

CORPORATE GOVERNANCE REPORT

STOCK CODE : Kawan
COMPANY NAME : Kawan Food Berhad
FINANCIAL YEAR : December 31, 2020

OUTLINE:

SECTION A – DISCLOSURE ON MALAYSIAN CODE ON CORPORATE GOVERNANCE

Disclosures in this section are pursuant to Paragraph 15.25 of Bursa Malaysia Listing Requirements.

SECTION B – DISCLOSURES ON CORPORATE GOVERNANCE PRACTICES PURSUANT CORPORATE GOVERNANCE GUIDELINES ISSUED BY BANK NEGARA MALAYSIA

Disclosures in this section are pursuant to Appendix 4 (Corporate Governance Disclosures) of the Corporate Governance Guidelines issued by Bank Negara Malaysia. This section is only applicable for financial institutions or any other institutions that are listed on the Exchange that are required to comply with the above Guidelines.

SECTION A – DISCLOSURE ON MALAYSIAN CODE ON CORPORATE GOVERNANCE

Disclosures in this section are pursuant to Paragraph 15.25 of Bursa Malaysia Listing Requirements.

Intended Outcome

Every company is headed by a board, which assumes responsibility for the company's leadership and is collectively responsible for meeting the objectives and goals of the company.

Practice 1.1

The board should set the company's strategic aims, ensure that the necessary resources are in place for the company to meet its objectives and review management performance. The board should set the company's values and standards, and ensure that its obligations to its shareholders and other stakeholders are understood and met.

Application	: Applied
Explanation on application of the practice	<p>The Board sets the strategic direction of Kawan Food Berhad ("Kawan") ensuring that the necessary resources are in place for the Company to meet its objectives and that the Company's strategies are aligned to the interests of our shareholders and other stakeholders.</p> <p>To enable the Board to discharge its responsibilities in meeting the objective of the Company, the Board, together with the Management, is committed to promote good corporate governance culture within the Company which reinforces ethical, prudent and professional behaviour.</p> <p>In discharging its roles and responsibilities, the Board is guided by the Board Charter which clearly specifies those which the Board may delegate to Board Committees, the Group Managing Director ("GMD")/Group Chief Executive Officer ("GCEO") and the key matters reserved for the Board for its deliberation and decision to ensure that the direction and control of the Group's businesses are vested in its hands. The Board Committees comprise three Committees i.e. Audit Committee ("AC"), Nominating Committee ("NC") and Remuneration Committee ("RC"). Terms of Reference of the Board Committees is available on Kawan's website at www.kawanfood.com.</p> <p>The Board delegates the implementation of its strategies to the Company's Management. However, the Board remains ultimately responsible for corporate governance and the affairs of the Company.</p> <p>The Board monitors its performance and implementation of the Company's strategies.</p> <p>To enable effective oversight and monitoring of the Company's business and operations, the Management reports to the AC and Board on the operational performance, progress of key initiatives</p>

	<p>and financial results including actual performance against budget on a quarterly basis. Proposals including strategic investments and/or corporate exercises are subject to AC and Board's review. The AC also reviewed the Group's cash position.</p> <p>The Board through the AC oversees the risk management framework of the Group. The Risk Management Working Committee ("RMWC") meets quarterly to review the Group's risk including emergence and changes of the key risks faced by the Group and actions taken to manage these risks. The risk officer reports its summary on a quarterly basis to the AC. The outsourced Internal Audit function reviews the internal control system and reports directly to the AC on a quarterly basis on the findings based on the approved audit plan. The AC then reports to the Board on the new and changes of key risk as well as the updates and adequacy of the controls of the Group.</p> <p>The NC is responsible to assist the Board in appointment, performance evaluation and succession planning of the Board, Board Committees, GMD and Key Management. The Board had put in place a succession planning policy. The Company has streamlined the succession planning to develop a group of talent pool for orderly succession of Board Members and Key Management.</p> <p>The NC reports to the Board on the performance of the Board as a whole, individual directors and Key Management on an annual basis and recommendation thereto.</p> <p>The Board sets Kawan's values and standards and believes that effective corporate governance is based on honesty, integrity and transparency. The Board has in place the Kawan's Code and Conduct and Ethics ("CoCE") that requires all the Directors, officers and employees of the Group to observe, uphold and maintain high standards of integrity in carrying out their roles and responsibilities and to comply with the relevant laws and regulations as well as the Group's policies.</p> <p>The Board also values dialogue with stakeholders and appreciates the keen interest of shareholders on Kawan's performance. In this regard, the Board takes effective measures to disseminate timely and relevant information regarding the Company to stakeholders.</p>
<p>Explanation for departure :</p>	
<p><i>Large companies are required to complete the columns below. Non-large companies are encouraged to complete the columns below.</i></p>	
<p>Measure :</p>	

Timeframe	:		
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Intended Outcome

Every company is headed by a board, which assumes responsibility for the company's leadership and is collectively responsible for meeting the objectives and goals of the company.

Practice 1.2

A Chairman of the board who is responsible for instilling good corporate governance practices, leadership and effectiveness of the board is appointed.

Application	:	Applied
Explanation on application of the practice	:	<p>The Chairman of Kawan is Mr Gan Thiam Chai, a Non-Independent Executive Chairman. The Chairman was appointed to the Board as an Executive Chairman on 1 March 2010. He is the founder of Kawan Food Manufacturing Sdn Bhd and a major shareholder of Kawan.</p> <p>The Chairman is responsible for leading the Board and instilling good corporate governance practices and effectiveness of the Board.</p> <p>The Chairman's key responsibilities include:</p> <ul style="list-style-type: none"> - Leading Board meetings and discussions by promoting an open culture for debates and encouraging active participation among the Directors; - Ensuring Board members receive accurate and adequate information in a timely manner; - Obtaining opinion from directors during meetings and promotes open constructive debates; and - Providing effective communication with shareholders and other stakeholders. <p>The detailed roles and responsibilities of the Chairman are stated in the Board Charter which is available on the Company's website at www.kawanfood.com</p>
Explanation for departure	:	
<p><i>Large companies are required to complete the columns below. Non-large companies are encouraged to complete the columns below.</i></p>		
Measure	:	
Timeframe	:	

Intended Outcome

Every company is headed by a board, which assumes responsibility for the company's leadership and is collectively responsible for meeting the objectives and goals of the company.

Practice 1.3

The positions of Chairman and CEO are held by different individuals.

