**Self-Report**

|  |  |  |  |  |  |  |  |
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| **1. Reporter** (In the case of multiple persons, the highest-ranking senior) | | | | | | | |
| Name : (Signature) | | | Rank : | | | | Employee No. : |
| Team Name : | | | Responsible for : | | | |  |
| Other reporters (sign after filling out team name/position/name) | | | | | | | |
| **2. Details of Report** | | | | | | | |
| Type/Scale of Benefit Accepted | | **Type** | | **Quantity** | | **Monetary Value** | |
| Money | |  | |  | |
| Gift certificate | |  | |  | |
| Goods | |  | |  | |
| Other | |  | |  | |
| Provider | | Company name : | | Name : | | Position : | |
| Transaction items : | | Annual transaction scale :  (million won) | | | |
| Reporter comments (or outcome of processing) | | | | | | | |
| **3. Details of Processing** | | | | | | | |
| Relevant Team | Report filed on :  Date(yyyy/mm/dd) | | | | Report received by: (Signature) | | |
| Processing Instructions on :  Date(yyyy/mm/dd) | | | | Processing instructions given by :  (Signatrue) | | |
| Details of processing instructions | | | | | | |
| Compliance Support Team | Outcome confirmed on :  Date(yyyy/mm/dd) | | | | Outcome confirmed by :  (Signature) | | |
| Details of confirmation of processing outcome | | | | | | |

※ The relevant team leader receives reports and provides processing instructions, while the Compliance Support Team verifies the outcomes (processing outcomes are forwarded to the Compliance Support Team).

**Business Control Incident Report**

**※ In addition to ex-post reporting, the "Business Control Incident Report" is also used for cases in which the occurrence of an event could be reasonably predicted in advance.**

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| --- | --- |
| Incident Title | A concise title that expresses the essence of the incident |
| Financial Impact | Gross loss, net loss (loss after deducting various deductions, indemnity rights, and tax effects from the gross loss) |
| Violator | Only when the act is illegal or involves an element of bribery |
| Specifics | Detailed description according to the 5W and 1H principle |
| Inadequate Business  control | Summary of the inadequacies in business control that failed to prevent this occurrence |
| Action/Measures | List of actions/measures proposed of already taken regarding this case |
| Important Takeaways | Important lessons learned from this incident |

Date of Report : 20 / /

Reporter : (Signature)