CHOO BEE GROUP OF COMPANIES

ANTI-BRIBERY AND CORRUPTION POLICY

1. INTRODUCTION

1.1 The Board of Directors ("the Board") of Choo Bee Metal Industries Berhad ("CBM") and subsidiaries ("the Group") believes that honesty, integrity and transparency are the core values of good corporate governance. The Board is responsible to ensure that the Group has in place policies and procedures that adequately address and manage bribery and corruption risks, promote a culture of integrity within the organisation, the organisation's policies and commitments on anti-bribery and corruption is being communicated to both internal and external parties as well as comply to laws and regulatory requirements on anti-bribery and corruption.

1.2 Based on recommendation by the Audit and Risk Management Committee, the Board has determined that the Group should formalise its Anti-Bribery and Corruption Policy (the "Policy") to comply with the Malaysian Anti-Corruption Commission ("MACC") Act 2009 (Amendment 2018).

1.3 The Compliance Officer is the Head of Human Resources Department.

2. POLICY STATEMENT

2.1 It is the Group's policy to conduct all its business in an ethical, responsible and transparent manner. The Group takes a zero tolerance approach to bribery and corruption and is committed to the highest standards of integrity, openness and accountability in the conduct of the Group's business and operations. It is the goal of the Group to avoid acts which might reflect adversely upon the integrity and reputation of the organisation.

2.2 This Policy applies to the Group, its employees, directors and associated persons (i.e. agents, consultants, contractors, suppliers, customers, bankers and any other persons dealing with the Group). Compliance with this Policy constitutes terms of service or conditions of providing services to the Group by these said parties. Each such person is bound to the provisions of this Policy upon notification of the most recent copy being given to them or placed in CBM's website

2.3 The purpose of this Policy is to:-

- set out the responsibilities of the Group, its employees, directors and associated persons, in observing and upholding the Group's position on bribery and corruption; and
- provide information and guidance on how to deal with bribery and corruption issues that may arise in the course of business.

2.4 Individuals involved in bribery and corruption will be liable to fine or sentenced to imprisonment under the MACC Act 2009 (Amendment 2018). The Corporate Liability Provisions under the amended Act make the company criminally liable for the bribery and corrupt acts of its "associated persons" unless the company can prove that it had implemented adequate procedures to prevent the occurrence of such acts. If the company or its employees, directors or associated persons is found to have taken part in such acts, the company would face a hefty penalty *(fine not less than 10 times the sum or value of the gratification, or RM1 million, whichever is the higher, or imprisonment not exceeding 20 years or both fine and imprisonment)* and may face damage to reputation, financial loss and disbarment from business and other negative consequences. Employee engaging in bribery or corrupt practices

may face dismissal, fine and imprisonment. Therefore, the Group takes its legal responsibilities very seriously.

3.0 FORMS OF BRIBERY AND CORRUPTION

3.1 For purposes of this Policy, each of the examples in 3.2 to 3.4 below is referred to as a **"bribery and corruption offence"**.

3.2 **Bribes**

A ***bribe*** is the act of giving or receiving something of value in exchange for some kind of influence or action in return, that the recipient would otherwise not offer. A bribe is the gift bestowed to influence the recipient's conduct. It may be money, goods, rights in action, property, preferment, privilege, emolument, objects of value, advantage, or merely a promise to induce or influence the action, vote, or influence of a person in an official or public capacity.

3.3 **Kickbacks**

A ***kickback*** is a form of negotiated bribery in which a payment is paid to the bribe-taker in exchange for services rendered or to cooperate in an illegal scheme. The most common form of kickback involves a vendor submitting a fraudulent or inflated invoice (often for goods or services which were not needed, of inferior quality, or both), with an employee of the victim company assisting in securing payment. For his/her assistance in securing payment, the individual receives some sort of payment (cash, goods, services) or favour.

3.4 **Extortions**

An ***extortion*** is a criminal offence of obtaining money, property, or services from an individual or institution, through coercion, i.e. action or practice of persuading someone to do something by using force or threats (verbal or written).

4.0 ANTI-BRIBERY AND CORRUPTION STANDARDS

4.1 It is prohibited for the Group, its employees, directors and associated persons to:-

(a) give, promise to give or offer, a payment, gift or hospitality to a third party or otherwise engage in or permit a bribery offence to occur, with the expectation that an advantage in business will be received, or to reward a business advantage already given.

