

Stock Code	
Reviewer	

Name of Company:

Revenue (Turnover) (RM):
Net profit after tax (RM):
Total assets (RM):
Total liabilities (RM):
Total equity (shareholders fund) (RM):
Total Directors remuneration (RM):
Total remuneration for ED (RM):
Total remuneration for NED (RM):

No.	<i>Local Best Practices</i> + International Best Practices	Yes	No
A	The Board of directors		
1	Principal responsibilities of the board		
1.1	<i>Disclosed a positive statement that the board leads and controls the company.</i>		
1.2	<i>Disclosed the existence of a Code of Conduct / Ethics for directors.</i>		
1.3	<i>Disclosed details about the implementation of Code of Conduct / Ethics for directors.</i>		
2	Chairman & CEO		
2.1	<i>The Chairman of the board and the CEO were two different individuals.</i>		
2.2	<i>The Chairman of the board was an independent director.</i>		
2.3	<i>Disclosed statement stating current Chairman was not a previous CEO.</i>		
2.4	<i>Disclosed the key duties and responsibilities of the Chairman of the board.</i>		
2.5	<i>Disclosed the key duties and responsibilities of the CEO.</i>		
3	Board balance		
3.1	<i>1/3 of the board members were independent non-executive directors.</i>		
3.2	<i>1/2 of the board members were independent non-executive directors.</i>		
3.3	<i>More than 1/2 of the board members were independent non-executive directors.</i>		
3.4	<i>All independent directors had served 9 years and less.</i>		
3.5	<i>All independent directors had served 12 years and less.</i>		
3.6	<i>All directors had served as directors in not more than five (5) boards of listed companies in total.</i>		
3.7	<i>Disclosed non-executive director's caliber, credibility, skill and experience.</i>		
4	Significant shareholder		
4.1	<i>Board had minority shareholder representation.</i>		
4.2	<i>Identified a senior independent director to whom concerns may be conveyed.</i>		

5	Appointment to the board (Ensuring board's continuous effectiveness)	Yes	No
5.1	<i>Had nominating committee (NC)</i>		
5.2	<i>Disclosed the terms of reference for NC.</i>		
5.2.1	<i>Disclosed details of the duties and responsibilities of NC.</i>		
5.2.2	<i>Disclosed details of the activities of NC during the year.</i>		
5.2.3	<i>Disclosed details of the number of NC meetings held during the year.</i>		
5.2.4	<i>Disclosed details of attendance of each individual director in respect of NC meetings.</i>		
5.2.5	<i>Disclosed the constitution (membership) of NC.</i>		
5.2.6	<i>Disclosed the authority of NC.</i>		
5.3	<i>NC comprised exclusively (100%) non-executive directors</i>		
5.4	<i>Non-executive directors were all independent</i>		
5.5	<i>NC proposed new nominees for the board consideration and approval</i>		
5.6	<i>Disclosed the annual review on the board in respect of the skills and experience and other mix (i.e., board appraisal had been conducted).</i>		
5.7	<i>Disclosed assessment on individual director, including the CEO (i.e., Individual director appraisal had been conducted)</i>		
5.8	<i>Disclosed the criteria used in appraising the performance of the board, individual director and/or the CEO.</i>		
5.9	<i>Outside advisor (e.g., human resource consultant) was used during the year.</i>		
6	Size of board		
6.1	<i>Disclosed that the company had reviewed the size of the board and felt that it was appropriate.</i>		
7	Directors' training		
7.1	<i>Disclosed that the company had orientation and education programme for new recruits to the board (or a policy for such, if relevant).</i>		
7.2	<i>Disclosed identifiable continuing education and training for directors.</i>		
8	Board structures and procedures		
8.1	<i>Disclosed the number of board meeting held during the year.</i>		
8.2	<i>Disclosed detail of attendance of each individual director in respect of meetings held.</i>		
8.3	<i>Disclosed the types of transactions that required board's approval (i.e., there was a formal schedule of matters specifically reserved for the board).</i>		
8.4	<i>Disclosed that the board records its deliberations, in terms of the issues discussed, and the conclusions in discharging its duties and responsibilities.</i>		
9	Relationship of the board to management		
9.1	<i>The board defined the limits of management's responsibilities.</i>		