Application	:	Applied
Explanation on application of the practice	:	<p>The roles of the Chairman and the GMD/GCEO are distinct and separate to engender accountability and facilitate clear division of responsibilities to ensure that there is a balance of power and authority in the Company.</p> <p>The positions of Chairman and GMD/GCEO are held by different individuals. The Non-Independent Executive Chairman, Mr Gan Thiam Chai provides strong leadership to the Board in its cohesive oversight of Management whilst the GMD, Mr Timothy Tan Heng Han is responsible for the overall operations of the Group's on business and implementation of Board's policies and decisions within the sets of authorities delegated by the Board.</p> <p>On 1 January 2021, Mr Timothy Tan Heng Han resigned as a GMD. To ensure a smooth transition of the leadership role, the Company has appointed Mr Ng Hooi Khai as the GCEO on the same date.</p> <p>The respective roles and responsibilities of the Chairman and the GMD/GCEO are clearly defined in the Board Charter which are available on Kawan's website at www.kawanfood.com.</p>
Explanation for departure	:	
<i>Large companies are required to complete the columns below. Non-large companies are encouraged to complete the columns below.</i>		
Measure	:	
Timeframe	:	

Intended Outcome

Every company is headed by a board, which assumes responsibility for the company's leadership and is collectively responsible for meeting the objectives and goals of the company.

Practice 1.4

The board is supported by a suitably qualified and competent Company Secretary to provide sound governance advice, ensure adherence to rules and procedures, and advocate adoption of corporate governance best practices.

Application	:	Applied
Explanation on application of the practice	:	<p>The Board is supported by the Company Secretaries of KAWAN, namely Ms Tai Yit Chan and Ms Tai Yuen Ling from Boardroom Corporate Service Sdn. Bhd. Both of them are qualified to act as Company Secretary under Section 235(2) of the Companies Act, 2016 and The Malaysian Institute of Chartered Secretaries and Administrators ("MAICSA") and Licensed Company Secretary ("LS") respectively.</p> <p>The Company Secretaries play an advisory role to the Board, particularly with regards to the CG issues and Directors' responsibilities in complying with relevant legislation and regulations. Both the Company Secretaries have more than 20 years of experience in corporate secretarial practice with working knowledge across a diverse range of industries. With their extensive experience, they are able to provide sound advice to the Board and the Board has unrestricted access to the advice and services of the Company Secretaries to enable them to discharge their duties effectively.</p> <p>The roles and responsibilities of the Company Secretaries are provided in the Board Charter, which is available on the Company's corporate website. Among others, the Company Secretaries:</p> <ul style="list-style-type: none">- Advising the board and committee on its governance matters;- Provide updates and assist the board with relevant statutory and regulatory requirements;- Monitoring corporate governance developments and assisting the Board in applying governance practices to meet the Board's needs and stakeholders' expectations;- Attending and recording minutes of board and Board committee meetings as well as facilitate Board communications;- Ensuring good information flows within the Board and its board committees and between Management and non-executive directors; and- Serving as a focal point for stakeholders' communication and engagement on corporate governance issues. <p>The Directors have unrestricted access to the advice and services of the Company Secretaries in discharging their duties effectively. The Board is regularly updated and advised by the Company</p>

	<p>Secretaries who are professionally qualified, experienced and knowledgeable on new or revised regulatory requirements as well as corporate governance best practice. In this respect, the Company Secretaries play an advisory role to the Board, particularly with regard to the Company's Constitution, Board policies and procedures, and its compliance with regulatory requirements, and advocate adoption of corporate governance best practices.</p> <p>For general meetings, the Company Secretaries ensure that meetings are properly convened and the proceedings and resolutions are properly managed.</p> <p>The roles and responsibilities of the Company Secretaries are set out in the Board Charter which is available on the Company's website.</p>	
<p>Explanation for departure</p>	<p>:</p>	
<p><i>Large companies are required to complete the columns below. Non-large companies are encouraged to complete the columns below.</i></p>		
<p>Measure</p>	<p>:</p>	
<p>Timeframe</p>	<p>:</p>	

Intended Outcome

Every company is headed by a board, which assumes responsibility for the company's leadership and is collectively responsible for meeting the objectives and goals of the company.

Practice 1.5

Directors receive meeting materials, which are complete and accurate within a reasonable period prior to the meeting. Upon conclusion of the meeting, the minutes are circulated in a timely manner.

Application	:	Applied
Explanation on application of the practice	:	<p>The Company Secretaries work closely with the Management to manage appropriate flow of information to the Board in consultation with the Chairman and the GMD/GCEO.</p> <p>Board meetings for each year are scheduled in advance to ensure sufficient time for the Directors to plan their meeting schedule.</p> <p>Notice of Board meetings and proper agenda are sent to Directors at least seven (7) days prior to the meeting. Board papers and relevant reports are circulated at least five (5) business days prior to the meetings or shorter period deemed appropriate and/or unavoidable prior to the meetings to enable the Directors with sufficient time to review and obtain further clarification which will enable focused and constructive deliberation at the meetings. Meeting papers that are deemed urgent may be presented at the meetings under item "any other matters", subject to approval of the Chairman and/or GMD/GCEO.</p> <p>During the financial year ended 2020 ("FY 2020"), Kawan adopted a digital platform to distribute Board documents in a more efficient and timely manner. The Board members are provided tablets in order to access to Board documents.</p> <p>Relevant information relating to business operations, financial, corporate, regulatory, business development and audit matters are provided to the Board members to enable the Board to make informed decisions. The Board is updated on important issues in the Board meetings by the Management.</p> <p>All pertinent issues discussed and decisions made at the Board meetings are properly recorded by the Company Secretaries. After meetings, minutes are circulated to the Directors for review and comments before tabling for confirmation at the next meetings. Status to the matters arising from previous meetings will be presented at the next meeting for further update/discussion.</p> <p>All Directors have unrestricted access to information pertaining to the Company in order to discharge their duties and responsibilities effectively. The Directors may seek advice from Management on issues pertaining to their respective jurisdiction. The Directors also have direct access to the advice and services of the Company</p>

	Secretaries as well as obtaining independent professional advice at the Company's expense where necessary and reasonable for the performance of their duties.	
Explanation for departure	:	
<i>Large companies are required to complete the columns below. Non-large companies are encouraged to complete the columns below.</i>		
Measure	:	
Timeframe	:	

Intended Outcome

There is demarcation of responsibilities between the board, board committees and management.

There is clarity in the authority of the board, its committees and individual directors.

Practice 2.1

The board has a board charter which is periodically reviewed and published on the company’s website. The board charter clearly identifies–

- the respective roles and responsibilities of the board, board committees, individual directors and management; and
- issues and decisions reserved for the board.

