

■■■ INTERNAL REPORT ■■■

Inquiry No. \_\_\_\_\_

Name ※		Date(yyyy/mm/dd)	/ /
Reporter's Information	Company's Name ※		
	Department		
	Title		
Employment Status (Circle the relevant number)	1.FORVAL: Board Member、Employee ※Including retired employees (within 1 year), temporary staff, part time staff, contract		
	2.Group Company:Board Member、Employee ※Including retired employees (within 1 year), temporary staff, part-time staff, contract		
	3.Others ( )		
Contact ※	1.E-mail	(Office・Home・Other〈	
	2.Tel	(Office・Home・Mobile・Other〈	
	Preference of contact means		
<b>&lt;Report&gt;</b>			
Name of target ※			
Target 's Information	Company's Name ※		
	Department		
	Title		
Employment	1. FORVAL 2. Group Company 3. Others( )		
State	1. Already occurred		
	2. Presumed to be occurring in the future		
	3. Other( )		
Description	①When		
	②Where		
	③What has happened (presume to be occurring)		
	④How it happened		
	⑤For what purpose it happened		
	⑥Why it happened		
	⑦Violation of law or rules		
How to obtain above information			
Existance of evidence	Yes (Paper based materials、Voice records、Data①(photos)、Data②(videos)、Other		
	None		

Not necessary to fill in all the questions except for the questions with ※

Communication with inquiry counters will be made by E-mail.

However we are able to deal with it on the phone for those who do not have access to E-mail.

For those who wish to receive information by other medias, please mention it and write down the contact number in `Preference of contact means' column.