



# **ABM FUJIYA BERHAD**

Registration No. 200301025904 (628324-W)  
(Incorporated in Malaysia)

## **Board Charter**

## 1. Introduction

The Board Charter is a written policy document that clearly defines the respective roles, responsibilities and authorities of the Board of Directors (“Board”) and Management in ensuring achievement of good corporate governance and compliance with various legislations and regulations when setting the direction, management and the control of the Company.

## 2. Purpose

This Board Charter as the top level policy serves the following important functions:

- ❖ As a source reference and reminder for the Board of the legal framework which include the principal role, functions, responsibilities and power within which it operates
- ❖ Assist the Company’s leadership in delivering good corporate governance
- ❖ Enhance coordination and communication between the Board and Management
- ❖ Ensure both the Board and Management to continuously improve their governance processes for the benefit of the Company
- ❖ Assist the Board in assessing its performance and serve as a development technique for clarify roles and expectations

## 3. Composition of the Board and Board Committees

Every board should examine its size and number of directors in order for the effective discharge of the roles and responsibilities of the board for the benefit of the company and its business. There is no prescription for a board’s optimum size.

- 3.1 Pursuant to the Constitution of the Company<sup>1</sup>, the Board shall comprise not less than two (2) and not more than fifteen (15) Directors.
- 3.2 In compliance with the Malaysian Code of Corporate Governance 2021 (“MCCG 2021”) and the Main Market Listing Requirement (“MMLR”)<sup>2</sup> at least half of Board members to be Independent Directors and thirty percent women directors. However, the Board must comprise a majority of Independent Directors where the Chairman of the Board is not an Independent Director to ensure balance of power and authority of the Board.

The Board gives close consideration to its size, composition and spread of experience and expertise that enables the Board to provide effective leadership as well as independent judgement on business decisions, taking into account long term interests of shareholders, customers, suppliers and other business associates with whom the Group conducts its business.

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<sup>1</sup> Clause 79 of the Company’s Constitution

<sup>2</sup> Paragraph 15.02 (3) of the MMLR

#### 4. Board Committees

As part of its efforts to ensure the effective discharge of its duties, the Board has delegated certain functions to the following Board Committees and the composition is as follows:-

Board Committee	Functions	Authority	Composition
<p>Audit Committee (“AC”)</p>	<p>The Committee shall review the following and report the same to the Board:</p> <ul style="list-style-type: none"> <li>• With the external auditors, the audit plans, the scope of audit and the audit report;</li> <li>• The assistance given by the Group’s and the Company’s employees to the internal and external auditors;</li> <li>• The adequacy of the scope, functions and resources of the internal audit function and whether appropriate actions have been taken with respect to internal audit recommendations;</li> <li>• The quarterly results and year-end financial statements, prior to the approval by the Board of Directors, focusing particularly on:                             <ul style="list-style-type: none"> <li>(i) Changes in or implementation of major accounting policy;</li> <li>(ii) Significant and unusual events; and</li> <li>(iii) Compliance with accounting standards and other legal requirements.</li> </ul> </li> <li>• Any related party transactions and conflict of interest situation that may arise within the Group and the Company including any transaction, procedure or course of conduct that raises questions of management integrity;</li> <li>• The appointment or dismissal of the external auditors and their fees;</li> <li>• Recommendation of the nomination of a person or persons as external auditors;</li> <li>• Any letter of resignation from the external auditors of the Company; and whether there is reason (supported by grounds) to believe that the external auditors of the Group and the Company are not suitable for re-appointment; and</li> <li>• To perform other related duties as may be agreed by the Committee and the Board.</li> </ul>	<p>The Committee is authorised by the Board to:</p> <ul style="list-style-type: none"> <li>• Investigate any matter within its term of reference;</li> <li>• Have full and unrestricted access to any information pertaining to the Company and its subsidiaries;</li> <li>• Have the resources which are required to perform its duties;</li> <li>• Have direct communication channels with the internal and external auditors;</li> <li>• Be able to obtain independent professional advice; and</li> <li>• Be able to convene meetings with external auditors, the internal auditors or both, excluding the attendance of other directors and employees of the Company, whenever deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• Not less than three (3) Non-Executive Directors, majority of whom are independent.</li> <li>• At least one (1) member of the Committee must be a member of the Malaysian Institute of Accountants; or</li> <li>• Must have at least three (3) years’ working experience and                             <ul style="list-style-type: none"> <li>(i) must have passed the examinations specified in Part I of the 1<sup>st</sup> Schedule of the Accountants Act, 1967 or</li> <li>(ii) must be a member of one of the associations of accountants specified in Part II of the 1<sup>st</sup> Schedule of the Accountants Act 1967.</li> </ul> </li> <li>• No former key audit partner shall be appointed as a member of the Committee before observing a cooling-off period of at least three (3) years.</li> </ul>

