



Our Ref: WKY/JE/z(LC)/LD2/05

12 January 2005

The Company Secretary  
(Listed Issuers)

Via Email

Dear Sir/Madam

**REVISED ANNUAL REPORT CHECKLIST PURSUANT TO THE AMENDMENTS  
TO THE LISTING REQUIREMENTS IN RELATION TO CONTINUING EDUCATION  
PROGRAMME ("CEP")**

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We refer to Bursa Malaysia Securities Berhad's ("Bursa Securities") letter dated 28 September 2004 with regard to the amendments to the Listing Requirements in relation to CEP.

As you are aware, listed issuers have to complete the Annual Report Checklist when furnishing their annual reports to Bursa Securities.

We have revised this Checklist to incorporate the new CEP requirements which came into effect on 1 January 2005. The new provisions require listed issuers to disclose in its annual report whether its directors have attended training for the financial year. Where any of its directors have not attended any training during the financial year, the listed issuers must state the reasons thereof for each director.

The new provisions are applicable in respect of annual reports issued for financial years ending on or after 31 December 2005.

The revised Annual Report Checklist is attached for your reference.

Thank you.

Yours faithfully,

A handwritten signature in black ink, appearing to read "Wong Kay Yong".

**WONG KAY YONG**  
Head  
Listing Compliance  
Group Regulations

Encl.



**CHECKLIST**  
**ANNUAL REPORT ("AR") YEAR 200...**  
**FINANCIAL YEAR END :**

**COMPANY NAME:**

No	Subject	Details	Paragraph Number of Listing Requirements	Page & Section Number of AR
7	Audit Committee ("AC") Report	1) Composition of AC (at least 3 members) & directorship of members (indicate whether independent):- (a) name, designation (indicate chairman) (b) majority must be independent directors (c) chairman shall be an independent director 2) Terms of reference 3) No. of AC meetings held in the FY & attendance of each member 4) Summary of activities of the AC in the discharge of its functions & duties for the FY 5) Existence of an internal audit function/activity & a summary of the activities of the function/activity (If such function/activity does not exist, an explanation of the mechanisms that exist to enable the AC to discharge its functions effectively)	App 9C Part A (5) & 15.16  15.16(3)(a) 15.10(1)(b) 15.11 15.16(3)(b) 15.16(3)(c)  15.16(3)(d)  15.16(3)(e)	
8	Chairman's Statement	Chairman's statement which represents the collective view of the board setting out a balanced summary which includes:- 1) Brief description of industry trends & development 2) Discussion & analysis of group performance during the year & material factors underlying its results & financial position (emphasise trends & identify significant events/transactions during the FY) 3) Prospects of the Company	App 9C Part A (6)	
9	Corporate Governance Disclosure	1) A statement of how the Company has applied the principles set out in Part 1 of the Malaysian Code on Corporate Governance (MCCG) to their particular circumstances  Part 1 - Principles of Corporate Governance A. Directors (i) The Board (ii) Board balance (iii) Supply of information (iv) Appointments to the Board (v) Re-election  B. Directors Remuneration ("DR") (i) The level and make-up of remuneration (ii) Procedure (iii) Disclosure  C. Shareholders (i) Dialogue between companies and investors (ii) The AGM  D. Accountability and Audit (i) Financial reporting (ii) Internal control (iii) Relationship with Auditors	App 9C Part A (7) / 15.26(a)  MCGC Part 1	

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**ANNUAL REPORT ("AR") YEAR 200...**  
**FINANCIAL YEAR END :**

COMPANY NAME:

No	Subject	Details	Paragraph Number of Listing Requirements	Page & Section Number of AR
		2) A statement on the extent of compliance with the Best Practices in Corporate Governance set out in Part 2 of MCGG which statement shall specifically identify & give reasons for any areas of non-compliance with Part 2 & alternatives to the Best Practices adopted by the Company, if any.	15.26(b)	
		<p><b>Part 2 – Best Practices in Corporate Governance</b></p> <p><b>AA. Board of Directors</b></p> <p><b>I – Principle responsibilities of the Board</b></p> <p><b>II – Chairman &amp; CEO –</b></p> <p><b>III – Board Balance</b></p> <p><b>Size of Non-Executive Participation</b></p> <p><b>IV</b></p> <p><b>V</b></p> <p><b>VI</b></p> <p><b>VII</b></p> <p><b>VIII Appointment to the Board</b></p> <p><b>IX</b></p> <p><b>X</b></p> <p><b>XI</b></p> <p><b>XII – Size of Boards</b></p> <p><b>XIII Directors' Training</b></p> <p><b>Board structures and Procedures</b></p> <p><b>XIV</b></p> <p><b>XV</b></p> <p><b>Relationship of the board to management</b></p> <p><b>XVI</b></p> <p><b>XVII – Quality of Information</b></p> <p><b>XVIII</b></p> <p><b>XIX – Access to Information</b></p> <p><b>XX – Acces to Advice</b></p> <p><b>XXI</b></p> <p><b>XXII</b></p> <p><b>XXIII – Use of Board Committees</b></p> <p><b>XXIV Remuneration Committees</b></p>	MCGG Part 2	

