

Whistleblowing Form

The Bank is committed to upholding and enhancing corporate governance standards and strongly values the ethical conduct and integrity of the employees. In the event that external parties (e.g. customers and suppliers) engage with the Bank and encounter misconduct which might have occurred or will possibly occur within the Bank, they could report to the Bank. In all cases, the Bank shall handle the whistleblowers' concerns in a prudent, confidential and fair manner. Nevertheless, with regard to comments or suggestions on the Bank's services or products, unless they pertain to misconduct as outlined in the whistleblowing system, they should be directed to the Bank's relevant unit in charge of customer opinion handling for follow-up.

Should you wish to submit a report, please complete the form below. Please be advised that whistleblowers may submit the completed form and the supporting documents via email to whistleblowing@bankofchina.com.la. Should you wish to submit report by post, please send the completed form and the supporting documents in a sealed envelope clearly marked "To be opened by addressee only" and addressed to VIENTIANE CENTER, KHOUVIENG ROAD NONCHAN VILLAGE, SISATTANAK DISTRICT, VIENTIANE CAPITAL, LAO P.D.R. We encourage whistleblowers to provide clear and sufficient information or contact information regarding their reports to avoid delaying or hindering the Bank's investigation of the reported cases. In the event that the reported cases involve officer-in-charge of the Bank, the whistleblowers can make reports to BOCHK Group according to the information disclosed in BOCHK's official website.

Whistleblower's Name and Contact Information The Bank accepts anonymous reporting. An anonymous reporting, however, might lead to difficulties in conducting the investigation, as the Bank is unable to obtain additional information from the whistleblower. In this regard, whistleblowers are encouraged to provide their identities and contact information in order to facilitate further follow-up.	Name _____ <input type="checkbox"/> Customer <input type="checkbox"/> Supplier <input type="checkbox"/> Others (Please specify _____) Telephone Number _____ Email Address _____ Date _____
The incident had been reported to other units of the Bank or regulatory authorities: <input type="checkbox"/> Yes (Please specify _____) <input type="checkbox"/> No	The Subject Matter of the Reporting: <input type="checkbox"/> Financial matters <input type="checkbox"/> Internal controls <input type="checkbox"/> Bribery or corruption <input type="checkbox"/> Money laundering, terrorist financing, tax evasion, etc. <input type="checkbox"/> Other possible improper conducts (please specify _____)
Details of the Subject Matter: Please provide the details including WHO is(are) the person(s) involved, as well as WHEN, WHERE and WHAT of the incident are about (continue on separate sheet if necessary) together with relevant supporting documents.	

<p><u>Personal Data Collection Statement</u></p> <p>The personal data collected will be used solely for the direct handling of whistleblowing reports but not for any other purposes without the whistleblowers' consent, unless such use is required or permitted by the law. In the event that a whistleblowing report leads to criminal investigation, the personal information as collected may then be disclosed to the relevant enforcement authorities. In addition, under the Personal Data (Privacy) Ordinance of Hong Kong and Introduction on Implementation of Data Protection Law of LAO P.D.R, whistleblowers shall have the rights to request access to and correction of their personal data as held by the Bank. Should the individual wish to exercise these rights, requests should be made in writing to the officer-in-charge at the mailing address or email address as shown on this form.</p>
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