#### 4. Board Committees (Cont'd)

As part of its efforts to ensure the effective discharge of its duties, the Board has delegated certain functions to the following Board Committees and the composition is as follows:-

Board Committee	Functions	Authority	Composition
<p>Nominating Committee (“NC”)</p>	<p>The Committee shall review the following and report the same to the Board:</p> <ul style="list-style-type: none"> <li>• To consider and recommend to the Board, candidates to fill the seats on Board Committees and the Board taking into consideration the candidates’ skills, knowledge, expertise and experience, professionalism, integrity. In the case of candidates for the position of independent non-executive directors, the Nominating Committee should also evaluate the candidates’ ability to discharge such responsibilities/functions as expected from independent non-executive directors;</li> <li>• To consider, in making its recommendation, candidates proposed by the CEO and within the bounds of practicality, by any senior management or any director or shareholder;</li> <li>• Assist the Board in an annual review of the required mix of skills and experience and other qualities including core competencies which non-executive directors should bring to the Board;</li> <li>• Annually assess the effectiveness of the board as a whole, the board committees and the contribution of each individual director, including independent non-executive directors and CEO. All assessments and evaluations carried out by the Nominating Committee in the discharge of all its functions should be properly documented; and</li> <li>• Review the tenure of each director and re-election of a director should be contingent on satisfactory evaluation of the director’s performance and contribution to the Board.</li> </ul>	<p>The Committee is authorized by the Board to:</p> <ul style="list-style-type: none"> <li>• Assess the desirable Board structure and size and the balance of appointments between Executive Directors and Non-Executive Directors;</li> <li>• Review the adequacy of committee structures of Board Committees;</li> <li>• Recommend individuals for nomination as members of the board by assessing the desirability of renewing existing directorships or utilising independent sources to identify suitably qualified candidates. Due consideration should be given to the extent to which the interplay of the Director’s expertise, skills, knowledge and experience was demonstrated with those of other board members;</li> <li>• Facilitate the annual board effectiveness assessment, through the board and directors’ self-evaluation forms.</li> <li>• Periodically report to the Board on succession planning for the board chairman and CEO. The board should work with the Nominating Committee to evaluate potential successors.</li> </ul>	<ul style="list-style-type: none"> <li>• The Nominating Committee shall be appointed by the Board from amongst the directors and shall comprise all non-executive directors, majority of whom are independent.</li> <li>• The Chairman shall be an independent non-executive director appointed by the Board and in his absence, members present may elect another independent non-executive director to chair the meeting.</li> </ul>



**4. Board Committees (Cont'd)**

As part of its efforts to ensure the effective discharge of its duties, the Board has delegated certain functions to the following Board Committees and the composition is as follows:-