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**ANNUAL REPORT ("AR") YEAR 200...**  
**FINANCIAL YEAR END :**

COMPANY NAME:

No	Subject	Details	Paragraph Number of Listing Requirements	Page & Section Number of AR
		<p><del>BB- Accountability and Audit</del>  <del>The Audit Committee</del></p> <p>I  II  (i)  (ii)  (iii)  (iv)  (v)  (vi)  (vii)  (viii)  (ix)  III  IV  V  VI  VII  VIII</p> <p><del>CC- Shareholders</del>  <del>The relationship between the board and shareholders-</del></p> <p>3) A statement explaining the board of directors' responsibility for preparing the Annual Audited Accounts</p> <p>4) A statement about the state of internal control of the Company as a group</p>	<p>App 9C Part A (8) / 15.27(a)</p> <p>App 9C Part A (9) / 15.27(b)</p>	
10	Directors Remuneration	<p>1) Aggregate remuneration of directors with categorisation (i.e. directors' fees, salaries, percentages, bonuses, commission, compensation for loss of office, benefits in kind based on an estimated money value) distinguishing between executive &amp; non-executive directors; and</p> <p>2) Number of directors whose remuneration falls in each successive band of RM50,000 (distinguish between executive &amp; non-executive directors)</p>	App. 9C Part A (10)	
11	Board Meetings	No. held during the FY	App 9C Part A (11)	
12	Utilisation of Proceeds	Brief explanation on the status of utilisation of proceeds raised from any proposal, if any	App 9C Part A (12)	
13	Share Buy-backs	<p>1) Share buy back during the year showing monthly breakdown - number of shares purchased , purchase price per share or the highest, lowest &amp; average price paid &amp; total consideration paid for such purchase(s)</p> <p>2) Resale of treasury shares during the year showing monthly breakdown- number resold, resale price of each share or the highest, lowest &amp; average resale price &amp; total consideration received for such resale(s)</p> <p>3) Details of shares retained as treasury shares during the FY</p> <p>4) Details of shares cancelled during the FY</p>	<p>App 9C Part A (13)</p> <p>/ 12.24 / App 12D</p>	

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**ANNUAL REPORT ("AR") YEAR 200...**  
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**COMPANY NAME:**

No	Subject	Details	Paragraph Number of Listing Requirements	Page & Section Number of AR
14	Options, Warrants or Convertible Securities	Amount exercised in the FY, if any	App. 9C Part A (14)	
15	American Depository Receipt ("ADR")/ Global Depository Receipt ("GDR")	A brief explanation on the ADR or GDR programme sponsored by the company, including the following:- 1) The number and names of the custodians holding the securities for which the ADRs or the GDRs are issued 2) The total number and percentage of the securities for which the ADRs or GDRs are issued against its issued and paid-up capital and a breakdown of the same in respect of the securities held by each custodian 3) The name of the depository bank 4) The stock market in which the ADRs or GDRs are traded (if applicable)	App. 9C Part A (15)	
16	Sanctions and/or Penalties	Particulars of all sanctions and/or penalties imposed on the Company & its subsidiaries, directors or management by the relevant regulatory bodies. (only for penalties made public)	App. 9C Part A (16)	
17	Non-audit fees	Amount of non-audit fees paid to external auditors for the FY	App. 9C Part A (17)	
18	Variation in results	Where results differ by 10% or more from any profit estimate/ forecast/ projection/ unaudited results announced, an explanation & a reconciliation	App. 9C Part A (18)	
19	Profit Guarantee	Any short fall in profit achieved compared to the profit guarantee (if any) & steps taken to recover the shortfall	App. 9C Part A (19)	
20	Material Contracts	1) Particulars of material contracts of the Company & subsidiaries involving directors & substantial shareholders, either still subsisting at the end of the FY or entered into since the end of the previous FY including the following for each contract:- the date, the parties, the general nature, the consideration passing to or from the Company or any other company in the group, mode of satisfaction & relationship between director/substantial shareholder and the contracting party (if the director/substantial shareholder is not the contracting party)  2) If there are no such material contracts, a negative statement  3) Where the contract is a loan, the following information for each loan:- the names of the lender and borrower, relationship between borrower & director/substantial shareholder (if the director/substantial shareholder is not the borrower), purpose of loan, amount of loan, interest rate, terms as to payment of interest and repayment of principal, and security provided	App. 9C Part A (20)	
21	Analysis of Shareholding	Incorporate a statement made up to a date not earlier than 6 weeks from date of notice of AGM in the AR as the following:-  1) List of substantial shareholders (excluding bare trustees) with direct & deemed interest stating number & % of shares in which they have an interest as shown in the register of substantial shareholders of the listed issuer	App 9C Part A (22)	