10	Quality of Information		
10.1	<i>Management was obliged to supply to the board with all necessary information including customer satisfaction and services quality, market share, market reaction and so on.</i>		

11	Access to information	Yes	No
11.1	<i>Directors had separate & independent access to company secretary services.</i>		
12	Access to advise		
12.1	<i>Had agreed procedure for directors to take independent professional advice.</i>		

13	Use of board committee(s)		
13.1	<i>Had defined authority (either to act on behalf of the board or to examine a particular issue) of any committee formed.</i>		
B	Directors' remuneration		
14	Remuneration committee (Determination of directors' remuneration)		
14.1	<i>Had a remuneration committee (RC).</i>		
14.2	Disclosed the terms of reference for RC.		
14.2.1	Disclosed details of the duties and responsibilities of RC.		
14.2.2	Disclosed details of the activities of RC during the year.		
14.2.3	Disclosed details of the number of RC meetings held during the year.		
14.2.4	Disclosed details of attendance of each individual director in respect of RC meetings.		
14.2.5	Disclosed the constitution (membership) of RC.		
14.2.6	Disclosed the authority of RC.		
14.3	<i>RC comprised exclusively (100%) non-executive directors.</i>		
14.4	<i>RC recommended to the board the remuneration of the executive directors in all its form.</i>		
14.5	<i>Disclosed details of membership of the RC in the directors' report.</i>		
14.6	Outside advisor (e.g., compensation consultant) was used during the year.		
15	The level and make-up of remuneration		
15.1	<i>Directors' remuneration had taken into account of pay & employment conditions within the industry.</i>		
15.2	<i>The company maintained that executive directors' remuneration package was linked to corporate & individual performance.</i>		
15.3	Disclosed details of its remuneration policy regarding HOW senior executives and director pay was determined. (Company must disclose key performance benchmarks in the process determining individual pay.)		
15.4	<i>Non-Executive Directors' remuneration was related to contribution & responsibilities.</i>		
15.5	More than 50% (i.e., significant) of remuneration of executive directors was performance based.		
15.6	Long-term incentives (i.e., share options scheme) were used for rewarding executive directors.		
16	Disclosure of directors' remuneration		
16.1	<i>Disclosed details of the remuneration of each director.</i>		
16.2	Disclosed details of the remuneration of each director received from company & from subsidiaries.		
16.3	Disclosed separate fees for additional contributions (e.g., attendance fees) by non-executive directors.		

C	Shareholders		
17	Dialogue between companies and Investors (Maintain regular, effective & fair communication with shareholders.)	Yes	No
17.1	The company had a website.		
17.1.1	The company had a recognisable website address (reflected the company's name and/or brand).		
17.1.2	The website had been updated regularly and/or recently (within 3 mths).		

17.2	The company's website had a section on Investor Relations.		
17.3	The company's website provides information as to how investors can direct queries to the company.		
17.4	Disclosed name, title and biographical details (e.g. age, qualifications, relevant experience) of the officer responsible for managing investors' relations for the company.		
17.4.1	Disclosed his/her registered address, telephone number and email of the officer responsible for managing investors relations.		
17.5	Disclosed details of the investors' relations policy and disclosure process towards investors (e.g. does the company had regular investors' relation meetings, were they using electronic communication and the media to carry their message to shwreholders, etc)		
17.6	The Company identified and discussed corporate and/or growth strategies that it used.		
17.6.1	The discussion on corporate and/or growth strategies is straightforward and easy to understand.		
17.6.2	The Company explained the possible implications and effects of those strategies.		
17.7	Disclosed comparison of company's key performance indicators (KPI) to industry benchmarks.		
17.7.1	The Company explained the reasons for the differences between its KPI and industry benchmarks.		
17.8	Disclosed identified specific and measurable performance targets for the next year(s).		
17.8.1	The Company cautioned investors/shareholders that those targets were management aspirations which may or may not be realised.		
17.9	Disclosed the company's dividend policy.		
17.9.1	The Company's dividend policy specified clearly the percentage from profit to be paid as dividend.		
18	AGM		
18.1	<i>Special business items included in the AGM notice were accompanied by a full explanation of the effects of a proposed resolution.</i>	Yes/N.A	No
18.2	<i>Notice of meetings stated which directors were standing for election with a brief description of them.</i>		

