

# ESR GROUP LIMITED

## Whistleblowing Report Form

Please read the Group's Whistleblowing Policy (the "**Policy**") on our corporate webpage before you, as Covered Individuals (as defined in paragraph 2.1 of the Policy) or external **Third Parties** (as defined in paragraph 2.2 of the Policy), proceed to file a good faith whistleblowing report ("**Report**"). The Policy has been established to encourage and assist whistleblowers to disclose information relevant to misconducts, malpractices or irregularities through a confidential reporting channel. The Group shall handle this Report with care and will treat the whistleblower's concerns fairly and seriously. If you wish to make a Report, please use this template and send to the email address at [whistleblowing@esr.com](mailto:whistleblowing@esr.com) together with any supporting documents. Once submitted, this Report together with other relevant documents will be strictly confidential.

**1) Do you want us to contact you for follow up and updates, where it is deemed appropriate and necessary?**

- ☐ No
- ☐ Yes ( Please provide us your contact details, including your name, telephone number and email)

\_\_\_\_\_  
\_\_\_\_\_)

**2) What category does your allegation belong to?**

- ☐ Accounting, Auditing and Financial Reporting (e.g. financial misconduct, internal controls, or expense reporting)
- ☐ Business Integrity (e.g. bribery, falsification of documents, fraud, or vendor/customer issues)
- ☐ HR, Diversity and Workplace Respect (e.g. discrimination, harassment, retaliation, compensation, or general HR)
- ☐ Environment, Health and Safety (e.g. compliance, assault, safety, or substance abuse)
- ☐ Misuse, Misappropriation of Corporate Assets (e.g. employee theft)
- ☐ Non-compliance of The Company's Code of Conduct and Business Ethics
- ☐ Others (please try to be more specific when you describe your allegation)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3) Describe what misconduct, improper activity or complaint has occurred?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ESR Group Limited**

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T +852 2376 9600 | [www.esr.com](http://www.esr.com)

**4) Please provide the name(s) of the individual and/or external company involved in the allegation.**

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**5) Are there any other parties involved other than the suspect stated above?**

☐ No

☐ Yes ( Please provide further information : \_\_\_\_\_

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**6) When (exact date or period of time) did it happen and when did you notice it?**

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**7) Where did it happen and under what circumstance or occasion?**

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**8) Is the misconduct or improper activity still on-going?**

☐ No

☐ Yes

☐ Don't know

**9) Is there any money involved in your allegation?**

☐ No

☐ Yes ( Please indicate the amount and specify the currency. Should you think the Company has suffered any financial loss, kindly provide more information in your submission)

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**10) State in detail all facts pertinent to the alleged violation. Explain why you believe the facts described constitute a possible violation.**

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**11) Do you have any supporting documents to provide?**

- ☐ No
- ☐ Yes ( Please provide together with your submission and indicate below how the information will assist the Company in following up your report.

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**12) Any other comments?**

- ☐ No
- ☐ Yes ( Kindly provide and suggest: \_\_\_\_\_

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**Personal Information Collection Statement**

*All personal data collected will only be used for purposes which are directly related to the whistleblowing case you reported. The personal data submitted will be held and kept confidential by the Group and may be disclosed as appropriate to parties with whom we will contact during our handling of this case, including the party being complained against or other parties concerned. The information provided may also be disclosed to law enforcement authorities or other concerned units. 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 Chairman – Audit Committee of the Group.*