

Source Document/ Location of Information

D. Disclosure and Transparency

D.1 Transparent ownership structure		
D.1.1	Does the information on shareholdings reveal the identity of beneficial owners, holding 5% shareholding or more?	Annual Report / Annual CG Report.
D.1.2	Does the company disclose the direct and indirect (deemed) shareholdings of major and/or substantial shareholders?	Annual Report / Annual CG Report.
D.1.3	Does the company disclose the direct and indirect (deemed) shareholdings of directors (commissioners)?	Annual Report / Annual CG Report.
D.1.4	Does the company disclose the direct and indirect (deemed) shareholdings of senior management?	Annual Report / Annual CG Report.
D.1.5	Does the company disclose details of the parent/holding company, subsidiaries, associates, joint ventures and special purpose enterprises/ vehicles (SPEs)/ (SPVs)?	Annual Report / Annual CG Report.

D.2 Quality of Annual Report		
<i>Does the company's annual report disclose the following items:</i>		
D.2.1	Key risks	Annual Report
D.2.2	Corporate objectives	Annual Report
D.2.3	Financial performance indicators	Annual Report
D.2.4	Non-financial performance indicators	Annual Report
D.2.5	Dividend policy	Annual Report
D.2.6	Details of whistle-blowing policy	Annual Report
D.2.7	Biographical details (at least age, qualifications, date of first appointment, relevant experience, and any other directorships of listed companies) of directors/commissioners	Annual Report
D.2.8	Training and/or continuing education programme attended by each director/commissioner	Annual Report
D.2.9	Number of board of directors/commissioners meetings held during the year	Annual Report
D.2.10	Attendance details of each director/commissioner in respect of meetings held	Annual Report
D.2.11	Details of remuneration of each member of the board of directors/commissioners	Annual Report
<i>Corporate Governance Confirmation Statement</i>		
D.2.12	Does the Annual Report contain a statement confirming the company's full compliance with the code of corporate governance and where there is non-compliance, identify and explain reasons for each such issue?	Annual Report

D.3. Disclosure of related party transactions (RPT)
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D. Disclosure and Transparency		
D.3.1	Does the company disclose its policy covering the review and approval of material/significant RPTs?	Annual Report / Annual CG Report.
D.3.2	Does the company disclose the name of the related party and relationship for each material/significant RPT?	Annual Report / Annual CG Report.
D.3.3	Does the company disclose the nature and value for each material/significant RPT?	Annual Report / Annual CG Report.

D.4 Directors and commissioners dealings in shares of the company		
D.4.1	Does the company disclose trading in the company's shares by insiders?	Annual Report / Annual CG Report.

D.5 External auditor and Auditor Report		
D.5.1	Are audit fees disclosed?	Annual Report
<i>Where the same audit firm is engaged for both audit and non-audit services</i>		
D.5.2	Are the non-audit fees disclosed?	Annual Report
D.5.3	Does the non-audit fee exceed the audit fees?	Annual Report

D.6 Medium of communications		
<i>Does the company use the following modes of communication?</i>		
D.6.1	Quarterly reporting	Announcement / Company website
D.6.2	Company website	Company website
D.6.3	Analyst's briefing	Annual Report / Announcement / Company website
D.6.4	Media briefings /press conferences	Annual Report / Announcement / Company website

D.7 Timely filing/release of annual/financial reports		
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D. Disclosure and Transparency		
D.7.1	Are the audited annual financial report / statement released within 120 days from the financial year end?	Announcement / Company website/ Exchange website
D.7.2	Is the annual report released within 120 days from the financial year end?	Annual Report / Company website
D.7.3	Is the true and fairness/fair representation of the annual financial statement/reports affirmed by the board of directors/commissioners and/or the relevant officers of the company?	Annual Report / Company website

D.8 Company website		
<i>Does the company have a website disclosing up-to-date information on the following:</i>		
D.8.1	Business operations	Company website
D.8.2	Financial statements/reports (current and prior years)	Company website
D.8.3	Materials provided in briefings to analysts and media	Company website
D.8.4	Shareholding structure	Company website
D.8.5	Group corporate structure	Company website
D.8.6	Downloadable annual report	Company website
D.8.7	Notice of AGM and/or EGM	Company website
D.8.8	Minutes of AGM and/or EGM	Company website
D.8.9	Company's constitution (company's by-laws, memorandum and articles of association)	Company website

D.9 Investor relations		
D.9.1	Does the company disclose the contact details (e.g. telephone, fax, and email) of the officer / office responsible for investor relations?	Annual Report / Company website