D	Accountability and audit		
19	The audit committee (AC)	Yes	No
19.1	<i>AC comprised at least three directors</i>		
19.2	<i>More than 50% of directors in AC were independent directors.</i>		
19.3	<i>All directors (i.e., 100% of them) in AC were independent directors.</i>		
19.4	<i>Had a written terms of reference</i>		
19.4.1	<i>Disclosed the authority of AC</i>		
19.4.2	<i>Disclosed the duties and responsibilities of AC</i>		
19.5	<i>The Chairman of AC:</i>		

19.5.1	The chairman of AC is an independent non-executive director		
19.5.2	The Chairman of AC is qualified and/or experienced in accounting/finance.		
19.6	Disclosed details of the activities of audit committee		
19.7	Disclosed details of the number of AC meetings held in a year		
19.8	Disclosed details of attendance of each individual directors in respect of meetings.		
19.9	AC met with the external auditors without executive board members present at least twice a year.		
19.10	The functions of the AC include the review of the adequacy of the competency of the internal audit function.		
19.11	The AC had the explicit right to convene meetings with external auditors, internal auditors or both, excluding the attendance of other directors and employees.		
19.12	Disclosed details of relevant training attended by each director member of AC.		
19.13	Disclosed whether all members of the AC were financially literate.		
19.14	Disclosed whether at least one member of the AC was a member of an accounting association body OR someone who was approved by the Exchange.		
19.15	Outside advisor (other than external auditor) was used during the year.		
20	Internal controls & Internal audit		
20.1	Disclosed detail of the internal control process (e.g. what financial and non-financial measures were in place, when were they tested, when were reports on IC done and who were the reports submitted to?)		
20.2	Disclosed risk management statement		
20.3	Disclosed informative, straight-forward and updated explanation of risk factors related to the different products		
20.4	Disclosed name, title and biographical details (e.g. age, qualifications, relevant experience) of the officer responsible for managing internal controls at the company.		
20.5	Disclosed name, title and biographical details (e.g. age, qualifications, relevant experience) of the officer responsible for legal and regulatory compliance at the company.		
20.6	Had an internal audit function (IAF)		
20.7	Disclosed the terms of reference of IAF (including activities, responsibilities, reporting frequency, meeting frequency, individual attendance where applicable)		
20.8	The Head of IAF reported directly to the Audit Committee.		
20.9	Disclosed whether the IAF is performed in-house or outsourced - *Go To Item 29.11 & marked accordingly IAF set-up !		
20.10	Disclosed the costs incurred for the IAF in respect of the financial year.		
		Yes	No
20.11	Had a whistleblowing policy.		
20.12	Disclosed details of the processes of the whistleblowing policy.		

21	Related third party transactions		
21.1	Disclosed related third party transactions in Corporate Governance statement		
22	Corporate social responsibility		
22.1	CSR practice—Environment		
22.1.1	Disclosed policy on environment		
22.1.2	Disclosed activities related to environment dimension		
22.1.3	Disclosed performance targets related to environment dimension		
22.1.4	Disclosed KPI related to environment dimension		

22.2	CSR practice—Community		
22.2.1	Disclosed policy on community		
22.2.2	Disclosed activities related to community dimension		
22.2.3	Disclosed performance targets related to community dimension		
22.2.4	Disclosed KPI related to community dimension		
22.3	CSR practice—Marketplace		
22.3.1	Disclosed policy on marketplace		
22.3.2	Disclosed activities related to marketplace dimension		
22.3.3	Disclosed performance targets related to marketplace dimension		
22.3.4	Disclosed KPI related to marketplace dimension		
22.4	CSR practice—Workplace		
22.4.1	Disclosed policy on workplace		
22.4.2	Disclosed activities related to workplace dimension		
22.4.3	Disclosed performance targets related to workplace dimension		
22.4.4	Disclosed KPI related to workplace dimension		
23	Auditors		
23.1	The External Auditor was independent (yes, if it provided only statutory audit services).		

