APPENDIX A

DIRECT WRITTEN NOTIFICATION OF IMPROPER CONDUCT

Send to: (i) <u>BUCO@sunlifemalaysia.com; or</u>

(ii) Code@sunlife.com; or

(ii) Regles@sunlife.com

This Notification of an improper conduct is being made pursuant to the Whistleblowing Guidelines Attach additional sheets if the space provided is not sufficient for your answer(s).

1.	Name (optional):
	Telephone No. (optional):
	Company and Department (optional) :
2.	Describe the suspected incident
a.	What happened?
b.	When did it happen?
υ.	
c.	Who was involved?
ι.	
d.	Where did it happen?

e. Why did it happen?