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| --- | --- | --- |
| **Report of Receiving/Providing Money/Goods/Convenience**  **□ Money/Goods □ Convenience □ Money transaction □ Guarantee on future** | **Informer’s Signature** | **Director’s Signature** |
|  |  |

1. Informer

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Company/Department | Position | Name |
|  |  |  |  |

* Self-report within 7 days from receiving may reduce or diminish punishments.

2. Reporting Content

|  |  |
| --- | --- |
| Categories | Descriptions |
| Informer’s personal information | Company/ Department / Position/ Name |
| Place and Time of receiving |  |
| Type, Number, Amount of the receiving |  |
| Method of delivery |  |
| Provider’s purpose |  |

* Informer’s department should keep a copy of this after handing in the original document to the department in charge of Ethical Management.

3. Response

|  |  |
| --- | --- |
| Informer’s Opinion | Director’s Opinion |
|  |  |

* The department in charge of Ethical Management should review if the actions are properly performed.