24	Timely reporting		
24.1	The audit report (which accompanies the AAA or AR) was released to the public within 120 days (4 months) of the balance sheet date (Bursa Malaysia's LR - accounts had to be filed 4 months after the company's balance sheet date).		
24.2	The Company announced the audited accounts within 60 days after the FYE.		
24.3	The Company announced the complete set of the Annual Report instead of Audited Annual Accounts within 120 days after the FYE.		
25	Board approval		
25.1	Disclosed a positive statement that the board had explicitly approved the Corporate Governance statement.		

26	Other data		
26	Board of directors		
26.1	Number of directors on the board		
26.2	Number of independent non-executive directors (INED) on the board		
26.3	Proportion of INED on the board		
26.4	Length of INED on board: — year(s)		
26.4.1	INED 1		
26.4.2	INED 2		
26.4.3	INED 3		
26.4.4	INED 4		
26.4.5	INED 5		
26.4.6	INED 6		
26.4.7	INED 7		
26.4.8	INED 8		

26.5	Number of board meetings convened during the year	
26.6	Number of female directors on the board	
26.7	Proportion of female directors on the board	
26.8	Number of female INED on the board	
26.9	Number of female NED on the board	
26.10	Number of female ED on the board	
26.11	Number of NED on the board	
26.12	Number of ED on the board	
26.13	Whether the board is multi-ethnic?	
26.14	Number of Non-Malaysian directors on the board	
27	Nominating Committee (NC)	
27.1	Number of directors on the Nomination Committee (NC)	
27.2	Number of INED on the NC	
27.3	Proportion of INED on the NC	
27.4	Number of NED on the NC	
27.5	Proportion of NED on the NC	
27.6	Number of NC meetings convened during the year	
28	Remuneration Committee (RC)	
28.1	Number of directors on the Remuneration Committee (RC)	
28.2	Number of INED on the RC	
28.3	Proportion of INED on the RC	
28.4	Number of NED on the RC	
28.5	Proportion of NED on the RC	
28.6	Number of RC meetings convened during the year	
29	Audit Committee (AC) & Internal Audit Function (IAF)	
29.1	Number of directors on the Audit Committee (AC)	
29.2	Number of the AC meetings convened during the year	
29.3	Number of INED on AC	
29.4	Proportion of INED on AC	
29.5	Number of NED on AC	
29.6	Proportion of NED on AC	
29.7	Number of female NED on AC	
29.8	Proportion of female NED on AC	
29.9	Number of non-accountant directors on the AC	
29.10	Proportion of non-accountant directors on the AC	

29.11	IAF set-up: In-House / Out-sourced / Combined / None / Penultimate / Not Known	
29.12	Number of meetings between AC and officers of the Internal Audit during the year	
29.13	Amount of costs incurred for the IAF (RM).	

30	Timely reporting	
30.1	Number of days from the Balance Sheet date to the date of Report: days	Auditor's
30.2	Number of days taken to release to Bursa: days Item 24.1 & marked accordingly !	*Now Go To
30.3	Type of document first released to Bursa: AAA / AR	
30.4	Number of days taken to release AR to Bursa: days	
30.5	Number of days from the Notice of AGM to the date of AGM: days	

31	External Auditor	
31.1	External Audit Firm: EY / KPMG / PWC / Deloitte / Others please state the firm's name in the box on the right !	*If others,
31.2	Amount of Statutory Audit Fees (RM).	
31.3	Amount of fees for services other than statutory audit provided by same External Audit firm (RM).	
31.4	Percentage Non Audit Fees over Statutory Audit Fees	