

WHISTLEBLOWING REPORT FORM

CONFIDENTIAL

Infinity CPA Limited (the “Firm”) is committed to the highest possible standards of openness, probity and accountability. In line with that commitment we expect employees who have concerns about any suspected misconduct or malpractice within the Firm to come forward and voice those concerns.

It is recognised that in most cases the person raising 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.

Whistleblowing reports can be made in writing by completing this report template. After completion, please email to **whistleblowing@infinity-cpahk.com** or send by post marked “Strictly Confidential” and addressed to **Compliance Officer, Room 1501, 15/F., Olympia Plaza, 255 King’s Road, North Point, Hong Kong.**

Whistleblowing reports are in respect of any suspected fraud, unlawful acts and malpractices concerning **the Firm’s operations and staff members** and should not be used for any other purposes.

Name:
Address:
Tel:
Email:
Date:
The names of those involved (if known):
Details of concerns: names, dates and places and the reasons for the concerns (continue on separate sheet if necessary) together with any supporting evidence.

Personal Information Collection Statement

Reports can be made anonymously, however we would encourage you to provide at least a mode of contact that will enable us to clarify, follow up and obtain further information necessary to make a proper assessment and advise outcome of the investigation. All personal data collected will only be used for purposes which are directly related to the whistleblowing case you reported. The personal data may also be accessible by or transferred to the Firm’s officers, persons or committees involved in our handling of this case. The personal data submitted will be held and kept confidential unless the Firm is legally required to disclose the information to law enforcement agencies. Where relevant, under the Personal Data (Privacy) Ordinance of Hong Kong, you shall have the right to request access to and correction of your personal data. If you wish to exercise these rights, requests should be made in writing to the Compliance Officer, Room 1501, 15/F., Olympia Plaza, 255 King’s Road, North Point, Hong Kong at office address shown in this Form.