Application	:	Applied
Explanation on application of the practice	:	<p>The Board has established a Board Charter which serves as a guide that clearly sets out the roles, functions, composition and procedures of the Board, Board Committees, Chairman, Senior Independent Director, Independent Director, GMD/ GCEO and Company Secretary.</p> <p>The Board Charter further defines matters that are reserved for the Board’s approval and those which the Board may delegate to the Board Committees, GMD/GCEO and Management. Key matters reserved for the Board’s approval include corporate strategic plans and capital budgets, material acquisitions and disposals of undertakings and properties, quarterly financial results and annual financial statements for announcement, monitoring of operating performance and review of the financial authority approving limits.</p> <p>The Board Charter and Terms of References (“TOR”) of the Board and the Board Committees are reviewed and updated in accordance with the needs of the Company and any new/revised regulations that may have an impact on the discharge of the Board’s duties. The Board Charter is available on the Company’s website www.kawanfood.com.</p>
Explanation for departure	:	
<i>Large companies are required to complete the columns below. Non-large companies are encouraged to complete the columns below.</i>		
Measure	:	
Timeframe	:	

Intended Outcome

The board is committed to promoting good business conduct and maintaining a healthy corporate culture that engenders integrity, transparency and fairness.

The board, management, employees and other stakeholders are clear on what is considered acceptable behaviour and practice in the company.

Practice 3.1

The board establishes a Code of Conduct and Ethics for the company, and together with management implements its policies and procedures, which include managing conflicts of interest, preventing the abuse of power, corruption, insider trading and money laundering.

The Code of Conduct and Ethics is published on the company's website.

Application	:	Applied
Explanation on application of the practice	:	<p>In tandem with the Board's aspiration to ingrain and engender appropriate standards of conduct and ethical practices, the Board has in place a CoCE which sets the expected standards for conduct of all employees of the Group.</p> <p>The CoCE reflects the Company's commitment to integrity, transparency, accountability and self-regulation. It also serves as a reference for the employees to support day-to day decision making. Directors, Management and employees are required to support, promote and maintain high standards of integrity in carrying out roles and to ensure its compliance with laws and regulations and the Group's policies.</p> <p>The CoCE covers the overarching areas, among others, conflict of interest, corporate opportunities, protection of Company and/or client information, fair practices, protection and proper use of Company's assets, acceptance and offering of gifts and other forms of benefits, abuse of power, corruption, insider trading and money laundering and bribes.</p> <p>In compliance with Malaysian Anti-Corruption Commission Act ("MACC Act"), the Company adopts the Anti-Bribery and Anti-Corruption Policy ("ABC Policy") which governs the prevention of corruption and unethical practices within the Group. The ABC Policy sets out the guidelines on how to deal with improper solicitation, bribery and other corrupt activities that may arise in the course of business.</p> <p>The amended CoCE and ABC Policy in accordance to MACC Act is available on the Company's website at www.kawanfood.com.</p>
Explanation for departure	:	

Large companies are required to complete the columns below. Non-large companies are encouraged to complete the columns below.

Measure :		
Timeframe :		

Intended Outcome

The board is committed to promoting good business conduct and maintaining a healthy corporate culture that engenders integrity, transparency and fairness.

The board, management, employees and other stakeholders are clear on what is considered acceptable behaviour and practice in the company.

Practice 3.2

The board establishes, reviews and together with management implements policies and procedures on whistleblowing.

Application	:	Applied
Explanation on application of the practice	:	<p>The Whistleblowing Policy provides avenues for employees and external party to raise legitimate concerns relating to potential breaches of business conduct, non-compliance with legal and regulatory requirements as well as other malpractices.</p> <p>Employees of the Group may raise concerns or report anonymously to his head of department or in writing using email or existing suggestion box. Under the Whistleblowing Policy, a whistleblower who discloses improper conduct in good faith will be protected against adverse and detrimental action, intimidation, suspension. They may also report whistleblowing matters to the head of the Whistleblowing Committee (“WC”) directly.</p> <p>Concerns received would be directed to WC for further action. The Investigation team will update the WC on the findings of the investigations. The head of WC reviews and recommends appropriate decisions and/or actions for the reported concerns to the Board. The head of the WC will also update the Board on the follow up actions on a quarterly basis. The Senior Independent Non-Executive Director is also the head of WC.</p> <p>The Whistleblowing Policy was revised in August 2020 and is available on the Company’s website at www.kawanfood.com.</p>
Explanation for departure	:	
<i>Large companies are required to complete the columns below. Non-large companies are encouraged to complete the columns below.</i>		
Measure	:	
Timeframe	:	

Intended Outcome

Board decisions are made objectively in the best interests of the company taking into account diverse perspectives and insights.

Practice 4.1

At least half of the board comprises independent directors. For Large Companies, the board comprises a majority independent directors.

Application	:	Departure
Explanation on application of the practice	:	
Explanation for departure	:	<p>As at 31 December 2020, the Board has nine (9) members, comprising an Executive Chairman, four (4) Executive Directors, a Senior Independent Non-Executive Director, one (1) Non-Independent Non-Executive Director and two (2) Independent Non-Executive Directors.</p> <p>Throughout the year, there are several changes to the Board composition as follows: -</p> <ul style="list-style-type: none">• Retirement of Mr Nareshchandra Gordhandas Nagrecha as Non-Independent Non-Executive Director on 19 June 2020;• Appointment of Ms Gan Ka Bien as Non-Independent Executive Director on 24 November 2020; and• Resignation of Mr Timothy Tan Heng Han as GGMD on 1 January 2021. <p>The present composition of the Board has complied with paragraph 15.02 of the Main Market Listing Requirements (“MMLR”) of Bursa Malaysia Securities Berhad (“Bursa Securities”) which requires that at least two Directors or one-third (1/3) of the Board members of the Company, whichever is higher, are independent.</p> <p>The current Board comprises directors with diverse knowledge, experience, requisite range of skills and competence to enable them to discharge their duties and responsibilities effectively, objectively and independently.</p> <p>The Independent Directors consist of individuals from accounting and finance, auditing and food industry are able to express divergent points of views and concerns, provide insights on trends and forecast as well as challenge management in a more objective manner to create more values and sustainability of the business. The independent directors with diverse backgrounds also provide constructive debates, exchange views on the company, greater checks and balances which lead to better decision making.</p>

	<p>Each Independent Director is required to provide confirmation on quarterly basis as to whether he has any family relationship with any director and/or major shareholder of Kawan, any conflict of interest with Kawan and any convictions for offences within the past five (5) years.</p> <p>The NC will also undertake an evaluation assessment on annual basis on the independence of the Independent Non-Executive Director.</p>	
<p><i>Large companies are required to complete the columns below. Non-large companies are encouraged to complete the columns below.</i></p>		
<p>Measure :</p>		
<p>Timeframe :</p>	<p>Choose an item.</p>	

Intended Outcome

Board decisions are made objectively in the best interests of the company taking into account diverse perspectives and insights.

Practice 4.2

The tenure of an independent director does not exceed a cumulative term limit of nine years. Upon completion of the nine years, an independent director may continue to serve on the board as a non-independent director.

If the board intends to retain an independent director beyond nine years, it should justify and seek annual shareholders' approval. If the board continues to retain the independent director after the twelfth year, the board should seek annual shareholders' approval through a two-tier voting process.

