

**CHECKLIST
ANNUAL REPORT ("AR") YEAR 20..
FINANCIAL YEAR END :**

COMPANY NAME:

No	Subject	Details	Paragraph Number of Main LR	Page & Section Number of AR / Company's Website pagelink (*)
1	Statement Accompanying Notice of AGM	Further details of individuals standing for election as directors (excluding directors standing for a re-election):- (a) name, age, nationality, qualification, whether position is executive/non-executive & whether independent (b) working experience & occupation (c) any other directorships of public companies (d) the details of any interest in the securities of the listed issuer & its subsidiaries (e) family relationship with any directors and/or major shareholder of the Company (f) any conflict of interest that they have with the Company (g) list of convictions for offences within the past 10 years other than traffic offences, if any	Appendix 8A	
2	Resolution on Special Business	Any notice of a meeting called to consider special business shall be accompanied by a statement regarding the effect of any proposed resolution in respect of such special business.	7.15	
3	Corporate Information	1) Name of Company Secretary 2) Address, telephone & fax no. of registered office 3) Address, telephone & fax no. of each office at which a register of securities is kept	App 9C Part A (5)	
			App 9C Part A (1)	
			App 9C Part A (2)	
4	Directors Information	1) Name, age, nationality, qualification & position (executive/non-executive & whether independent) 2) Working experience & occupation 3) Date first appointed to the board 4) Details of any board committee to which he belongs 5) Other directorship of public companies 6) Any family relationship with any director and/or major shareholder 7) Any conflict of interest with Company 8) List of convictions for offences within the past 10 years other than traffic offences 9) Number of board meetings attended in the financial year ("FY") 10) 1/3 of the directors must be independent	App 9C Part A (3)	
			15.02	
5	CEO Information	Name of the chief executive officer and where the chief executive officer is not a director, the following particulars:- (a) the name, age, nationality and qualification; (b) working experience; (c) the date he was first appointed to the listed issuer; (d) the details of any interest in the securities of the listed issuer or its subsidiaries; (e) any directorship of public companies; (f) any family relationship with any director and/or substantial shareholder of the listed issuer; (g) any conflict of interest that he has with the listed issuer; and (h) the list of convictions for offences within the past 10 years other than traffic offences, if any;	App 9C Part A (4)	
6	Managing Director ("MD")	MD who do not retire in accordance with Para 7.26, disclose the fact and reasons	7.26 & Exchange's letter dated 22/1/01	

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7	Audit Committee ("AC") Report	<p>1) Composition of AC (at least 3 members) & directorship of members (indicate whether independent):- (a) name, designation (indicate chairman) (b) all AC members must be non-executive & majority must be independent directors (c) chairman shall be an independent director</p> <p>2) Terms of reference</p> <p>3) No. of AC meetings held in the FY & attendance of each member</p> <p>4) Summary of activities of the AC in the discharge of its functions & duties for the FY</p> <p>5) Summary of activities of the internal audit function or activity</p>	App 9C Part A (6) & 15.15	
			15.15(3)(a)	
			15.09(1)(b)	
			15.10	
			15.15(3)(b)	
			15.15(3)(c)	
15.15(3)(d)				
15.15(3)(e)				
8	Chairman's Statement	<p>Chairman's statement which represents the collective view of the board setting out a balanced summary which includes:-</p> <p>1) Brief description of industry trends & development</p> <p>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)</p> <p>3) Prospects of the Company</p> <p>If the above information are not disclosed in the Chairman's Statements, it must be presented in the Company's Management and Discussion Analysis (MD&A) (Chapter 6, Corporate Disclosure Guide).</p>	App 9C Part A (7)	
9	Corporate Governance Disclosure	<p>(1) A listed issuer must ensure that its board of directors provides a narrative statement of its corporate governance practices ("Corporate Governance Statement") with reference to the Malaysian Code on Corporate Governance 2012 ("Code"), in its annual report.</p> <p>(2) In making the Corporate Governance Statement, the listed issuer must include the following information:</p> <p>(a) how the listed issuer has applied the Principles set out in the Code ("Principles") to particular circumstances, having regard to the Recommendations stated under each Principle ("Recommendations"); and</p> <p>(b) any Recommendation which the listed issuer has not followed, together with the reasons for not following it and the alternatives adopted by the listed issuer, if any</p> <p>3) A statement explaining the board of directors' responsibility for preparing the Annual Financial Statements</p> <p>4) A statement about the state of internal control of the Company as a group</p>	15.25 / App 9C Part A (8)	
			App 9C Part A (9) / 15.26(a)	
			App 9C Part A (10) / 15.26(b)	
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 & non-executive directors; and</p> <p>2) Number of directors whose remuneration falls in each successive band of RM50,000 (distinguish between executive & non-executive directors)</p>	App. 9C Part A (11)	
11	Board Meetings	Numbers held during the FY	App 9C Part A (12)	
12	Utilisation of Proceeds	Brief explanation of the status of utilisation of proceeds raised from any proposal, if any	App 9C Part A (13)	
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 & average price paid & 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 & average resale price & 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>	App 9C Part A (14) / 12.23 / App 12D	