<b>Board Committee</b>	<b>Functions</b>	<b>Authority</b>	<b>Composition</b>
Remuneration Committee (“RC”)	<p>The Committee shall review the following and report the same to the Board:</p> <ul style="list-style-type: none"> <li>to make recommendations to the Board on the policy and structure of the Company for all remuneration of directors and senior management and on the establishment of a fair and transparent procedure for developing policy on such remuneration aligning with the business strategy and long-term objectives of the Company;</li> <li>to determine the specific remuneration packages of all executive directors and senior management, including, without limitation, base salaries, deferred compensation, stock options and any benefits in kind, pension rights and incentive payments and any compensation payable for loss or termination of their office or appointment, and to make recommendation to the Board on the remuneration of non-executive directors. The Remuneration Committee should consider factors such as salaries paid by comparable companies, time commitment, qualifications, competence, responsibilities of the directors and employment conditions elsewhere in the group and in the market and desirability of performance-based remuneration;</li> <li>to review and approve performance-based remuneration by reference to corporate goals and objectives resolved by the Board from time to time;</li> <li>to review and approve the compensation payable to executive directors and senior management in connection with any loss or termination of their office or appointment to ensure that such compensation is determined in accordance with relevant contractual terms and that such compensation is otherwise fair and not excessive for the Company;</li> </ul>	<p>The Committee is authorized by the Board to:</p> <ul style="list-style-type: none"> <li>The Remuneration Committee shall report directly to the Board and shall, where appropriate, consult the Chairman of the Board and/or Chief Executive Officer about their proposals relating to the remuneration of other executive directors and senior management unless there are legal or regulatory restrictions on their ability to do so (such as a restriction on disclosure due to regulatory requirements).</li> <li>The Remuneration Committee is authorised to obtain external professional advice if it considers necessary.</li> <li>The Remuneration Committee shall be provided with sufficient resources to discharge its duties.</li> </ul>	<ul style="list-style-type: none"> <li>The Remuneration Committee shall be appointed by the Board from amongst the directors and shall comprise all non-executive directors, majority of whom are independent.</li> <li>The Chairman shall be an independent non-executive director appointed by the Board and in his absence, members present may elect another independent non-executive director to chair the meeting.</li> </ul>



**4. Board Committees (Cont'd)**

As part of its efforts to ensure the effective discharge of its duties, the Board has delegated certain functions to the following Board Committees and the composition is as follows:-

<b>Board Committee</b>	<b>Functions</b>	<b>Authority</b>	<b>Composition</b>
Remuneration Committee (“RC”)	<p>The Committee shall review the following and report the same to the Board:</p> <ul style="list-style-type: none"> <li>to review and approve compensation arrangements relating to dismissal or removal of directors for misconduct to ensure that such arrangements are determined in accordance with relevant contractual terms and that any compensation payment is otherwise reasonable and appropriate;</li> <li>to ensure that no director or any of his associates is involved in determining his own remuneration.</li> </ul>		

All Board Committees consist of members who are exclusively Independent and Non-Executive Directors.

In addition, from time to time the Board reviews the functions and terms of reference of Board Committees to ensure that they are relevant and updated in line with the latest provision of the MCGG 2021 and other related policies or regulatory requirements.

The Chairman of the respective Board Committees report to the Board on the outcome of Board Committee meetings which require the Board’s attention and direction and the Board also reviews the minutes of the Board Committee meetings.

**5. Company Secretary**

The Board is supported by the Company Secretary who facilitates overall compliance with the MMLR and Companies Act, 2016 and other relevant laws and regulations.

The Company Secretary who is qualified, has the relevant working experience and competent on statutory and regulatory requirements, briefs the Board on the necessary contents and timing of material announcements to be made to regulators. The removal of the Company Secretary, if any, is the matter for the Board as a whole to make decision.

The Company Secretary attends all Board and Board Committee meetings and ensures that there is a quorum for all the meetings. She is also responsible for ensuring that all the meetings are convened in accordance with the Board procedures and relevant terms of references. She also manages processes pertaining to the annual shareholder meeting.

The minutes of the meetings are prepared to include amongst others, pertinent issues, substance of enquires and responses, recommendations and decisions made by the Directors. The minutes of the meetings are properly kept in line with the relevant statutory requirements of the Companies Act, 2016.



## 6. Board Responsibilities

The functions and responsibilities of the Board includes the following six (6) specific responsibilities, which facilitate the discharge of the Board’s responsibilities in the best interest of the Company:-

- (i) Adopting and reviewing a strategic plan for the Company;
- (ii) Overseeing the conduct of the Company’s business to evaluate whether the business is being properly managed and sustained;
- (iii) Identifying principal risks and ensuring the implementation of appropriate systems to manage these risks;
- (iv) Succession planning, including appointing, training, fixing the remuneration of senior management of the Company;
- (v) Developing and implementing an investor relations programme or shareholder communications policy for the Company; and
- (vi) Reviewing the adequacy and integrity of the Company’s internal control systems and management information systems, including systems for compliance with applicable laws, regulations, rules, directives and guidelines.