Application	:	Not applicable - No independent director(s) serving beyond 9 years	
Explanation on application of the practice	:		
Explanation for departure	:		
<i>Large companies are required to complete the columns below. Non-large companies are encouraged to complete the columns below.</i>			
Measure	:		
Timeframe	:		

Intended Outcome

Board decisions are made objectively in the best interests of the company taking into account diverse perspectives and insights.

Practice 4.3 - Step Up

The board has a policy which limits the tenure of its independent directors to nine years.

Application	:	Not Adopted
Explanation on adoption of the practice	:	

Intended Outcome

Board decisions are made objectively in the best interests of the company taking into account diverse perspectives and insights.

Practice 4.4

Appointment of board and senior management are based on objective criteria, merit and with due regard for diversity in skills, experience, age, cultural background and gender.

Application	:	Applied
Explanation on application of the practice	:	<p>The Board is committed to provide fair and equal opportunities as well as diversity within the Group. In assessing nominees and making recommendations for new appointment as Directors and Senior Management to the Board for approval, the NC takes into consideration the following: -</p> <ul style="list-style-type: none"> a) skill, knowledge, expertise and experience, b) professionalism; c) integrity d) background, character, competencies, time commitment, and e) in the case of potential candidates for the position of Independent Non-Executive Directors, the abilities of candidates to discharge such responsibilities. <p>The process involves the identification of potential candidate(s), evaluation of suitability of candidates based on the agreed upon criterias, followed by deliberation by the NC and subsequently recommendation to the Board for approval.</p> <p>The NC will consider utilising independent sources such as directors' registry, advertisement or recruitment agency to identify qualified candidates when necessary. Where necessary, the NC may engage external independent consultancy services to conduct search for potential candidates.</p> <p>The Board has in place a Diversity Policy which is available on the Company's website at www.kawanfood.com.</p>
Explanation for departure	:	
<p><i>Large companies are required to complete the columns below. Non-large companies are encouraged to complete the columns below.</i></p>		
Measure	:	
Timeframe	:	

Intended Outcome

Board decisions are made objectively in the best interests of the company taking into account diverse perspectives and insights.

Practice 4.5

The board discloses in its annual report the company's policies on gender diversity, its targets and measures to meet those targets. For Large Companies, the board must have at least 30% women directors.

Application	:	Applied
Explanation on application of the practice	:	<p>The Board acknowledges the importance of having diversity of Board, Management and employees in terms of skills, expertise, gender, age and ethnicity. In 2018, the Company has put in place a Diversity Policy to express the Company's commitment to diversity at all levels. The policy serves as a guide in the recruitment and selection processes at all levels so that a diverse range of candidates are considered and that there are no bias against certain candidates.</p> <p>On 24 November 2020, Ms Gan Ka Bien was appointed as Non-Independent Executive Director.</p> <p>Following the appointment, the Board comprises two (2) female Non-Independent Executive Directors which accounts for 22% of the Board members.</p> <p>The Diversity Policy is available on the Company's website at www.kawanfood.com.</p>
Explanation for departure	:	
<i>Large companies are required to complete the columns below. Non-large companies are encouraged to complete the columns below.</i>		
Measure	:	
Timeframe	:	

Intended Outcome

Board decisions are made objectively in the best interests of the company taking into account diverse perspectives and insights.

Practice 4.6

In identifying candidates for appointment of directors, the board does not solely rely on recommendations from existing board members, management or major shareholders. The board utilises independent sources to identify suitably qualified candidates.

Application	:	Applied
Explanation on application of the practice	:	<p>The NC is responsible for making recommendations to the Board on the appropriate size, composition and diversity of the Board. When considering new appointments, the NC will determine criteria used for potential candidates in the nomination and selection based on its review on the annual assessment of Directors to ensure that the potential candidates offer the skills required. Candidates are also assessed based on their competence, integrity, character, time commitment and experience in accordance to paragraph 2.20A of the MMLR by Bursa Securities so that the Company is able to source high calibre Directors with a sound understanding of the business imperative.</p> <p>The Board normally relies on recommendation from the NC, existing Board members, management or major shareholders. The Board may consider utilising various independent sources to identify suitably qualified candidates, where necessary.</p> <p>During the FY 2020, the NC had assessed and recommended the appointment of Ms Gan Ka Bien as Non-Independent Executive Director.</p>
Explanation for departure	:	
<i>Large companies are required to complete the columns below. Non-large companies are encouraged to complete the columns below.</i>		
Measure	:	
Timeframe	:	

Intended Outcome

Board decisions are made objectively in the best interests of the company taking into account diverse perspectives and insights.

Practice 4.7

The Nominating Committee is chaired by an Independent Director or the Senior Independent Director.

Application	:	Applied	
Explanation on application of the practice	:	The Nomination Committee is chaired by Mr. Eugene Hon Kah Weng, an Independent Non-Executive Director of the Company.	
Explanation for departure	:		
<i>Large companies are required to complete the columns below. Non-large companies are encouraged to complete the columns below.</i>			
Measure	:		
Timeframe	:		

Intended Outcome

Stakeholders are able to form an opinion on the overall effectiveness of the board and individual directors.

Practice 5.1

The board should undertake a formal and objective annual evaluation to determine the effectiveness of the board, its committees and each individual director. The board should disclose how the assessment was carried out and its outcome.

For Large Companies, the board engages independent experts periodically to facilitate objective and candid board evaluations.

Application	:	Applied
Explanation on application of the practice	:	<p>The Board, through its NC has adopted a formal and objective annual evaluation of the performance of the Board, Board Committees and individual directors. The assessment takes into account the contribution and performance of the Directors in relation to their competencies, time commitment, experience in meeting the needs of the Company.</p> <p>The Board engages the Company Secretaries from an independent external secretarial firm to facilitate the Board evaluation via evaluation forms and informal discussion with the NC and Directors.</p> <p>The evaluation process is a self-review assessment whereby the Directors assessed themselves, the Board as a whole as well as the performance of the Board Committees. The criteria and outcome of the assessment are properly documented.</p> <p>Based on the evaluation for FY2020, the NC was satisfied that the Board size and its composition were optimum as the Board comprises individuals with the requisite skills, knowledge, experience, characteristics and competencies to effectively discharge their roles. The Directors and Board Committees had discharged their responsibilities in a commendable manner and contributed to the overall effectiveness of the Board and Company. The Directors had also committed the time necessary to responsibly fulfil their commitment to the Company during the year.</p>
Explanation for departure	:	
<i>Large companies are required to complete the columns below. Non-large companies are encouraged to complete the columns below.</i>		
Measure	:	

Timeframe	:		
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Intended Outcome

The level and composition of remuneration of directors and senior management take into account the company's desire to attract and retain the right talent in the board and senior management to drive the company's long-term objectives.

Remuneration policies and decisions are made through a transparent and independent process.