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**COMPANY NAME:**

No	Subject	Details	Paragraph Number of Listing Requirements	Page & Section Number of AR																					
	AR date :  Statement date:	2) Direct & deemed interest of each director (number & %) in the Company or in a related corporation, appearing in the register maintained under section 134 of the Companies Act, 1965  3) No. of holders of each class of equity securities and any convertible securities and the voting rights attaching to each class  4) Distribution schedule of each class of equity securities and any convertible securities: <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>No. of Holders</th> <th>Holdings</th> <th>Total Holdings %</th> </tr> </thead> <tbody> <tr> <td></td> <td style="text-align: center;">less than <b>100</b></td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;"><b>100 to 1,000</b></td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">1,001 to 10,000</td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">10,001 to 100,000</td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">100,001 to less than 5% of issued shares</td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">5% and above of issued shares</td> <td></td> </tr> </tbody> </table> 5) Names of the 30 largest securities accounts holders from each class of equity securities and convertible securities according to the Record of Depositors (without aggregating the securities from different securities accounts belonging to the same person) and the number and % of equity securities and convertible securities of each class held. (For account holders which are authorised nominees, information in the account qualifier field of the securities account must also be stated.)	No. of Holders	Holdings	Total Holdings %		less than <b>100</b>			<b>100 to 1,000</b>			1,001 to 10,000			10,001 to 100,000			100,001 to less than 5% of issued shares			5% and above of issued shares			
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22	Revaluation Policy	A statement on revaluation policy on landed properties for the FY	App 9C Part A (23)																						
23	List of Properties	Particulars of each property as follows as at end of FY: 1) Address 2) Brief description (land or buildings, approx. areas, etc) 3) Existing use (shops, offices, factories, residential, etc) 4) Tenure (i.e. freehold, or leasehold and if leasehold, the date of expiry of the lease) 5) Age of buildings 6) Net book value 7) If revaluation was done, date of last revaluation. If none, the date of acquisition	App 9C Part A (24)																						

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**COMPANY NAME:**

No	Subject	Details	Paragraph Number of Listing Requirements	Page & Section Number of AR															
24	ESOS (New Requirements)	<p>1) A statement by the audit committee in relation to the allocation of options pursuant to a share scheme for employees as required under paragraph 8.21A.</p> <p>2) A breakdown of the options offered to and exercised (if any) by non-executive directors pursuant to a share scheme for employees in respect of the financial year in tabular form as follows:-</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Name of director</th> <th style="width: 30%;">Amount of options offered</th> <th style="width: 30%;">Amount of options exercised</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td></td> <td></td> </tr> </tbody> </table>	Name of director	Amount of options offered	Amount of options exercised	1.			2.			3.			Total			<p>App 9C Part A (25)</p> <p>App 9C Part A (26)</p>	
Name of director	Amount of options offered	Amount of options exercised																	
1.																			
2.																			
3.																			
Total																			
25	Continuing Education Programme ("CEP") <sup>1</sup>	<p>A statement by the board of directors containing a brief description on the type of training that the directors have attended for the financial year. Where any of the directors have not attended any training during the financial year, to state the reasons thereof for each director.</p> <p>1) Have the directors attended training during the financial year?</p> <p>2) Where any of the directors have not attended any training during the financial year, has the reasons been disclosed in the annual report?</p>	App 9C Part A (27) / 15.09(2)																
26	Recurrent related party transactions ("RRPT") of revenue nature	<p>Breakdown of the aggregate value of transactions conducted pursuant to the shareholders' mandate during the FY based on:-</p> <p>1) Type of RRPT  2) names of related parties involved in each type of RRPT &amp; relationship with listed issuer</p>	<p>10.09(1)(b)</p> <p>Section 4.1.5, PN 12/2001</p>																
27	Accounts	Statutory declaration in relation to the accounts shall be signed by a person who fulfils the requirements of paragraph 9.27	9.27																

Name of Secretary: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Notes:-**

- 1** *All listed issuers must commence making the disclosure required in paragraph 15.09(2) and paragraph (27) of Appendix 9C of the Listing Requirements in respect of annual reports issued for financial years ending on or after 31 December 2005.*