

## Corporate Disclosure Policies and Procedures (CDPP)

### A. Objective

- To facilitate the handling and disclosure of material information on a timely basis and in an accurate manner.
- This is in line with the Group's commitment to provide stakeholders with comprehensive, accurate and quality material information on a timely end even basis.

### B. Policies

- Roles and responsibilities
  - Directors : Public interest and market price sensitive information (material information).
  - Management : Other than Public interest and market price sensitive information, mainly operational and management information with appropriate internal level of authority
  - Employee : Not allowed to disclose any information.
- Authority is accorded to a designated person in the handling and disclosure of material information.
- Due diligence should be exercised by the persons responsible for preparing the disclosure of material information;

### C. Procedures

A communication committee comprising of President & CEO and Executive Directors be set up to monitor and ensure the Board, management and employees comply with the CDPP.

The procedures are as hereunder:-

- i) All the public release of information to the authority should be duly approved by committee before releasing by the designated person.
- ii) The report to release any information must be given to the committee by proper format and clear objectives within a stipulated time frame unless it could be planned.
- iii) Should there be any third party confirmation or expertise required, the committee should direct the same to be obtained.

In case of any due compliance is not observed with the CDPP and identified by committee, appropriate measure will be taken to rectify the irregularities to avoid future recurrence.