Practice 6.1

The board has in place policies and procedures to determine the remuneration of directors and senior management, which takes into account the demands, complexities and performance of the company as well as skills and experience required. The policies and procedures are periodically reviewed and made available on the company's website.

Application	:	Departure
Explanation on application of the practice	:	
Explanation for departure	:	<p>The RC has established a formal process on the remuneration of the Board and Board Committees, GMD/GCEO and Key Senior Management.</p> <p>The RC assesses, reviews and recommend to the Board the remuneration packages and fees of Directors and GMD/GCEO. Nevertheless, the Board is guided by the present practices and the existing stipulations on remuneration that are contained in the various promulgations such as Companies Act 2016 and the MMLR by Bursa Securities.</p> <p>The remuneration packages for the Executive Directors and GCEO are reviewed taking into account a number of factors including individual responsibilities, skills, performance and experience undertaken and practice within comparable companies. The bonus is determined based on financial performance.</p> <p>The Chairman of each Board Committee receives higher fees in respect of his service as a chairman of the respective committee. The Directors will receive an additional fee if they are members of the Board Committee.</p> <p>The Directors' fees reflect their experience and level of responsibilities. Directors are also paid fixed meeting allowances for attending Board and Board Committees meetings. The Directors' fees and benefits payable shall be tabled to the shareholders at AGM.</p>

<i>Large companies are required to complete the columns below. Non-large companies are encouraged to complete the columns below.</i>		
Measure	:	
Timeframe	:	Choose an item.

Intended Outcome

The level and composition of remuneration of directors and senior management take into account the company's desire to attract and retain the right talent in the board and senior management to drive the company's long-term objectives.

Remuneration policies and decisions are made through a transparent and independent process.

Practice 6.2

The board has a Remuneration Committee to implement its policies and procedures on remuneration including reviewing and recommending matters relating to the remuneration of board and senior management.

The Committee has written Terms of Reference which deals with its authority and duties and these Terms are disclosed on the company's website.

Application	:	Applied
Explanation on application of the practice	:	<p>The Board has established a RC to assist the Board in developing and administering a fair and transparent procedure for setting the remuneration of Directors and Senior Management.</p> <p>The RC comprises three independent non-executive directors. The RC reviews and recommends to the Board the remuneration of the GMD/GCEO and Executive Directors of the Company annually.</p> <p>The TOR of the RC clearly sets out its duties and functions which is available on the Company's website at www.kawanfood.com.</p>
Explanation for departure	:	
<i>Large companies are required to complete the columns below. Non-large companies are encouraged to complete the columns below.</i>		
Measure	:	
Timeframe	:	

Intended Outcome

Stakeholders are able to assess whether the remuneration of directors and senior management is commensurate with their individual performance, taking into consideration the company's performance.

Practice 7.1

There is detailed disclosure on named basis for the remuneration of individual directors. The remuneration breakdown of individual directors includes fees, salary, bonus, benefits in-kind and other emoluments.

Application	: Applied					
Explanation on application of the practice	: The remuneration of individual director for the FY 2020 is set out in tables below:					
		Fees RM'000	Salaries, Bonus, EPF RM'000	Benefits in kind RM'000	Others RM'000	Total RM'000
	Gan Thiam Chai	110	1,173	26	7	1,316
	Timothy Tan Heng Han*	60	1,020	24	1,061	2,164
	Gan Thiam Hock	60	894	24	7	984
	Kwan Sok Kay	60	694	17	10	781
	Gan Ka Bien**	6	121	-	-	127
	Dr Nik Ismail bin Nik Daud	92	-	-	20	112
	Lim Hun Soon @ David Lim	111	-	-	12	123
	Eugene Hon Kah Weng	82	-	-	20	102
	Abdul Razak bin Shakor	61	-	-	12	73
	Nareshchandra Gordhandas Nagrecha***	28	-	-	4	32
	*resigned on 1 January 2021					
	**appointed on 24 November 2020					
	***retired on 19 June 2020					

Explanation for departure :		
<i>Large companies are required to complete the columns below. Non-large companies are encouraged to complete the columns below.</i>		
Measure :		
Timeframe :		

Intended Outcome

Stakeholders are able to assess whether the remuneration of directors and senior management is commensurate with their individual performance, taking into consideration the company's performance.

Practice 7.2

The board discloses on a named basis the top five senior management's remuneration component including salary, bonus, benefits in-kind and other emoluments in bands of RM50,000.

Application	:	Departure										
Explanation on application of the practice	:											
Explanation for departure	:	<p>The disclosure of the remuneration of the top seven senior management are made in bands for confidentiality purpose as it would be detrimental to the interest of the Company and the respective individuals. Nevertheless, the Company discloses the following senior management's remuneration in the bands of RM100,000:</p> <table border="1" data-bbox="555 1037 1407 1350"> <thead> <tr> <th></th> <th>Senior Management</th> </tr> </thead> <tbody> <tr> <td>RM100,000 to RM200,000</td> <td>3</td> </tr> <tr> <td>RM200,001 to RM300,000</td> <td>3</td> </tr> <tr> <td>RM300,001 to RM400,000</td> <td>1</td> </tr> <tr> <td>RM400,001 to RM500,000</td> <td></td> </tr> </tbody> </table> <p>The Board is of the opinion that the remuneration of the Senior Management commensurate with their individual performance taking into consideration the Company's performance. The remuneration packages of senior management are based on individual responsibilities, experience, expertise, skills and practice at other companies of similar size.</p>		Senior Management	RM100,000 to RM200,000	3	RM200,001 to RM300,000	3	RM300,001 to RM400,000	1	RM400,001 to RM500,000	
	Senior Management											
RM100,000 to RM200,000	3											
RM200,001 to RM300,000	3											
RM300,001 to RM400,000	1											
RM400,001 to RM500,000												
<i>Large companies are required to complete the columns below. Non-large companies are encouraged to complete the columns below.</i>												
Measure	:											
Timeframe	:	Choose an item.										

Intended Outcome

Stakeholders are able to assess whether the remuneration of directors and senior management is commensurate with their individual performance, taking into consideration the company's performance.

Practice 7.3 - Step Up

Companies are encouraged to fully disclose the detailed remuneration of each member of senior management on a named basis.

Application	:	Not Adopted
Explanation on adoption of the practice	:	

Intended Outcome

There is an effective and independent Audit Committee.

The board is able to objectively review the Audit Committee's findings and recommendations.
The company's financial statement is a reliable source of information.

Practice 8.1

The Chairman of the Audit Committee is not the Chairman of the board.