No	Subject	Details	Paragraph Number of Main LR	Page & Section Number of AR / Company's Website pagelink (*)
14	Options or Convertible Securities	Amount issued by the listed issuer which are exercised during the FY, if any	App. 9C Part A (15)	
15	Depository Receipt Programme	<p>A brief explanation on the depository receipt programme sponsored by the company, including the following:-</p> <ol style="list-style-type: none"> 1) The number and names of the custodians holding the securities for which the depository receipts are issued 2) The total number and percentage of the securities for which the depository receipts 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 depository receipts are traded (if applicable) 	App. 9C Part A (16)	
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.	App. 9C Part A (17)	
17	Non-audit fees	The amount of non-audit fees incurred for services rendered to the listed issuer or its subsidiaries for the financial year by the listed issuer's auditors, or a firm or corporation affiliated to the auditors' firm	App. 9C Part A (18)	
18	Variation in results	Where results for the FY differ by 10% or more from any profit estimate/ forecast/ projection/ unaudited results previously announced, an explanation & a reconciliation of the difference	App. 9C Part A (19)	
19	Profit Guarantee	Any short fall in profit guarantee received by the Company in the FY as compared with the profit guarantee (if any) & steps taken to recover the shortfall	App. 9C Part A (20)	
20	Material Contracts	<ol style="list-style-type: none"> 1) Particulars of material contracts of the Company & subsidiaries involving directors & major shareholders' interest, 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 corporation in the group, mode of satisfaction & relationship between director/major shareholder and the contracting party (if the director/major 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/major shareholder (if the director/major 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 	<p>App. 9C Part A (21)</p> <p>App. 9C Part A (22)</p>	

No	Subject	Details	Paragraph Number of Main LR	Page & Section Number of AR / Company's Website pagelink (*)																					
21	<p>Analysis of Shareholding</p> <p>AR date :</p> <p>Statement date:</p>	<p>Incorporate a statement made up to a date not earlier than 6 weeks from date of notice of AGM in the AR setting out the following:-</p> <p>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 company</p> <p>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</p> <p>3) No. of holders of each class of equity securities and any convertible securities and the voting rights attaching to each class</p> <p>4) Distribution schedule of each class of equity securities and any convertible securities:</p> <table border="0" data-bbox="399 571 957 817"> <thead> <tr> <th>No. of Holders</th> <th>Holdings</th> <th>Total Holdings %</th> </tr> </thead> <tbody> <tr> <td></td> <td>less than 100</td> <td></td> </tr> <tr> <td></td> <td>100 to 1,000</td> <td></td> </tr> <tr> <td></td> <td>1,001 to 10,000</td> <td></td> </tr> <tr> <td></td> <td>10,001 to 100,000</td> <td></td> </tr> <tr> <td></td> <td>100,001 to less than 5% of issued shares</td> <td></td> </tr> <tr> <td></td> <td>5% and above of issued shares</td> <td></td> </tr> </tbody> </table> <p>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.)</p>	No. of Holders	Holdings	Total Holdings %		less than 100			100 to 1,000			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		App 9C Part A (23)	
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22	List of Properties	<p>Particulars of each property of the listed issuer or its subsidiaries which net book value is 5% or more of the consolidated total assets of the listed issuer as at the end of the financial year (hereinafter referred to as the "material properties"). In the event the number of the material properties is less than 10, particulars of the top 10 properties in terms of highest net book value (inclusive of the material properties) as at the end of the financial year. Particulars of such properties to be set out as follows as at the end of the financial year:-</p> <p>1) Address</p> <p>2) Brief description (land or buildings, approx. areas, etc)</p> <p>3) Existing use (shops, offices, factories, residential, etc)</p> <p>4) Tenure (i.e. freehold, or leasehold and if leasehold, the date of expiry of the lease)</p> <p>5) Approximate age of buildings</p> <p>6) Net book value</p> <p>7) If revaluation was done, date of last revaluation. If none, the date of acquisition</p>	App 9C Part A (25)																						

