

XLSMART Ethics & Integrity Line

Disclosure Cover Sheet

1. ☐ Facsimile +62 21 8060 3069; or

☐ Post

Attn: XLSMART Ethics & Integrity Line

P.O. Box 1678

JKP 10016

2. Please state clearly total number of pages sent (including disclosure cover sheet):

3. Please state clearly your unique identification number provided by XLSMART Ethics & Integrity Line (only applicable if you have made a report previously):

Please make your report by providing as much information as possible.

Brief description:

Description:

What is the incident(s) you wish to report?

Where and when did the incident(s) occur?

What is the name and position of the person(s) you wish to report?

Were other people involved? (Name/Position)

Were there any witness (es) of the incident? (Name/Position)

How did this incident(s) occur? (Please explain the process/steps)

Was there a financial impact on the company?

If so, what is the estimated monetary value of the impact?

Has this incident occurred previously?

Is there any physical documentation or evidence? (Who, Where)

Will follow up action identify you as the person reporting the incident?

Have you reported the incident internally or through any other channels?

Have you approached the reported person? If yes, what did the person say?

Have you informed the police about this incident?

Would you like to disclose your name? (If yes, please give your name)

What business unit are you in?

In which location are you from?

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