# ANNEX I
# When Reporting Fraud

**Note:** If you are utilizing any means of providing information, please review your submission to ensure that it contains all the information you have, and in particular it includes, to the extent possible, the following:

1. WHO is engaged in the alleged act/acts of fraud? Provide name, functional title, contact details etc.

2. WHAT happened? Please provide the details of the alleged act of fraud. Be as precise as possible.

3. WHEN was the fraud committed?

4. WHERE was the fraud committed?

5. HOW was the fraud perpetrated? For example, were any checks, procedures or safeguards circumvented or violated to perpetrate the fraud?

6. To your knowledge, WHY were the acts undertaken by the person who allegedly committed the fraud.

7. Is there any specific evidence (e.g. documentation, witnesses, video or audio recordings) that you are aware of?

***Please provide contact details, if you wish to be contacted by UNOPS.***