

B.1	Shares and voting rights	Y/ N	Reference/Source document
B.1.1	Do the company's ordinary or common shares have one vote for one share?	Y	
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)?	Y	

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?	Y	Notice of 2019 ASM and Explanation of Agenda Items for stockholders' approval
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?	Y	Notice and Agenda of 2019 ASM published in a newspaper of general circulation
Does the notice of AGM/circulars have the following details:			
B.2.3	Are the profiles of directors/commissioners (at least age, academic qualification, date of first appointment, experience, and directorships in other listed companies) in seeking election/re-election included?	Y	Form 20-IS (This document is appended to the Notice & Agenda for ASM together with the Explanation to the Items in the Agenda and Proxy Form when being distributed to the stockholders at least 28 days prior to the ASM)

B.2.4	Are the auditors seeking appointment/re-appointment clearly identified?	ICGN 8.4.1 Shareholder ownership rights The exercise of ownership rights by all shareholders should be facilitated, including giving shareholders timely and adequate notice of all matters proposed for shareholder vote.	Y	(a) Explanation of Agenda Items for stockholders' approval (p.2); (b) Form 20-IS
B.2.5	Has an explanation of the dividend policy been provided?		Y	Notice of 2019 ASM and Explanation of Agenda Items for stockholders' approval
B.2.6	Is the amount payable for final dividends disclosed?		Y	Minutes of the 2019 ASM
B.2.7	Were the proxy documents made easily available?		Y	Notice of 2019 ASM and Explanation of Agenda Items for stockholders' approval

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?	OECD Principle III (B) Insider trading and abusive dealing should be prohibited ICGN 3.5 Employee share dealing Companies should have clear rules regarding any trading by directors and employees in the company's own securities.	Y	Revised Manual of Corporate Governance (Article 4.G.vii)
B.3.2	Are the directors / commissioners required to report their dealings in company shares within 3 business days?	Among other issues, these must seek to ensure individuals do not benefit from knowledge which is not generally available to the market.	Y	Revised Manual of Corporate Governance (Article 4.G.vii)

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?	OECD Principle III (C) Members of the board and key executives should be required to disclose to the board whether they, directly, indirectly or on behalf of third parties, have a material interest in any transaction or matter directly affecting the corporation.	Y	RPT Policy
B.4.2	Does the company have a policy requiring a committee of independent directors/commissioners to review material/significant RPTs to determine whether they are in the best interests of the company and shareholders?	ICGN 2.11.1 Related party transactions Companies should have a process for reviewing and	Y	RPT Policy

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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?	monitoring any related party transaction. A committee or independent directors should review significant related party transactions to determine whether they are in the best interests of the company and if so to determine what terms are fair.	Y	RPT Policy
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?	ICGN 2.11.2 Director conflicts of interest Companies should have a process for identifying and managing conflicts of interest directors may have. If a director has an interest in a matter under consideration by the board, then the director should not participate in those discussions and the board should follow any further	Y	RPT Policy

B.5 Protecting minority shareholders from abusive actions				
B.5 Protecting minority shareholders from				
B.5.1	Were there any RPTs that can be classified as financial assistance to entities other than wholly-owned subsidiary companies?	OECD Principle III (A) All shareholders of the same series of a class should be treated equally.	N	
B.5.2	Does the company disclose that RPTs are conducted in such a way to ensure that they are fair and at arms' length?	(2) Minority shareholders should be protected from abusive actions by, or in the interest of, controlling shareholders acting either directly or indirectly, and should have effective means of redress	Y	Form 20-IS