



# **WAH SEONG CORPORATION BERHAD**

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**(Company No. 495846-A)  
(Incorporated in Malaysia)**

## **CORPORATE DISCLOSURE POLICIES AND PROCEDURES**

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**CORPORATE DISCLOSURE POLICIES AND PROCEDURES**

The Board of Directors of the Company recognises the importance of establishing the Corporate Disclosure Policies and Procedures (“**CDPP**”) in handling the disclosure of material information on a timely, accurate and high quality manner to its shareholders, stakeholders, potential investors and the public in general as required by the Main Market Listing Requirements of Bursa Malaysia Securities Berhad (“**Bursa Securities**”) to enable them to make the necessary informed decisions or for them to have a balanced view and understanding of the Group and its objectives and developments.

Through Wah Seong’s CDPP, the roles and responsibilities of the Board of Directors, Senior Management and the relevant designated personnel are defined and are accorded with certain level of authority in the handling and disclosure of material information. They are implemented towards achieving the best practices in its disclosure policies and procedures as guided by the MMLR and the Malaysian Code on Corporate Governance 2012 (“**MCCG 2012**”). The CDPP with constant feedback from Senior Management will be regularly reviewed and monitored from time to time to ensure that the Board of Directors, Senior Management, relevant designated personnel and the other employees comply with the disclosures obligation.

For disclosure purposes, the designated personnel is responsible for conducting the necessary steps to ensure that all material information to be disclosed especially via announcements made to Bursa Securities are accurate, factual, unambiguous, succinct, contains sufficient information and prompt. In addition to disclosing the information prescribed, the designated personnel also assesses and determines whether the information to be disclosed allows shareholders, stakeholders, investors and the general public to understand the implications of certain of the transactions on the operations, strategies and financial position of the Company and that of the Group.

As part of the Group’s commitment towards having an effective Investors’ Relations and Shareholders Communication Policy, the Board strives to adopt an effective mechanism for overseeing and coordinating the efficient and effective disclosure of material information to the investing public on a transparent and timely manner.

**Appointment of Designated Personnel**

Besides the members of the Board of Directors of the Company, Senior Management such as the Head of Finance, Head of Compliance, Group Company Secretary, Head of Corporate Communications and Investor Relations, Head of Legal, Head of Risk Management, Head of Internal Audit, the Head of Human Resources and such other persons as may be appointed are accorded with the level of authority entrusted to them in the course of their work and as the relevant functional heads in the handling and disclosing of material information pertaining to the Company and the Group.

### **Key Responsibilities of a Designated personnel**

- Determine whether the information is material.
- Verification of the information with relevant persons or Heads of Departments.
- Consultation of the information with persons such as the Managing Director/Group Chief Executive Officer, Deputy Managing Director and the relevant Heads.
- Ascertain the disclosure requirements in compliance with the MMLR, the Securities Commission and other applicable laws, rules and regulations (if any).
- Reviews information to be disclosed to ensure compliance with the MMLR and the applicable laws, rules and regulations and recommend to the relevant persons such as the Managing Director/Chief Executive Officer and/or the Deputy Managing Director for endorsement and/or approval prior to the release of such information.
- Recommend to the Board of Directors of the Company and/or the relevant Committees for their authorization, approval and/or endorsement where necessary/required.
- Creates awareness amongst the Senior Management and other employees while maintaining confidentiality and the timeliness in respect of the release of such material information.
- Ensures that the information to be released or disclosed is on a timely manner.
- Oversees and maintains accurate records of all material information released/disclosed.
- Provide timely updates or reporting pertaining to any impending material developments following the disclosure or release of such material information.

### **Matters Involved**

1. Company and/or Group's operations and management.
2. Financial reporting and positions.
3. Future developments and prospects.
4. Strategies of the Company and/or the Group.
5. Governance and compliance.
6. Products and services.
7. Others i.e. CSR, HSE and so on.

### **Annual Review of CDPP**

The CDPP is reviewed annually or as and when there is a need for improvisation or fine tuning by the Managing Director/Group Chief Executive Officer together with the Group Company Secretary before tabling to the Board of Directors for endorsement, adoption and implementation.