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23	ESOS	<p>1) A statement by the audit committee in relation to the allocation of options or shares pursuant to a Share Issuance Scheme as required under paragraph 8.17.</p> <p>2) The following information in relation to an Employee Share Scheme:</p> <p>(a) the number of schemes currently in existence during the financial year, and brief details of each scheme including –</p> <p>(i) total number of options or shares granted;</p> <p>(ii) total number of options exercised or shares vested; and</p> <p>(iii) total options or shares outstanding;</p> <p>(b) in regard to options or shares granted to the directors and chief executive:</p> <p>(i) aggregate options or shares granted;</p> <p>(ii) aggregate options exercised or shares vested; and</p> <p>(iii) aggregate options or shares outstanding;</p> <p>(c) in regard to options or shares granted to the directors and senior management –</p> <p>(i) aggregate maximum allocation applicable to directors and senior management in percentage; and</p> <p>(ii) the actual percentage granted to them, during the financial year and since commencement of the scheme respectively; and</p> <p>(d) a breakdown of the options offered to and exercised by, or shares granted to and vested in (if any) non-executive directors pursuant to an Employee Share Scheme in respect of the financial year in tabular form as follows:-</p> <table border="1" data-bbox="288 1021 778 1211"> <thead> <tr> <th data-bbox="288 1021 443 1099">Name of director</th> <th data-bbox="443 1021 655 1099">Amount of options offered</th> <th data-bbox="655 1021 778 1099">Amount of options exercised</th> </tr> </thead> <tbody> <tr> <td data-bbox="288 1122 443 1151">1.</td> <td></td> <td></td> </tr> <tr> <td data-bbox="288 1151 443 1180">2.</td> <td></td> <td></td> </tr> <tr> <td data-bbox="288 1180 443 1209">3.</td> <td></td> <td></td> </tr> <tr> <td data-bbox="288 1227 443 1256">Total</td> <td></td> <td></td> </tr> </tbody> </table>	Name of director	Amount of options offered	Amount of options exercised	1.			2.			3.			Total			App 9C Part A (26)	
Name of director	Amount of options offered	Amount of options exercised																	
1.																			
2.																			
3.																			
Total																			
24	Continuing Education Programme ("CEP")	<p>A statement by the board of directors relating to the training attended by directors in respect of the financial year required under paragraph 15.08(3) which includes the following:</p> <p>(a) whether the board has undertaken an assessment of the training needs of each director;</p> <p>(b) a brief description on the type of training that the directors have attended for the financial year; and</p> <p>(c) in exceptional circumstances where any director has not attended any training during the financial year, valid justifications for the non-attendance of such director.</p>	Appendix 9C Part A (28) and para 15.08																
25	Corporate Social Responsibility ("CSR")	A description of the corporate social responsibility activities or practices undertaken by the company and its subsidiaries or if there are none, a statement to that effect.	App 9C Part A (29)																
26	Recurrent related party transactions ("RRPT") of revenue nature	<p>Breakdown of the aggregate value of transactions conducted pursuant to the shareholder mandate during the FY where the aggregate value is equal to or more than the threshold prescribed under paragraph 10.09(1), amongst others, based on the following information:-</p> <p>(a) the type of the Recurrent Related Party Transactions made; and</p> <p>(b) the names of the related parties involved in each type of the Recurrent Related Party Transactions made and their relationship with the Company.</p>	10.09(2)(b) / PN 12 (3.1.5)																

No	Subject	Details	Paragraph Number of Main LR	Page & Section Number of AR / Company's Website pagelink (*)
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	
28	Internal Audit	A statement relating to the internal audit function i.e. whether the internal audit function is performed in-house or is out-sourced and the costs incurred for the internal audit function in respect of the FY.	App 9C Part A (30) / 15.27	

Name of Secretary:

Signature:

Date:

(*) Notes:-

Please be guided by paragraph 9.25 of the LR on Disclosure in annual report. (1) A listed issuer must set out separately in its annual report, the items set out in Part A of Appendix 9C *unless the following conditions are met:*

- (a) *the information has been previously announced or disclosed to shareholders pursuant to these Requirements, or remains substantially unchanged from year to year;*
 - (b) *the listed issuer publishes such information on its website; and*
 - (c) *the listed issuer discloses in the annual report, the address of its website and the place on its website where the information can be accessed.*
- (2) *Unless otherwise specified in Part A of Appendix 9C, the information provided pursuant to Part A of Appendix 9C must be information made up to a date not earlier than 6 weeks from the date of the notice of the annual general meeting in the annual report of the listed issuer.*

Q & A of Para 9.28 of LR

What information set out in Part A of Appendix 9C which may be published on the listed issuer's website pursuant to paragraph 9.25(1) of the Main LR?

Under paragraph 9.25(1) of the Main LR, a listed issuer may publish information set out in Part A of Appendix 9C which has been previously announced or disclosed to shareholders pursuant to these Requirements, or remains substantially unchanged from year to year ("said information") provided that the listed issuer discloses in the annual report, the address of its website and the place on its website where the information can be accessed. The said information may include-

- (a) *list of material properties;*
- (b) *profile of directors and chief executive;*
- (c) *material contracts and loans involving the interest of directors, chief executive and major shareholders; and*
- (d) *terms of references, policies and processes of board committees.*