



Our Ref: SR/TYH(LA)/LD07/03

12 May 2003

By Courier

**The Company Secretary**  
(Listed Issuer)

Dear Sir/Madam

**REVISED PROCEDURES FOR ISSUANCE OF ANNUAL REPORTS IN FORM OF CD-ROM**

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We refer to the above matter.

As you may be aware, the Exchange has allowed listed issuers to issue their annual reports in CD-ROM, instead of hard copy, on a case-by-case basis, upon the application of the listed issuers. The Exchange has previously granted approvals to listed issuers which have applied, provided that the following conditions are complied with:-

- (a) The listed issuer must procure shareholder approval to issue its annual report in CD-ROM form on an annual basis;
- (b) The listed issuer must provide a printed copy of the annual report to their shareholders upon request, whether verbal or written. A person and contact number must be designated to attend to shareholders' request; and
- (c) The listed issuer must maintain designated person(s) to answer queries from shareholders relating to the use of the CD-ROM.

Kindly be informed that to facilitate listed issuers in issuing their annual reports in CD-ROM, the Exchange has simplified the existing procedures as stated above. The revised procedures as set out below shall apply for listed issuers which wish to issue their annual reports in CD-ROM format, with **immediate effect**:-

- (a) The listed issuer **need not** apply to the Exchange to issue its annual report in CD-ROM form;
- (b) The listed issuer **need not** seek shareholder approval to issue its annual reports in CD-ROM, on an annual basis;
- (c) The listed issuer must provide a printed copy of the annual report to its shareholders upon request, whether verbal or written. A person and contact number must be designated to attend to shareholders' request;
- (d) The listed issuer must ensure that the hard copy of the annual report is forwarded to the shareholder requesting the same within 4 market days from the date of receipt of the request;
- (e) The listed issuer must maintain designated person(s) to answer queries from shareholders relating to the use of the CD-ROM;

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- (f) Together with the CD-ROM annual report, the listed issuer must issue hard copies of the notice of the annual general meeting (AGM), the proxy form and the following documents to its shareholders:-
- (i) a note setting out the following statement/information:-
- the listed issuer shall forward a hard copy of the annual report to the shareholder within 4 market days from the date of receipt of the verbal or written request; and
  - listed issuer's website and e-mail address, name(s) of designated person(s) attending to shareholders' requests and queries and contact number(s); and
- (ii) request form to enable a shareholder to request for annual report in hard copy, with the particulars of the listed issuer's facsimile number and mailing address.

Kindly note that the issuance of annual report in CD-ROM form is an option given to listed issuers who should decide, taking into account their respective circumstances, whether this method is suitable or appropriate. It is not a requirement of the Exchange that all listed issuers must issue their annual reports in CD-ROM form.

Should you require further information or clarification on the above, kindly contact any of the following persons, at tel no 2026 7099:-

Emilia Tee (Ext 1016)  
Yew Yee Tee (Ext 2338)  
Tan Ai Chia (Ext 7089)  
Anisah Suyuti Low (Ext 7970)

Thank you.

Yours faithfully,



**SELVARANY RASIAH**  
Legal Advisor  
Listing Advisory