## 7. Directors’ Fit and Proper Policy

All members of the Board are required to have the necessary qualities, competencies and experience that allows them to perform their duties and carry out the responsibilities required of the position in the most effective manner.

Any person identified to be appointed as a Director or to continue holding the position as a Director within the Company shall carry out a fit and proper assessment prior to the initial appointment or proposed re-election/re-appointment as a Director or whenever the Company becomes aware of information that may materially compromise a Director’s fitness and propriety.

The NC and the Board, in conducting the fit and proper assessment, shall be guided by the Directors’ Fit and Proper Policy as described below.

For the purpose of determining whether a person is fit and proper in holding directorship in the Company, the Board through its NC, shall consider all relevant factors and considerations with relative importance based on the following overarching criteria:

<b>Criteria</b>	<b>Factors</b>	<b>Considerations</b>
Character and Integrity	(i) probity	- complies with the relevant laws and regulations and professional standards
	(ii) personal integrity	- does not have professional misconducts
	(iii) financial integrity	- manages personal finances and fulfills financial obligations as and when they fall due
	(iv) reputation	- good image in the financial and business communities

## 7. Directors' Fit and Proper Policy (cont'd)

Criteria	Factors	Considerations
Experience and Competence	(i) qualifications, training and skills	- has appropriate qualification, training, skills, practical experience and commitment to effectively fulfill roles and responsibilities
	(ii) relevant experience and expertise	- possesses relevant experience and expertise given the duration of service, nature and size of business and responsibilities held
	(iii) relevant past performance and track record	- possesses commendable past performance record and high level position
Time and Commitment	(i) ability to discharge role having regard to other commitments	- able to devote time to attend Board meetings despite having other external obligations such as concurrent Board meetings held by Directors across listed and non-listed issuers
	(ii) participation and contribution in the Board or track record	- demonstrates willingness to devote time and participate in Board activities and discussions and exhibits ability to articulate views independently, objectively and constructively

Any person within the Company who has been identified for appointment as a Director or for re-appointment/re-election as a Director shall be required to make the fit and proper declaration in the form as set out in Appendix C of this Board Charter.

## 8. Supervision of Financial Reporting

The Directors are required for ensuring that the audited financial statements of the Group and the Company are prepared in accordance with Malaysian Financial Reporting Standards, International Financial Reporting Standards and the requirements of the Companies Act, 2016 in Malaysia and the MMLR<sup>3</sup> of Bursa Malaysia.

In preparing the Group and the Company's financial statements, the Directors have:

- adopted suitable accounting policies and applied them consistently;
- made judgements and estimates that are prudent and reasonable;
- ensured applicable accounting standards have been followed; and
- prepared the financial statements on an on-going basis.

The Directors are also responsible to safeguard the assets of the Group and the Company, to prevent and to detect fraud and other irregularities.

<sup>3</sup> Paragraph 15.26(a) of the MMLR



## **9. Division of roles and responsibilities between the Executive Chairman and the Managing Director**

The Group practices a division of responsibility between the Chairman and the Managing Director and there is a balance of executive and independent non-executive Directors. The roles of the Chairman and Managing Director are separate and clearly defined responsibilities, and are held individually by two persons.

The Chairman's main responsibility is to ensure effective conduct of the Board and that all Directors, both Executive and Non-Executive, have unrestricted and timely access to all relevant information necessary for informed decision-making. The Chairman encourages participation and deliberation by all Board members to enable the knowledge of all the Board members to be tapped and to promote consensus building as much as possible.

The Managing Director has overall responsibilities over the Group's operational and business units, organisational effectiveness and implementation of Board policies, directives, strategies and decisions. In addition, the Managing Director also functions as the intermediary between the Board and Management.

## **10. Board Meetings**

The Board meets at least four times a year, with additional meetings convened as and when the Board's approval and guidance are required. Upon consultation with the Chairman and the Managing Director, due notice shall be given of proposed dates of meetings during the financial year and standard agenda and matters to be tabled to the Board. Meetings are set before the beginning of the year to allow Directors to plan ahead and to maximize their participation.

Prior to the Board meetings, the Company Secretary will furnish a notice together with an agenda to the Directors to allow them to have adequate preparation time to ensure effectiveness at the proceedings of the meeting. The Company Secretary will ensure Board's proceedings are followed regularly and reviewed and will also provide guidance to the Board on director's obligation arising from the rules and regulations including the MCCG 2021 and MMLR of Bursa Malaysia.