(b) give, promise to give or offer, a payment, gift or hospitality to a third party to "facilitate" or expedite a routine procedure.

(c) accept a payment, gift or hospitality from a third party if you know or suspect that it is offered or provided with an expectation that a business advantage will be provided by the Company in return.

(d) threaten or retaliate against another employee who has refused to commit a bribery offence or who has raised concern under this Policy or CBM's Whistleblowing Policy and Procedures.

(e) Engage in any activity that may lead to a breach of this Policy.

4.2 In the event any suspicion of any action conflicting to this Policy occur, an employee, director or associated person must notify the Compliance Officer or make disclosure under CBM's Whistleblowing Policy and Procedures.

4.3 Non-compliance with this Policy may result in criminal or civil penalties which will vary according to the offence. An employee acting in contravention of the Policy will also face disciplinary action up to and including dismissal.

5.0 CONFLICTS OF INTEREST

5.1 Conflicts of interests must be avoided wherever possible. Any actual, potential or perceived conflicts of interests must be declared and managed in accordance with the Group's Conflict of Interest Policy and recorded in the **Conflicts of Interest Register** maintained by Human Resources Department for the attention of the respective Heads of Department or Top Management to determine the appropriate mitigation measures.

5.2 Conflicts of interests happen in situations where two or more competing interests' conflict and impair an individual's ability to make objective decisions. Generally, conflicts of interests arise when personal interests interfere with CBM's interests. It may not necessary result in unethical or illogical acts but may arise when employee take actions or have interests that may make it difficult to perform their roles in CBM objectively.

5.3 It is not possible to list all situations or relationships which may create a conflict of interest or the appearance of one, so each situation must be evaluated as they can be damaging to employee or to the company. Conflicts of interests which are fully disclosed in certain circumstances may be acceptable, assuming appropriate mitigations have been agreed and implemented.

5.4 The Compliance Officer must ensure that:

(a) All new employees complete the **Conflict of Interest Declaration Form** upon joining the Group, while existing employees are required to complete the form annually and whenever necessary to disclose any new or changes to the existing actual, potential or perceived conflicts of interests.

(b) Employees are aware of their obligation to promptly declare any actual, potential or perceived conflicts of interests.

(c) The relevant Head of Department reviews the declared conflicts of interest, determines and records the appropriate measures required to manage and mitigate the identified conflicts in the **Conflict of Interest Declaration Form.**

(d) Any actual, potential or perceived conflicts of interests that cannot be adequately managed or resolved shall be escalated to the Chief Executive Officer ("CEO")/Deputy Chief Executive Officer ("Deputy CEO") for final decision.

6.0 RECEIVING AND PROVIDING GIFTS

6.1 As a general principle, Choo Bee's employees and directors are prohibited to ask, accept, offer or/and give gift for personal benefits to avoid conflict of interest or the appearance of conflict of interest. He/she should refrain from taking advantage of his /her position or exercising his/her authority to further his/her own personal interest at the expense of the company.

6.2 Gifts offered or received, will only be acceptable if they are:

- Reasonable
- Appropriate
- Legal
- Not intended to influence
- Provided in accordance with this Policy.

The Group is well aware that the exchange of gifts can be a very delicate matter whereby in certain cultures or situations, gift giving is a central part of business etiquette. Refusal to accept the gift from another party or not providing such gift to another party may affect the Group's business relationship with them. Receiving/accepting a gift or providing the gift on behalf of the Group is allowed only in limited circumstances as stated in 6.6 below.

6.3 Employees and directors must exercise discretion when receiving or providing personal gifts during festive seasons or courtesy visits involving business associates, including bankers, customers, suppliers, government authorities and other external parties (e.g. festive hampers, mooncakes, fruit baskets, liquor, tea sets, etc.). Any gift received or provided with an estimated value of RM200 or above must be declared using the **Declaration of Gifts, Contributions, Hospitality and Entertainment Form**.

Notwithstanding the RM200 threshold above, personal gifts given to or received by employees or directors from customers (existing or potential), suppliers including contractors (existing or potential), or other business associates in connection with business dealings, particularly during tender exercises, procurement processes, contract negotiations or other business dealings, must be declared regardless of value, as such gifts may give rise to actual, potential or perceived conflicts of interest or concerns over improper influence.