Application	:	Applied
Explanation on application of the practice	:	<p>The Chairman of the Audit Committee (AC) is an Independent Non-Executive Director, who is not the Chairman of the Board.</p> <p>The Chairman of the AC, Mr. Lim Hun Soon @ David Lim is a member of the Institute of Chartered Accountants (ICAEW), Malaysian Institute of Certified Public Accountants (MICPA) and Malaysian Institute of Accountants (MIA). He has had an extensive career as an Audit Partner at KPMG over thirty-three (33) years.</p> <p>The AC comprises three members, all of whom are Independent Non-Executive Directors and have relevant financial and commercial experiences. The Chairman leads open discussions and deliberations of the AC with confidence and support other members in developing and managing the AC's agenda.</p>
Explanation for departure	:	
<i>Large companies are required to complete the columns below. Non-large companies are encouraged to complete the columns below.</i>		
Measure	:	
Timeframe	:	

Intended Outcome

There is an effective and independent Audit Committee.

The board is able to objectively review the Audit Committee’s findings and recommendations.
The company’s financial statement is a reliable source of information.

Practice 8.2

The Audit Committee has a policy that requires a former key audit partner to observe a cooling-off period of at least two years before being appointed as a member of the Audit Committee.

Application	:	Applied	
Explanation on application of the practice	:	<p>Currently, the AC does not have any former key audit partner as a member of the AC. The TOR of AC has incorporated the requirement for a former key audit partner to observe a cooling off period of at least two (2) years before being appointed as a member of the AC.</p> <p>The details of the TOR of the AC are available for reference at the Company’s website at www.kawanfood.com</p>	
Explanation for departure	:		
<i>Large companies are required to complete the columns below. Non-large companies are encouraged to complete the columns below.</i>			
Measure	:		
Timeframe	:		

Intended Outcome

There is an effective and independent Audit Committee.

The board is able to objectively review the Audit Committee's findings and recommendations.
The company's financial statement is a reliable source of information.

Practice 8.3

The Audit Committee has policies and procedures to assess the suitability, objectivity and independence of the external auditor.

Application	:	Applied
Explanation on application of the practice	:	<p>The AC is responsible for assessing the suitability, objectivity and independence of the External Auditors ("EA") and to make subsequent recommendations to the Board on the appointment or reappointment or termination of the EA.</p> <p>The AC is guided by the EA Assessment Policy in safeguarding the EA independence and objectivity. The policy set forth the procedures relating to the appointment of the EA, annual assessment and non-audit engagement. The policy is available on the Company's website at www.kawanfood.com.</p> <p>The AC had performed an annual evaluation on the suitability, objectivity and independence and quality of the EA taking into consideration the following: -</p> <ul style="list-style-type: none">a) Technical competenciesb) Independence and objectivityc) Audit scope and planningd) Adequacy of technical supporte) Time commitmentf) Audit and non-Audit fees <p>In 2020, the AC held discussions with the external auditors without the presence of the management two (2) times a year to allow the external auditors to express concerns and problems, if any.</p> <p>The AC had on 15 April 2021 confirmed in AC meeting from its external auditors, Messrs RSM confirming that they are and have been independent throughout the conduct of the audit engagement in accordance with the terms of all the relevant professional and regulatory requirements.</p>
Explanation for departure	:	
<i>Large companies are required to complete the columns below. Non-large companies are encouraged to complete the columns below.</i>		

Measure	:		
Timeframe	:		

Intended Outcome

There is an effective and independent Audit Committee.

The board is able to objectively review the Audit Committee's findings and recommendations. The company's financial statement is a reliable source of information.

Practice 8.4 - Step Up

The Audit Committee should comprise solely of Independent Directors.

Application	:	Adopted								
Explanation on adoption of the practice	:	<p>The AC comprises all Independent Non-Executive Directors. Hence, the AC is able to exercise their independent judgement objectively in the best interest of the Company.</p> <p>The composition of the Committee is as follows:</p> <table border="1"> <thead> <tr> <th>Director</th> <th>Composition</th> </tr> </thead> <tbody> <tr> <td>Lim Hun Soon @ David Lim</td> <td>Chairman, Independent Non-Executive Director</td> </tr> <tr> <td>Dr. Nik Ismail bin Nik Daud</td> <td>Member, Senior Independent Non-Executive Director</td> </tr> <tr> <td>Eugene Hon Kah Weng</td> <td>Member, Independent Non-Executive Director</td> </tr> </tbody> </table> <p>The details of the TOR of the Audit Committee are available for reference at the Company's website at www.kawanfood.com</p>	Director	Composition	Lim Hun Soon @ David Lim	Chairman, Independent Non-Executive Director	Dr. Nik Ismail bin Nik Daud	Member, Senior Independent Non-Executive Director	Eugene Hon Kah Weng	Member, Independent Non-Executive Director
Director	Composition									
Lim Hun Soon @ David Lim	Chairman, Independent Non-Executive Director									
Dr. Nik Ismail bin Nik Daud	Member, Senior Independent Non-Executive Director									
Eugene Hon Kah Weng	Member, Independent Non-Executive Director									

Intended Outcome

There is an effective and independent Audit Committee.

The board is able to objectively review the Audit Committee's findings and recommendations. The company's financial statement is a reliable source of information.

Practice 8.5

Collectively, the Audit Committee should possess a wide range of necessary skills to discharge its duties. All members should be financially literate and are able to understand matters under the purview of the Audit Committee including the financial reporting process.

All members of the Audit Committee should undertake continuous professional development to keep themselves abreast of relevant developments in accounting and auditing standards, practices and rules.

Application	:	Applied
Explanation on application of the practice	:	<p>The AC assists the Board to review the integrity of the Company's financial statements. The AC further reviews the adequacy and effectiveness of the system of internal controls as well as risk management framework of the Company.</p> <p>All the AC members have the relevant financial knowledge and commercial expertise skills required to discharge their roles and responsibilities effectively.</p> <p>The qualification and experience of the AC members are disclosed in the Directors' Profiles from page 45 to page 52 of the Annual Report.</p> <p>The members of AC undertake continuous professional development to keep themselves abreast of the development in the industry and relevant changes in the accounting and auditing standards and practices.</p> <p>The training attended by the AC members during FY2020 are set out in Corporate Governance Overview Statement on page 59 to 60 of the Annual Report.</p>
Explanation for departure	:	
<i>Large companies are required to complete the columns below. Non-large companies are encouraged to complete the columns below.</i>		
Measure	:	
Timeframe	:	

Intended Outcome

Companies make informed decisions about the level of risk they want to take and implement necessary controls to pursue their objectives.

The board is provided with reasonable assurance that adverse impact arising from a foreseeable future event or situation on the company's objectives is mitigated and managed.

Practice 9.1

The board should establish an effective risk management and internal control framework.

