

Source Document/ Location of Information

A. Rights of Shareholders

A.1 Basic Shareholder Rights

A.1.1	Does the company pay (interim and final/annual) dividends in an equitable and timely manner; that is, all shareholders are treated equally and paid within 30 days after being (i) declared for interim dividends and (ii) approved by shareholders at general meetings for final dividends? In case the company has offered Scrip dividend, did the company paid the dividend within 60 days.	Dividends announcement / Annual CG Report / Minutes of AGM/Company Website/Exchange Website
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A.2 Right to participate in decisions concerning fundamental corporate changes.
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<i>Do shareholders have the right to participate in:</i>		
A.2.1	Amendments to the company's constitution?	Annual Report / Company website / Articles of Association.
A.2.2	The authorisation of additional shares?	
A.2.3	The transfer of all or substantially all assets, which in effect results in the sale of the company?	

A.3 Right to participate effectively in and vote in general shareholder meetings and should be informed of the rules, including voting procedures, that govern general shareholder meetings.

A.3.1	Do shareholders have the opportunity, evidenced by an agenda item, to approve remuneration (fees, allowances, benefit-in-kind and other emoluments) or any increases in remuneration for the non-executive directors/commissioners?	Announcement of AGM / Articles of Association / Annual Report / Company website.
A.3.2	Does the company provide non-controlling shareholders a right to nominate candidates for board of directors/commissioners?	Annual Report / Company website / Articles of Association / Annual CG Report.
A.3.3	Does the company allow shareholders to elect directors/commissioners individually?	Minutes of AGM / Result announcement of AGM / Articles of Association / Annual Report / Website / AGM Notice / Annual CG Report.
A.3.4	Does the company disclose the voting procedures used before the start of meeting?	AGM Minutes / Articles of Association / Company website / AGM Notice.

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A.3.5	Do the minutes of the most recent AGM record that the shareholders were given the opportunity to ask questions and the questions raised by shareholders and answers given recorded?	AGM Minutes / Summary of Minutes / Annual CG Report/ Company Website
A.3.6	Does the company disclose the voting results including approving, dissenting, and abstaining votes for all resolutions/each agenda item for the most recent AGM?	
A.3.7	Does the company disclose the list of board members who attended the most recent AGM?	
A.3.8	Does the company disclose that all board members and the CEO (if he is not a board member) attended the most recent AGM?	
A.3.9	Does the company allow voting in absentia?	
A.3.10	Did the company vote by poll (as opposed to by show of hands) for all resolutions at the most recent AGM?	AGM Minutes / Annual CG Report/ Announcements/ Websites
A.3.11	Does the company disclose that it has appointed an independent party (scrutineers/inspectors) to count and/or validate the votes at the AGM?	AGM Minutes / Annual CG Report / Notice of AGM/ Announcements/ Websites
A.3.12	Does the company make publicly available by the next working day the result of the votes taken during the most recent AGM/EGM for all resolutions?	Company announcement / Company website
A.3.13	Does the company provide at least 21 days notice for all AGMs and EGMs?	Company announcements / Articles of Association / Annual Report / Company website.
A.3.14	Does the company provide the rationale and explanation for each agenda item which require shareholders' approval in the notice of AGM/circulars and/or the accompanying statement?	Company announcements / Articles of Association / Annual Report / Company website / Notice of AGM
A.3.15	Does the company give the opportunity for shareholder to place item/s on the agenda of AGM?	Articles of Association/Company Website/AGM Notice

A.4 Markets for corporate control should be allowed to function in an efficient and transparent manner.		
A.4.1	In cases of mergers, acquisitions and/or takeovers requiring shareholders' approval, does the board of directors/commissioners of the company appoint an independent party to evaluate the fairness of the transaction price?	Merger announcement / Company Report on the merger/Exchange Website

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A.	Rights of Shareholders	
A.5	The exercise of ownership rights by all shareholders, including institutional investors, should be facilitated.	
A.5.1	Does the company disclose its practices to encourage shareholders to engage with the company beyond AGM?	Annual Report / Company website/Exchange Website