Upon receiving the **Declaration of Gifts, Contributions, Hospitality and Entertainment Form**, the relevant Head of Department shall review the declaration, with the Compliance Officer providing assessment and recommendations where necessary. The appropriate course of action shall be determined by the relevant Head of Department or Top Management, taking into consideration the value and purpose of the gift, circumstances, and any actual, potential or perceived conflict of interest. All declarations and action taken shall be recorded and maintained in the **Gifts, Contributions, Hospitality and Entertainment Register** maintained by the Human Resources Department.

6.4 In the event the gift is accepted, the relevant Head of Department or Top Management must determine the treatment of the gift whether to:-

a) Donate the gift to charity; or
b) Hold it for departmental display; or
c) Share with other employees in the department; or
d) Permit it to be retained by the employee.

6.5 In determining the above, the relevant Head of Department or Top Management are expected to exercise proper care and judgment in each case, taking into account pertinent circumstances including the character of the gift, its purpose, the position/ seniority of the person(s) receiving the gift, the business context, reciprocity, applicable laws and cultural norms.

6.6. Exceptions to the general rule on receiving and provision of gifts are permitted in the following situations:-

a) Exchange of gifts at the company-to-company level (e.g. gifts exchanged between companies during official company visit or courtesy call, where the gifts received are subsequently treated as Company property);
b) Gifts provided by the Company to external institutions or individuals in connection with official company functions, events and celebrations (e.g. commemorative gifts or door gifts distributed to all guests attending the event);
c) Gifts provided by the Company to employees and Directors and/or their family members in connection with an internal or externally recognised company function, events and celebrations (e.g. gifts given in recognition of an employee's or Director's long service to the Company or lucky draw gifts during Company's annual dinner);
d) Token gifts of nominal value, normally bearing the Company's logo or (e.g. t-shirts, pens, diaries, calendars and other small promotional items) that are given out equally to members of the public, delegates, customers, partners and key stakeholders attending events such as conferences, exhibitions, training, trade shows etc. and deemed as part of the company's brand building or promotional activities;

e) Gifts provided to external parties whom the Company has no existing or potential business dealings with the Company (e.g. monetary gifts or in-kind donations to charitable organisations), provided such gifts are legitimate charitable or goodwill purposes; and

f) Exchange of personal gifts among employees following holidays, birthdays and festive seasons, provided that such exchanges are personal in nature and do not involve any expectation of favour or preferential treatment.

6.7 In the above exceptional circumstances, employees and Directors are expected to exercise proper judgment in handling gift activities and behave in a manner consistent with the general principles set out in Choo Bee Group's Code of Conduct and Ethics as follows:-

- Adhere to the highest standard of integrity and behaviour,
- Avoid conflicts of interest,
- Comply with applicable laws, regulations and company's policies and procedures, and reporting on any non-compliance.

6.8 Any gift that falls within the categories below is not permissible and must be declined:-

a) Any gift of cash or cash equivalent in the form of vouchers, discounts, coupons, shares and commission etc.;
b) Any gifts involving parties engaged in a tender or competitive bidding exercise;
c) Any gifts that come with a direct/ indirect suggestion, hint, understanding or implication that in return for the gift, some expected or desirable outcome is required;
d) Any gift that would be illegal or in breach of local or foreign bribery and corruption laws.
e) Any gift which is lavish or excessive or may adversely affect the reputation of the company.

If you receive a request for a bribe or if you are offered a bribe, you must report it to your Head of Department or the Compliance Officer.

7.0 PROVIDING AND RECEIVING HOSPITALITY AND ENTERTAINMENT

7.1 The Group recognises that providing modest hospitality and entertainment is a legitimate way of building business relationships and as such a common practice within the business environment to foster good business relationship with customers, auditors, consultants and other parties dealing with the Group ("external parties). As such, eligible employees are allowed to entertain external parties through a reasonable act of hospitality as part of business networking as well as a measure of goodwill towards the recipients. Employees and directors should always bear in mind that this is an area where perception is often regarded as more important than facts and therefore you should always exercise proper care and judgment when providing entertainment to third parties especially when it involves public officials to ensure compliance with local anti-bribery and corruption laws.

