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ACCSOFT TECHNOLOGY BERHAD

(Company No.517487-A)

**WHISTLE BLOWING POLICY AND
PROCEDURES**

1. Whistle Blowing

- a. Whistle Blowing is a specific means by which an employee or stakeholder can report or disclose through established channels, concerns about unethical behavior, malpractices, illegal acts or failure to comply with regulatory requirements that is taking place / has taken place / may take place in the future.
- b. Only genuine concerns should be reported under Whistle Blowing procedures. This report should be made in good faith with a reasonable belief that the information and any allegation in it are substantially true, and the report is not made for personal gain. Malicious and false allegations will be viewed seriously and treated as a gross misconduct and if proven may lead to dismissal.

2. Procedures

- a. Any concern should be raised with immediate superior. If for any reason, it is believed that this is not possible or appropriate, then the concern should be reported to Executive Director. Channel of reporting to Executive are:

Name: Koo Kien Yoon

Telephone: 03-7887 2896

Mail: Lot 11.1, 11th Floor, Menara Lien Hoe, No. 8, Persiaran Tropicana, Tropicana Golf & Country Resort, 47410 Petaling Jaya, Selangor

- b. In the case where reporting to management is a concern, then the report should be made to the Chairman of Audit Committee, marked "Confidential". Channel of reporting to the Chairman of Audit Committee are:

Chairman of Audit Committee

Mail: Lot 11.1, 11th Floor, Menara Lien Hoe, No. 8, Persiaran Tropicana, Tropicana Golf & Country Resort, 47410 Petaling Jaya, Selangor

3. Action

- a. All reports will be investigated promptly by the person receiving the report. If required, he can obtain assistance from other resources within the Group (e.g. Group Internal Audit and Group Human Resource Department etc.). The progress of investigation will be reported to the Audit Committee no later than at the next scheduled meeting.
- b. Reports received anonymously will be treated as confidential.
- c. The person making anonymous report will be advised that maintaining anonymity may hinder an investigation. Irrespective of this, anonymity will be maintained as long as it's permitted by law or the person making the report indicates that he no longer wishes to remain anonymous.
- d. Upon completion of investigation, appropriate course of action will be recommended to the Audit Committee for their deliberation. Decision taken by the Audit Committee will be

implemented immediately

e. Where possible, steps will also be implemented to prevent similar situation arising.

4. Approving Authority

This policy is to be implemented with the approval of the Board of Directors of the Company. Any future amendment will require the approval of the Board of Directors of the Company.

