

Source Document/ Location of Information

B. Equitable Treatment of Shareholders

B.1 Shares and voting rights		
B.1.1	Does the company's ordinary or common shares have one vote for one share?	Annual Report / Company website / Announcement
B.1.2	Where the company has more than one class of shares, does the company publicise the voting rights attached to each class of shares (e.g. through the company website / reports/ the stock exchange/ the regulator's website)?	Annual Report / Company website / Announcement

B.2 Notice of AGM		
B.2.1	Does each resolution in the most recent AGM deal with only one item, i.e., there is no bundling of several items into the same resolution?	Notice of AGM
B.2.2	Are the company's notice of the most recent AGM/circulars fully translated into English and published on the same date as the local-language version?	Notice of AGM
<i>Does the notice of AGM/circulars have the following details:</i>		
B.2.3	Are the profiles of directors/commissioners (at least age, academic qualification, date of appointment, experience, and directorships in other listed companies) in seeking election/re-election included?	Notice of AGM / Annual Report
B.2.4	Are the auditors seeking appointment/re-appointment clearly identified?	Notice of AGM
B.2.5	Were the proxy documents made easily available?	Notice of AGM

B.3 Insider trading and abusive self-dealing should be prohibited.		
B.3.1	Does the company have policies and/or rules prohibiting directors/commissioners and employees to benefit from knowledge which is not generally available to the market?	Annual Report / Company website / Announcement
B.3.2	Are the directors / commissioners required to report their dealings in company shares within 3 business days?	Annual Report / Company website / Announcement / Annual CG Report.

B.4 Related party transactions by directors and key executives.		
B.4.1	Does the company have a policy requiring directors /commissioners to disclose their interest in transactions and any other conflicts of interest?	Annual Report / Company website / Announcement

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B. Equitable Treatment of Shareholders		
B.4.2	Does the company have a policy requiring a committee of independent directors/commissioners to review material RPTs to determine whether they are in the best interests of the company and shareholders?	Annual Report / Company website / Announcement / Annual CG Report.
B.4.3	Does the company have a policy requiring board members (directors/commissioners) to abstain from participating in the board discussion on a particular agenda when they are conflicted?	Annual Report / Company website / Announcement
B.4.4	Does the company have policies on loans to directors and commissioners either forbidding this practice or ensuring that they are being conducted at arm's length basis and at market rates?	Annual Report / Company website / Announcement

B.5 Protecting minority shareholders from abusive actions		
B.5.1	Does the company disclose that RPTs are conducted in such a way to ensure that they are fair and at arms' length?	Annual Report / Company website / Announcement
B.5.2	In case of related party transactions requiring shareholders' approval, is the decision made by disinterested shareholders?	Minutes of AGM/Annual Report /AGM Circular