Application	:	Applied
Explanation on application of the practice	:	<p>The Board acknowledges their responsibilities in establishing and maintaining an effective risk management and internal control systems. Hence, the Board has put in place an ongoing process for reviewing its adequacy and integrity.</p> <p>The risk management and internal control systems are designed to manage and minimise rather than eliminate the risk of failure to achieve its objectives and strategies. Hence, the systems can only provide reasonable and not absolute assurance against material misstatement or loss.</p> <p>The Board has established a structured risk management framework as to identify, measure, control, report and monitor key risks faced by the Group. The Group adopts the three lines of defence in managing its risk.</p> <p>The Board through the AC monitors the Group's risk management and oversees the effectiveness of the processes. In discharging its responsibilities, the AC is assisted by Risk Management Working Committee ("RMWC"). The responsibilities of RMWC include implementing the Board's approved framework, policies and procedures on risk management and internal controls and oversight of Group's risk.</p> <p>Details of the Group's risk management and internal control system which provides an overview of the risk management and internal controls within the Group are disclosed in the Statement on Risk Management and Internal Control on page 69 to 79 of the Annual Report.</p>
Explanation for departure	:	
<p><i>Large companies are required to complete the columns below. Non-large companies are encouraged to complete the columns below.</i></p>		

Measure	:		
Timeframe	:		

Intended Outcome

Companies make informed decisions about the level of risk they want to take and implement necessary controls to pursue their objectives.

The board is provided with reasonable assurance that adverse impact arising from a foreseeable future event or situation on the company’s objectives is mitigated and managed.

Practice 9.2

The board should disclose the features of its risk management and internal control framework, and the adequacy and effectiveness of this framework.

Application	:	Applied
Explanation on application of the practice	:	<p>The Board is responsible for reviewing the Group’s risk management system. The Board delegates its role to the AC to monitor the Group’s risk management and oversee the effectiveness of the processes.</p> <p>The Board has established a structured risk management framework to identify, measure, control, report and monitor key risks faced by the Group. The AC monitors the processes, reviews the risk and summaries of key matters to the Board every quarter. The RMWC meets quarter basis to review the effectiveness of the current risk management processes and deliberate on the risk assessments. The risk officer will then present the risk management report highlighting key risks to the AC and alerted risk related matters which requires AC’s attention and guidance.</p> <p>Key features of its risk management framework and internal control framework are disclosed in the Statement of Risk Management and Internal Control on page 69 to 79 of the Annual Report.</p>
Explanation for departure	:	
<i>Large companies are required to complete the columns below. Non-large companies are encouraged to complete the columns below.</i>		
Measure	:	
Timeframe	:	

Intended Outcome

Companies make informed decisions about the level of risk they want to take and implement necessary controls to pursue their objectives.

The board is provided with reasonable assurance that adverse impact arising from a foreseeable future event or situation on the company's objectives is mitigated and managed.

Practice 9.3 - Step Up

The board establishes a Risk Management Committee, which comprises a majority of independent directors, to oversee the company's risk management framework and policies.

Application	:	Not Adopted
Explanation on adoption of the practice	:	

Intended Outcome

Companies have an effective governance, risk management and internal control framework and stakeholders are able to assess the effectiveness of such a framework.

Practice 10.1

The Audit Committee should ensure that the internal audit function is effective and able to function independently.

Application	:	Applied
Explanation on application of the practice	:	<p>The Group's internal audit function is outsourced to a professional service firm, Tricor Axcelasia Sdn Bhd (f.k.a. Axcelasia Columbus Sdn Bhd) which reports directly to the AC. The internal audit function undertakes independent assessment on the internal control system of the Group based on the audit plan 2020 as approved by the AC and provides assurance to the AC on the adequacy and effectiveness of the Group's internal control system.</p> <p>The AC reviews the following and report the same to the Board:</p> <ul style="list-style-type: none">a. the adequacy of the scope, competency and resources of the internal audit function and that it has necessary authority to carry out its work; andb. the internal audit plan, processes, the results of internal audit assessments and investigations undertaken and that appropriate actions are taken on the recommendation. <p>The AC had conducted an annual assessment on internal audit function to ensure that internal audit function is effective and function independently.</p> <p>The Statement on Risk Management and Internal Control is furnished on page 69 to 79 of the Annual Report provides an overview on the state of internal controls within the Group, in an effort to manage risk.</p>
Explanation for departure	:	
<i>Large companies are required to complete the columns below. Non-large companies are encouraged to complete the columns below.</i>		
Measure	:	
Timeframe	:	

Intended Outcome

Companies have an effective governance, risk management and internal control framework and stakeholders are able to assess the effectiveness of such a framework.

Practice 10.2

The board should disclose–

- whether internal audit personnel are free from any relationships or conflicts of interest, which could impair their objectivity and independence;
- the number of resources in the internal audit department;
- name and qualification of the person responsible for internal audit; and
- whether the internal audit function is carried out in accordance with a recognised framework.

Application	:	Applied
Explanation on application of the practice	:	<p>The Group's internal audit function is carried out by an outsourced Internal Audit ("IA"), Tricor Axcelasia Sdn Bhd (f.k.a. Axcelasia Columbus Sdn Bhd) which reports directly to the AC. The internal audit was headed by Mr Joe Lee Yaw Joo, the Executive Director. He is a member of the Malaysian Institute of Accountants and a member of the Malaysian Institute of Certified Public Accountants. He is also a Certified Internal Auditor (USA) and holds a Certification in Supply Management (USA) and Economics and Accounting (UK). He has vast experience in external and internal audit advisory, risk management, financial management, business process enhancement, transformation and cost savings services and corporate governance advisory.</p> <p>The IA engagement were carried out by 4 to 5 staff per visit. The staff who performed the internal audit reviews have professional qualifications and/or university degree. Most of them are members of the Institute of Internal Auditors Malaysia. They are free from any relationships or conflict of interest, which could impair their objectivity and independence.</p> <p>The IA reviews were conducted using a risk-based approach and guidance from the International Professional Practice Framework.</p> <p>Please refer to AC Report for detailed disclosure on internal audit function.</p>
Explanation for departure	:	
<p><i>Large companies are required to complete the columns below. Non-large companies are encouraged to complete the columns below.</i></p>		
Measure	:	

Timeframe	:		
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Intended Outcome

There is continuous communication between the company and stakeholders to facilitate mutual understanding of each other's objectives and expectations.

Stakeholders are able to make informed decisions with respect to the business of the company, its policies on governance, the environment and social responsibility.

Practice 11.1

The board ensures there is effective, transparent and regular communication with its stakeholders.