7.2 Employees and directors are strictly prohibited from providing or offering to provide entertainment with a view to improperly cause undue influence on any party in exchange for some future benefit or result. Any acts of this nature, whether provided directly or indirectly through an intermediary, may be construed as an act of bribery and corruption. He/she is required to maintain expenses within the limits of his/her entitlement stated in the policy set by the Human Resource Department/Top Management, when carrying out entertainment activities.

7.3 The Group also recognises that the occasional acceptance of a reasonable and modest level of entertainment provided by third parties in the normal course of business is a legitimate way to network and build good business relationships. However, it is important for employees and directors to exercise proper care and judgement before accepting entertainment offered or provided by a third party. This is not only to safeguard the Company's reputation, but also to protect employees and directors from allegations of impropriety or undue influence.

7.4 Hospitality and entertainment activities organised or provided by the Group for employees as part of its normal staff welfare initiatives to enhance employees' wellbeing, morale and workplace engagement, including the Company's annual dinner, festive celebrations, team-building activities and

related arrangements such as hotel accommodation, transportation, meals and refreshments, shall be exempted from the declaration requirements under this Policy.

7.5 Hospitality and entertainment provided to or received from existing or potential company secretaries, auditors, tax agents, consultants, customers, suppliers, directors and other business associates must be declared using the **Gifts, Contributions, Hospitality and Entertainment Declaration Form** and submitted to the Compliance Officer for review.

7.6 Any hospitality or entertainment activity falling within the following categories is strictly prohibited and must be declined:-

a) Any hospitality or entertainment that comes with a direct/indirect suggestion, hint, understanding or implication that in return for the benefit provided, some expected or desirable outcome is required.
b) Any hospitality or entertainment activities that is illegal or would constitute a breach of applicable local or foreign anti-bribery and corruption laws and regulations.
c) Any hospitality or entertainment that is extravagant, lavish or excessive in nature or which may adversely affect the reputation of the Company or the Group.
d) Any hospitality or entertainment that is sexually oriented, inappropriate or otherwise likely to tarnish the reputation of the Company or the Group.

8.0 CONTRIBUTIONS, SPONSORSHIPS AND DONATIONS

8.1 The Group is prohibited from making any political contributions, sponsorships or donations, whether in cash, in kind or through any other means, to support political parties, political organisations or candidates as such contributions may be perceived as an attempt to gain an improper business advantage.

8.2 Contributions, sponsorships and donations made to charities or other beneficiaries must not be used as a means to disguise or facilitate improper payments to government officials or to fund illegal activities, including activities in violation of anti-money laundering, anti-terrorism financing and other relevant laws and regulations.

8.3 In line with the Group's commitment to contributing to the community through Corporate Social Responsibility ("CSR") initiatives, and its values of integrity and transparency, all contributions, sponsorships and donations must comply with the following:-

- be made for legitimate purposes and in compliance with applicable local laws and regulations;
- obtain the necessary authorisations in accordance to the Group's Summary of Authority Limits;
- be made only to legitimate and reputable organisations or beneficiaries with an adequate organisational structure to ensure proper administration and utilisation of the funds;
- be accurately recorded in the Group's accounting books and records, with proper supporting documentation; and
- not to be used as a means to facilitate, conceal or disguise any acts of bribery or corruption.

8.4 Notwithstanding the above, the following contribution and donations shall be exempted from the declaration requirements under this Policy, but shall remain subject to the applicable requirements under Clause 8.3:

(a) Cash or in-kind contributions made by the Group to employees in connection with marriage, hospitalisation or bereavement (condolences) provided that such contributions are reasonable in amount and in line with the Group's normal employee welfare practices; and
(b) Cash or in-kind donations made by the Group in the Company's name to charitable organisation for legitimate charitable or CSR purposes.

8.5 Cash or in-kind contributions made by the Group to external parties having business dealings with the Group, including contributions towards lucky draw prizes, dinner table sponsorships, condolences and other similar purposes, must be declared using the **Gifts, Contributions, Hospitality and Entertainment Declaration Form** and submitted to the Compliance Officer for review and appropriate action.

