

PART A BACKGROUND

(i) To be completed by the hiring financial institution	
Name and contact details of the financial institution requesting for the reference	
Date of request for the reference	
Individual's name	
Individual's MyKad/passport number	

(ii) To be completed by the individual's current/former employers			
Name and contact details of the institution providing the reference			
Date the reference is provided			
All functions held by the individual in the institution, including past functions, and the period during which the individual held the function-			
Function	From (date)	To (date)	Description of role

PART B MANDATORY INFORMATION

To be completed by the individual's current/former employers. The responses to Questions 1 and 2 must cover the entire period the individual was employed by the institution.

Question 1		
Has the individual been subject to any internal disciplinary proceedings for an incident which relates to his/her honesty or integrity?	Yes	No
If yes, please provide the following information (to be reported separately for each incident):		
i) Date of incident;		
ii) Date of initiation of internal disciplinary proceedings;		
iii) Factual description of the incident (e.g. nature of the allegations);		
iv) Details of the individual's written representation in response to an allegation, if any;		
v) Status of internal disciplinary proceedings-		
a. Concluded (guilty/not guilty);		
b. Ongoing; or		
c. Unable to proceed (please specify reason, e.g. insufficient evidence);		
vi) Action(s) taken, if any; and		
vii) Outcome of appeal, if any.		

Question 2

To your knowledge, has the individual been found by any authority to be in breach¹⁴ of legal or regulatory requirements under laws, whether in or outside Malaysia, relating to-

	Yes	No
a) Financial services;		
b) Capital markets;		
c) Prevention of money laundering or terrorism financing?		
If yes, please provide the following information (to be reported separately for each incident):		
i) Date of breach;		
ii) Factual description of the breach;		
iii) Date of notification by the authority; and		
iv) Enforcement action(s) taken, if any.		

PART C OPTIONAL INFORMATION

To be completed by the individual's current/former employers

Question 3

If you are aware of any additional information (positive or negative)¹⁵ that you consider relevant for an assessment of the individual's honesty or integrity, please provide the information below.

--