

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?	OECD Principle III (A) All shareholders of the same series of a class should be treated equally. (1) Within any series of a class, all shares should carry the same rights. All investors should be able to obtain information about the rights attached to all series and classes of shares before they	Y	DEFAULT PER IC CIRCULAR NO. 2015-23
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		Y	DEFAULT PER IC CIRCULAR NO. 2015-23

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?	OECD Principle II (C) Shareholders should have the opportunity to participate effectively and vote in general shareholder meetings and should be informed of the rules, including voting procedures, that govern shareholder meetings: (1) Shareholders should be furnished with sufficient and timely information concerning the date, location and agenda of general meetings, as well as full and timely information regarding the issues to be decided at the meeting. (3) Effective shareholder participation in key corporate governance decisions, such as the nomination and election of board members, should be facilitated.	Y	MINUTES OF STOCKHOLDER'S MEETING	
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 OF STOCKHOLDER'S MEETING	
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?		N	MINUTES OF STOCKHOLDER'S MEETING	
B.2.4	Are the auditors seeking appointment/re-appointment clearly identified?		Y	MINUTES OF STOCKHOLDER'S MEETING	
B.2.5	Has an explanation of the dividend policy been provided?		Y		
B.2.6	Is the amount payable for final dividends disclosed?		Y		
B.2.7	Were the proxy documents made easily available?	Y	MINUTES OF STOCKHOLDER'S MEETING		

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. Among other issues, these must seek to ensure individuals do not	Y	DEFAULT PER IC CIRCULAR NO. 2015-23
B.3.2	Are the directors / commissioners required to report their dealings in company shares within 3 business days?		N	Not our usual practice

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	DEFAULT PER IC CIRCULAR NO. 2015-23
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 monitoring any related party transaction. A committee of independent directors should review significant related party transactions to determine whether they are in the best interests of the company and if	N	For Compliance
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?		Y	DEFAULT PER IC CIRCULAR NO. 2015-23

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?	so to determine what terms are fair. ICGN 2.11.2 Director conflicts of interest Companies should have a process for identifying and	Y	DEFAULT PER IC CIRCULAR NO. 2015-23
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B.5				
Protecting minority shareholders from abusive actions				
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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. (2) Minority shareholders should	N	Not our usual practice
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?	be protected from abusive actions by, or in the interest of, controlling shareholders acting	Y	