Application	:	Applied
Explanation on application of the practice	:	<p>The Company recognises the importance of maintaining good relationship with its shareholders through various means. The Company has in place good corporate disclosure policies and communication channels to ensure timely and accurate dissemination of information to its shareholders and stakeholders. Announcements regarding major corporate developments and activities of the Company are duly and promptly made to all shareholders to be in line with Bursa Securities' objectives of ensuring transparency and good corporate governance practices.</p> <p>The Company via its website provides relevant information such as board charter, company's constitution, terms of reference of Board Committee and annual reports. A summary of key matters discussed at the Annual General Meeting ("AGM") is made available in the website.</p> <p>The AGM is the principle forum for dialogue with shareholders. AGM provides an opportunity for shareholders to understand the financial and operational performance of the Company and raise concerns, enquiries and comments on the Company's operations. and provide insights on the company's business activities and financial position. An overview on the Company's performance and major activities during the financial year under review was presented by the GMD during the AGM.</p> <p>The GMD/GCEO, Financial Controller and Corporate Affairs Officer conducted engagement sessions with various investors as parts of the Company's investor relations initiatives. The engagement sessions allow stakeholders to better understand the Company's performance, strategy, corporate governance practices and future prospects.</p>
Explanation for departure	:	
<p><i>Large companies are required to complete the columns below. Non-large companies are encouraged to complete the columns below.</i></p>		

Measure	:		
Timeframe	:		

Intended Outcome

There is continuous communication between the company and stakeholders to facilitate mutual understanding of each other's objectives and expectations.

Stakeholders are able to make informed decisions with respect to the business of the company, its policies on governance, the environment and social responsibility.

Practice 11.2

Large companies are encouraged to adopt integrated reporting based on a globally recognised framework.

Application	:	Applied	
Explanation on application of the practice	:	Not applicable as the Company is not a Large Company as defined by the MCCG.	
Explanation for departure	:		
<i>Large companies are required to complete the columns below. Non-large companies are encouraged to complete the columns below.</i>			
Measure	:		
Timeframe	:		

Intended Outcome

Shareholders are able to participate, engage the board and senior management effectively and make informed voting decisions at General Meetings.

Practice 12.1

Notice for an Annual General Meeting should be given to the shareholders at least 28 days prior to the meeting.

Application	:	Departure
Explanation on application of the practice	:	
Explanation for departure	:	<p>The Company gives 21 days' notice prior to the AGM and is in compliance with the Companies Act, 2016 and the MMLR of Bursa Securities.</p> <p>The last AGM was held on 19 June 2020. The AGM is the principal forum for dialogue and interaction with shareholders.</p> <p>The key element of the Company's dialogue with its shareholders is the opportunity to gather views of, and answer questions from, both the individual and institutional investors on all aspects relevant to the Company at the AGM. It is also a requirement for the Company to send the Notice of the AGM and related circular to its shareholders at least twenty-one (21) days before the meeting. At the AGM, shareholders are encouraged to ask questions both about the resolutions being proposed or about the Group's operations in general to seek more information.</p> <p>The Board is of the view that 21 days notice is sufficient considering statutory notice period is 21 days as prescribed in the Companies Act 2016.</p> <p>The Notice was sent electronically where it is a more effective communication. Shareholders should have ample time to read the Annual Report.</p> <p>In addition, the Notice of AGM was also published in domestic major newspapers.</p>
<i>Large companies are required to complete the columns below. Non-large companies are encouraged to complete the columns below.</i>		
Measure	:	
Timeframe	:	

Intended Outcome

Shareholders are able to participate, engage the board and senior management effectively and make informed voting decisions at General Meetings.

Practice 12.2

All directors attend General Meetings. The Chair of the Audit, Nominating, Risk Management and other committees provide meaningful response to questions addressed to them.

Application	:	Applied
Explanation on application of the practice	:	<p>The Sixteenth AGM was held through live streaming and online remote voting using RPV facilities. All the Directors have attended the Sixteenth AGM.</p> <p>With the Guidance Note issued by the Securities Commission Malaysia on 14 May 2020 which allowed a maximum of 20 individuals to be physically present at the broadcast venue, the Chairman, Managing Director and the Chairman of the Audit Committee were physically present at the broadcast venue, whilst, the rest of the Directors attended the Sixteenth AGM remotely.</p> <p>At the Sixteenth AGM, the GMD gave a presentation on the overview on the result of the Company as well as the operation and financial performance for the financial year ended 31 December 2019.</p> <p>During the Sixteenth AGM, Chairman of the Board encouraged shareholders to actively participate by submitting their questions in real time via the Query Box. All questions raised by shareholders and proxies via the Query Box were attended to accordingly.</p> <p>Summary of key matters discussed during the Sixteenth AGM were published on the Company's corporate website.</p>
Explanation for departure	:	
<i>Large companies are required to complete the columns below. Non-large companies are encouraged to complete the columns below.</i>		
Measure	:	
Timeframe	:	

Intended Outcome

Shareholders are able to participate, engage the board and senior management effectively and make informed voting decisions at General Meetings.

Practice 12.3

Listed companies with a large number of shareholders or which have meetings in remote locations should leverage technology to facilitate–

- including voting in absentia; and
- remote shareholders' participation at General Meetings.

Application	:	Applied
Explanation on application of the practice	:	<p>With the outbreak of Covid-19 and as part of the safety measures to curb the spread of Covid-19, the Sixteenth AGM of the Company was conducted fully virtual through live streaming and online remote voting by using RPV facilities, which is compliance with Section 327 of the Companies Act, 2016.</p> <p>Tricor Investor & Issuing House Services Sdn Bhd (“Tricor”) was appointed as the Special Share Registrar of the Sixteenth AGM to conduct the RPV process and Asia Securities Sdn Berhad was appointed as the Independent Scrutineer to administer the whole voting process and validate the poll results.</p> <p>Having regard to the well-being and the safety of the shareholders, the Company had issued an Administrative Guide which set out all the details of the RPV facilities to the shareholders. The same was also uploaded to the Company's corporate website.</p> <p>With the RPV facilities, shareholders are able to exercise their right as members of the Company to participate (including pose questions to the Board and/or Management of the Company before or during the AGM) and vote by registering themselves via TIIH Online before the closing date set out in the Administrative Guide. If a member is unable to attend the Sixteenth AGM, he/she may appoint a proxy or the Chairman of the meeting as his/her proxy to attend the AGM via RPV facilities.</p> <p>On the day of the Sixteenth AGM, the registered users were required to login to TIIH Online to participate, vote and submit questions at the Sixteenth AGM.</p> <p>Upon verification of the poll results, the Independent Scrutineer announced the results for each resolution at the Sixteenth AGM. The voting results of all votes cast in respect of each resolution were displayed on-screen. Subsequently, the poll results were announced via Bursa LINK on the same day.</p>
Explanation for departure	:	

<i>Large companies are required to complete the columns below. Non-large companies are encouraged to complete the columns below.</i>		
Measure	:	
Timeframe	:	

**SECTION B – DISCLOSURES ON CORPORATE GOVERNANCE PRACTICES PURSUANT
CORPORATE GOVERNANCE GUIDELINES ISSUED BY BANK NEGARA MALAYSIA**

Disclosures in this section are pursuant to Appendix 4 (Corporate Governance Disclosures) of the Corporate Governance Guidelines issued by Bank Negara Malaysia. This section is only applicable for financial institutions or any other institutions that are listed on the Exchange that are required to comply with the above Guidelines.

Not Applicable