Technology and information technology are effectively used in Board meetings and communications with the Board, where Directors may participate in meetings by audio or video conference, and Board materials are shared electronically.

## **11. Access to Information and Advices**

The Company Secretary will circulate Board meeting papers including Quarterly and Annual "year-to-date" Financial Statement, Minutes of Past Meetings, updates by Regulatory Authorities, Internal and External Auditors' Report.

The Board has full access to the Company Secretary, all information including the advice and services of the Company Secretary in furtherance of their duties. Non-Executive Directors also have the same right of access to all data including seeking independent professional advice as and when required at the Company's expenses.

## **12. Training and Development of Directors**

The NC and the Board assess the training needs of each of its Directors on an on-going basis, by determining areas that would best strengthen their contributions to the Board.

All Directors have completed the Mandatory Accreditation Programme (“MAP”) required under the MMLR. They are also mindful that training is essential to all Directors and they should continue to update their skills and knowledge to effectively execute their duties.

## **13. Timely and High Quality Disclosures**

The Board has also established and adopted the Corporate Disclosure Policy which includes feedback from management in accordance with the MMLR and the policies and procedures therein have been formulated with reference to the Best Practices published in the Corporate Disclosure Guide issued by Bursa Malaysia.

The Company will seek to leverage on the latest and most innovative information technology available to promote more efficient and effective ways to communicate with both its shareholders and stakeholders. The Company’s Annual Reports, announcements to Bursa Malaysia, media releases and presentations relating to its quarterly financial results have been made available on the Company’s website.

Various contact details are provided on the Company’s website to address queries from customers, shareholders and other public.

## **14. Relationship with Shareholders**

### **Shareholders and Investor Relations**

The Board believes that the Group should at all times be transparent and accountable to its shareholders and investors and the Board is proactive in evaluating the effectiveness of information dissemination to all shareholders and the wider investing community.

As such, the Board disseminates proper, timely and adequate relevant information to the shareholders through announcements, quarterly results, Annual Reports and press releases.

An online Investor Relations section, which can be accessed by shareholders and the general public via the Company’s website at [www.abmfujiya.com.my](http://www.abmfujiya.com.my).

### **Annual General Meeting (“AGM”)**

The AGM is the principal forum for dialogue with all shareholders who are encouraged and given sufficient opportunity to enquire about the Group’s activities and prospects as well as to communicate their expectations and concerns. Shareholders who are unable to attend are allowed to appoint proxies in accordance with the Company’s Articles to attend and vote on their behalf. The Chairman and Board members are in attendance to provide clarification on shareholders’ queries.



## **14. Relationship with Shareholders (cont'd)**

### **Annual General Meeting (“AGM”) (cont'd)**

Announcements are made in a timely manner to Bursa Malaysia and are made available electronically to the public via Bursa Malaysia’s website at [www.bursamalaysia.com](http://www.bursamalaysia.com) as well as the Company’s website at [www.abmfujiya.com.my](http://www.abmfujiya.com.my).

Investors are welcome to forward their queries to the Company via email to [admin@abmfujiya.com.my](mailto:admin@abmfujiya.com.my) at any time throughout the year and not only during the AGM.

### **Poll Voting**

The Board is mindful of the poll voting requirement under Paragraph 8.29A of the MMLR. All resolutions passed in the Annual General Meetings are by poll voting. The Company will appoint one (1) scrutineer who is independent of the Group and the person undertaking the polling process to validate votes casted.

### **Whistle-Blowing**

In light of the requirements stipulated under the Capital Markets and Services Act 2007, the Bursa Malaysia’ Corporate Governance Guide and the Companies Act, 2016, the Board recognises the importance of whistle-blowing and is committed to maintaining the highest standards of ethical conduct within the Group.

## **15. Approval and Review of the Board Charter**

This charter will be reviewed by the Board as and when required and will be recommended to the Board for approval on revisions should there be any.



