avoid revealing the person's identity.

If you wish to make a written report, please use this report form.

Once completed, this report becomes confidential.

Your Name/Contact Telephone Number and Email We encourage you to provide your name and contact details with this report because appropriate follow-up questions and investigation may not be possible unless the source of the information is identified. Concerns expressed anonymously could only be considered as far as practicable.	**Name:** _____ **Address:** _____ _____ **Tel No:** _____ **Email**: _____ **Date:** _____
The names and titles of those involved (if known):	
Details of concerns: Please provide full details of your concerns: names and titles, dates and places and the reasons for the concerns (continue on separate sheet if necessary) together with any supporting evidence.	

Please send the completed form to Head of Group Internal Audit Department in a sealed envelope clearly marked "**Strictly Private and Confidential – To be Opened by Addressee Only**" to ensure confidentiality.

Personal Information Collection Statement

All personal data collected will only be used for purposes which are directly related to the whistleblowing case you reported and may be disclosed to other parties such as law enforcement authorities. Details please refer to Whistleblowing Policy paragraph 9.