9.0 RED FLAGS

9.1 **A** red flag will serve primarily as a caution and identifying a potential risk that requires some form of constraint or oversight. The following is a list of "red flags" that may indicate the possible existence of bribery and corrupt practices and should be kept in mind by all parties subject to this Policy:-

Services, Hiring, Meetings
- A lack of transparency about services rendered
- Requests from government officials or agencies to engage or hire specific third parties
- A desire to keep third-party representation secret
- Private meetings between third party and government officials

Agreements
- Refusal to execute a written agreement or requests to perform services without a written agreement where one is sought
- Refusal to sign a confidentiality agreement
- Compensation fees
- Excessive or unusually high compensation
- Fee, commission, or volume discount provided is unusually high compared to market rate

Invoices
- Requests for an invoice to reflect a higher amount than the actual price of goods provided
- Invoices vaguely describe the services provided or lack detail (e.g. "services rendered")
- Invoices that cannot be matched to the associated work product, purchase orders or contracts
- Missing or inadequate documentation to support services and invoices
- Over-invoicing or false invoices
- Invoices that are unprofessional in appearance
- Payment of unjustified high prices
- Payments to P.O. boxes or non-existent addresses

Purchasing
- Purchase of unnecessary or inappropriate items
- Purchase of items in quantities beyond which there is demonstrated need

Reimbursement/Expenses
- Poor or non-existent documentation for travel and expense reimbursements or other disbursements
- Travel expenses for customers/third party for which there is no legitimate business purpose

Gifts
- A gift offered for something in return
- Any gift that appears excessive

Charitable Contributions
- Request for charitable contributions or other favours as a way of influencing official action
- Charitable contribution made to an organization having an affiliation with a government official, customer or costumer representative

9.2 This list is not exhaustive and there is a need to be alert to other indicators that may raise a suspicion of bribery and corruption. Identifying these red flags will help in understanding the nature of the risks we are dealing with and find appropriate measures to mitigate them.

10.0 RECORD-KEEPING

10.1 The Group must develop, implement, maintain and monitor a system of internal control to facilitate compliance with this Policy, as well as to foster a culture of integrity and maintain high ethical standards throughout the Group.

10.2 The Group must keep financial records and all other records including form and registers as mentioned in 5.1, 5.4, 6.3, 7.5 and 8.5 above for a period of 7 years as evidence that transactions are executed, approved and recorded according to policies and procedures on anti-bribery and corruption.

10.3 All transactions must be executed in line with Top Management's authorisation, and that the company prepares accurate financial statements to conform with applicable Malaysian Financial Reporting Standards and other regulatory/statutory requirements.

10.4 The Group must maintain books and records that are available for inspection and document all financial transactions and risk assessments. No accounts or cash funds are to be kept "off-book" to facilitate or conceal improper payments. The use of false documents and invoices is prohibited, as is the making of inadequate, ambiguous or deceptive bookkeeping entries and any other accounting procedure, technique or device that would hide or otherwise disguise illegal payments.

10.5 To ensure the effectiveness of internal controls, finance personnel and management will review whether transactions and expense or payment requests are authorised in accordance with Group's Summary of Authority Limits, and check for warning signs that may indicate transactions being performed on a non-commercial basis or which present risks to the company.

11.0 REPORTING VIOLATION, INVESTIGATION AND DOCUMENTATION

11.1 Any employee, director or associated person must immediately report in accordance with the procedures set out in this Policy when they:

(a) uncover an instance of bribery; or

(b) suspect that a bribe has been, or is in the process of being, paid or received or merely discussed; or

(c) receive or otherwise become aware of information which suggests that a bribe is in the process of being, paid or received or merely discussed.

11.2 Any prohibited act or possible violations of the Policy shall be reported to the Compliance Officer who will perform initial investigation. Where the matter is deemed potentially serious, it will be promptly reported to the CEO/Deputy CEO and/or Chairman of the Audit and Risk Management Committee, and the following procedure will take place:-

(a) The report will be recorded and an investigative file opened.

(b) The CEO/Deputy CEO or Chairman of the Audit and Risk Management Committee will promptly commission the conduct of an investigation. The investigation may be conducted by designated Choo Bee personnel or by external party employed, if so decided by the CEO/Deputy CEO or Chairman of the Audit and Risk Management Committee. The Board of Directors ("BOD") shall be informed of the existence of the investigation.

(c) The identity of the person filing the report will be treated as confidential to the extent possible, and only revealed on a need-to-know basis or as required by law or court order.

(d) On completion of the investigation, a written investigative report will be provided by the person(s) conducting the investigation to the CEO/Deputy CEO and/or Chairman of the Audit and Risk Management Committee. If the investigation has documented unlawful, violative or other questionable conduct, the CEO/Deputy CEO or Chairman of the Risk and Audit Committee will report to the Board of Directors on the matter and remedial action taken or alternatively, to seek the advice and/or decision by the Board of Directors, where required.

11.3 No employee, director or associated person will suffer demotion, penalty or other adverse consequences for refusing to engage in or permit a bribery offence or raising concern or reporting possible wrongdoing, even if it may result in the company losing business or suffer a disadvantage. He/she is entitled to raise concerns about violations or potential violations of this Policy in confidence and without risk of reprisal.

11.4 The Group has adopted a Whistleblowing Policy and Procedures which provides procedures for reporting concerns about unethical behaviour, malpractices, illegal acts or failure to comply with regulatory requirements that is taking place/has taken place/may take place in the future. The Whistleblowing Policy and Procedures can be found in Choo Bee's website at www.choobee.com.my.

12.0 RISK ASSESSMENT

12.1 The Board, through the Audit and Risk Management and Executive Committee, maintains an oversight to ensure that Choo Bee Group's risk management and internal control is operating effectively and adequately in all material aspects. The Risk Management team which comprise the CEO/Deputy CEO, Chief Risk Officer and the respective Heads of Department are responsible for implementing the processes for identifying, evaluating, monitoring and reporting of risks and internal control as well as taking the appropriate and timely corrective action.

12.2 Business/Operational risks shall include assessment of business opportunity risks i.e. risks of bribery and corruption which may arise when pursuing or obtaining business opportunities.

12.3 Choo Bee Group's Enterprise Risk Management detailing the risk management and internal control framework which comprise key elements namely risk governance, risk appetite, risk management and key internal control processes, are stated in the Statement on Risk Management and Internal Control.

12.4 Internal Auditors play an independent role in reviewing the adequacy and integrity of the internal control system of the Group and reporting to the Audit and Risk Management Committee.

13.0 RESPONSIBILITY OF THIS POLICY

13.1 Managers have full authority to implement this Policy within their areas of responsibilities, which include:-

(a) designing, implementing and maintaining systems and controls to prevent, minimise risk and detect any bribery and corruption practices;

(b) ensuring that employees are aware of and understand this Policy.

(c) ensuring employees participate in any training specific to the needs on the said employee or job function;

(d) act promptly if employee expressed any concern and handle the matter in accordance to this Policy.

13.2 The BOD has overall responsibility for ensuring this Policy complies with the Group's legal and ethical obligations.

13.3 The Compliance Officer has primary responsibility in reviewing the implementation of this Policy, considering its suitability and adequacy, as well as monitoring its use and effectiveness.

13.4 All employees, directors and associated personnel are responsible for the success of this Policy and ensure that they follow the policy and procedures set out herein. They are also invited to comment on this Policy and propose ways to improve this Policy. Comments, suggestions and queries should be addressed to the Compliance Officer.

14.0 MONITORING AND REVIEW

14.1 The Board, through ARMC and CEO, shall oversee the implementation of this Policy and monitor its scope and applicability to ensure its continued relevance and effectiveness.

14.2 This Policy shall be reviewed by the ARMC at least once every three (3) years or as and when the need arises for any amendment or update, before being recommended to the Board for approval.

15.0 COMMUNICATION AND PUBLICATION OF THIS POLICY

15.1 This Policy is made accessible to all employees, directors and associated personnel on the Company's website at www.choobee.com.my and e-document section of the Employee Self Service. They shall acknowledge that they have read, understood and agreed to comply with the Anti-Bribery and Corruption Policy of Choo Bee Group in **Appendix A**. Any amendments to this Policy shall be communicated to them accordingly.

Revision No.: 1
Approved by the Board : 18 November 2026

Appendix A

To: The Head of Human Resources Department
CHOO BEE GROUP OF COMPANIES

ACKNOWLEDGMENT OF ANTI-BRIBERY AND CORRUPTION POLICY

I, _____ NRIC No._____
(Name)

acknowledge that I have read, understood and agree to comply with the Anti-Bribery and Corruption Policy of Choo Bee Group and have not violated and will not violate the provisions of this Policy. We are not aware of any violations of the Policy as of the date hereof.

_____ Date:_____

Signature of Employee

Name :

Staff No :

Department :