## Appendix A

### **DIRECTORS' CODE OF ETHICS**

Pursuant to Section 213 of the Companies Act, 2016, Directors of a Company shall at all time act in good faith and in best interest of the Company. Directors shall adhere to the general principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

The Directors shall observe the Directors' Code of Ethics as follows:

- (i) Directors shall ensure at all times that the company is properly managed and effectively controlled;
- (ii) The Directors are to maintain the highest degree of integrity and professionalism while at the same time promoting transparency and accountability in their actions;
- (iii) Directors shall insist on being kept informed on all matters of importance to the company in order to be effective in corporate management;
- (iv) Safeguard the Company's assets and resources;
- (v) Directors shall not accept positions in Board Committees or working groups where a conflict of interests is likely to arise, without first declaring their interest at Board meeting;
- (vi) Directors shall declare any personal, professional or business interests that may conflict with their responsibilities as Directors of the Company;
- (vii) Directors shall adhere to the regulatory requirements pertaining to trading in the Company's shares, including insider trading;
- (viii) Directors shall have access to the advice and services of the company secretary, who is responsible to the board to ensure proper procedures, rules and regulations are complied with.



## Appendix B

### CODE OF CONDUCT

The company aims to ensure that there will be a fair and systematic approach to the enforcement of standards of conduct affecting all grades of employees within the company. To this end the following procedure will apply.

#### Code of Conduct Procedure

##### Punctuality

- You should attend work regularly and conscientiously.
- You must be at the work place, ready to work, at the regular starting time.
- You are required to observe stated lunch time, dinner time and tea breaks.
- It is a requirement that you do not leave your workplace before the finishing time.
- Your working times can only be varied by the written authority of your immediate supervisor.
- You must inform the Management within 24 hours while on Medical or Emergency Leave. In the case of Medical Leave(s), you have to produce Medical Certificate from company's panel doctor.

##### Behaviour

- Do not intimidate, threaten or coerce fellow employees by using physical violence, improper language or other disorderly conduct.
- Maintain sanitary conditions in washrooms and keep your workplace and canteen clean and tidy.
- Do not distribute unauthorized pamphlets or literature.
- Do not place unauthorized documents on the company noticeboard or remove or deface documents placed by management.
- Do not gamble on company premises
- You are required to follow all reasonable instructions of supervisors and managers.
- You are not to transact any kind of business on your own behalf or on behalf of other organization(s).
- You are not permitted to participate in any illegal gathering or riot.
- It is a serious offence for willfully contaminating the manufacturing process and may result in instant dismissal.
- You are not allowed to divulge or disclose company secret, confidential information relating to the company operation systems, manufacturing process, QC procedures or information relating to its finances.
- You are not allowed to deface or destroy company's record.
- You are not allowed bring private visitors into company premises without permission.
- You are not allowed to take any photo in the company premises without prior approval.
- Employees at Production Department are not allowed to use mobile phone for personal matters during working hours.
- You were informed during interview that you have to perform shift work, overtime work and rest day on rotation basis and you have agreed upon such terms and regulations. As such you cannot without any good reason refuse to perform the job when they are requested to do so. Otherwise refusal of the Management's request will be considered as breach of contract.

##### Company Property

- Do not abuse, deface or willfully damage company property.
- Do not use company telephones for personal calls except in cases of emergency.
- Company vehicles may only be used by authorized employees.
- Use company property only for company activities, whether you are on or off the premises.



## Appendix B

### CODE OF CONDUCT (CONT'D)

#### Company Property (cont'd)

- Use your work time only for company responsibilities, not for personal activities.
- Employee stealing of company properties or other employees' properties will be instantly dismissed and the case will be referred to police.
- You must use and take proper care of company's tools and equipment in an authorized manner.

#### Health and Safety

- Smoke only where smoking is permitted.
- You must wear employee Pass, Uniform and safety equipment at all time at the work place.
- Food and Drink are only allowed at the food hall only.
- You are required to observe good personal hygiene.
- You are not allowed to spit or dispose any rubbish onto the floor.
- Do not carry any form of weapon, explosive or inflammable substances on to company premises.
- You are required to follow safe, normal work procedures and use only equipment you are authorized to use.
- In the event of an emergency, follow standing instructions and the orders given by your supervisor or manager in an orderly manner.
- Do not bring alcohol to company premises or consume alcohol at company premises.
- Do not bring or use on to company premises any drugs other than those prescribed for your personal use by your doctor.

#### Company documents and records

- It is contrary to company rules to falsify the time or attendance records of a fellow employee or to encourage a fellow employee to do the same on your behalf.

#### Leave

- Unpaid leave(s) or Annual leave(s), if any, must be applied for to the Management at least 6 working days prior to commencement of such leave(s), for foreign worker, leave shall be apply 1 month prior to commencement of such leave(s). Leave(s) must be taken at time convenient to both parties. However, the management reserves the right not to approve any leave(s) applied.

#### Confidentiality

- Do not divulge or disclose company secret, confidential information relating to the company operation systems, manufacturing process, QC procedures, information relating to its finances, product development plans except that which is published for circulation to the public.
- Do not fill out or discuss any trading , marketing or financial surveys of any kind unless authorized by the company director.
- Do not reveal or discuss any matters concerning financial operations to trading practices to any unauthorized person within or outside company.

Breaches of these rules will be dealt with under the company's disciplinary procedure. The Management reserves the right to add or delete any of these code of conducts when deem necessary.



**Appendix C**

**DIRECTORS' DECLARATION OF FIT AND PROPER**

Name:.....

NRIC/Passport No.: .....

do hereby solemnly affirm and declare the following:-

No.	Criteria	YES	NO
<b>Probity, Personal Integrity and Reputation</b>			
1.	I have not been the subject of any proceedings of a disciplinary or criminal nature, or has been notified of any impending proceedings or of any investigations, which might lead to such proceedings;		
2.	I have not contravened any provision made by or under any written law designed to protect members of the public against financial loss due to dishonesty, incompetence or malpractice;		
3.	I have not contravened any of the requirements and standards of a regulatory body, professional body, government or its agencies;		
4.	I or any business in which I have a controlling interest or exercise significant influence, have not been investigated, disciplined, suspended or reprimanded by a regulatory or professional body, a court or tribunal, whether publicly or privately;		
5.	I have not been engaged in any business practices which are deceitful, oppressive or otherwise improper (whether unlawful or not), or which otherwise reflect discredit on my professional conduct;		
6.	I have not been dismissed, asked to resign or have resigned from employment or from a position of trust, fiduciary appointment or similar position because of questions on my honesty and integrity;		
7.	I have not been associated, in ownership or management capacity, with a company, partnership or other business association that has been refused registration, authorisation, membership or a licence to conduct any trade, business or profession, or has had that registration, authorisation, membership or licence revoked, withdrawn or terminated;		
8.	I have not held a position of responsibility in the management of a business that has gone into receivership, insolvency, or involuntary liquidation while I was connected with that business;		
9.	I have not been a director of, or have been directly concerned in the management of, any corporation which is being or has been wound up by a court or other authority competent to do so within or outside Malaysia, or of any licensed institution, the licence of which has been revoked under any written law;		



No.	Criteria	YES	NO
10.	In the past, I have not acted unfairly or dishonestly in my dealings with my customers, employer, auditors and regulatory authorities;		
11.	I have not at any time shown a strong objection or lack of willingness to cooperate with regulatory authorities and failure to comply with legal, regulatory and professional requirements and standards, including compliance with tax requirements and obligations;		
12.	I have not contributed significantly to the failure of an organisation or a business unit;		
13.	I have not at any time shown strong objection or a lack of willingness to maintain effective internal control systems and risk management practices; and		
14.	I am free from any business or other relationship which could materially pose a conflict of interest or interfere with the exercise of my judgement when acting in the capacity of a Director of Bursa and/or Bursa Group which would be disadvantageous to Bursa or Bursa's interest.		
<b>Financial Integrity</b>			
15.	I am and will be able to fulfil my financial obligations, whether in Malaysia or elsewhere, as and when they fall due;		
16.	I have not been the subject of a judgement debt which is unsatisfied, either in whole or in part, whether in Malaysia or elsewhere to my knowledge.		
17.	I have not made arrangements with creditors, filed for bankruptcy or been adjudicated a bankrupt or had assets sequestered in any jurisdiction.		

\* Where you have ticked 'NO', please provide explanation.

Explanation for items ticked 'NO'	
No.	Explanation

.....

(Signature)

Name:

Date: