



# **PDZ HOLDINGS BHD.**

**(360419-T)**

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## **CORPORATE DISCLOSURE POLICY**

### **INTRODUCTION**

The Board of Directors (“Board”) of PDZ Holdings Bhd. (“the Company”) is committed to provide effective communication to its shareholders and general public regarding the business, operations and financial performance of the Company and its subsidiaries (“the Group”) and where necessary, information filed with regulators is in accordance with all applicable legal and regulatory requirements.

### **1. APPLICATION OF THE POLICY**

This Corporate Disclosure Policy (“this Policy”) applies to all Directors, Officers, Management and employees of the Group and those authorised to speak on their behalf (“PDZ Personnel and Officers”).

The disclosure requirements consist of the following:

- a. Periodic disclosures;
- b. Immediate disclosures;
- c. Transaction based disclosures; and
- d. Prescribed material events

### **2. DISCLOSURE COMMITTEE**

#### **2.1 General**

The Board is ultimately responsible for ensuring that this Policy is implemented effectively and the disclosure requirements as set out are strictly complied. The Board delegates the implementation of this Policy to the Disclosure Committee to be headed by the Executive Directors/Chief Executive Officer.

It is the responsibility of PDZ Personnel and Officers to keep the Disclosure Committee and/or authorised spokespersons fully informed of all significant developments in the Group that could potentially impact the disclosure process so as to facilitate determination of materiality, appropriateness and timing for public disclosure of the information.

## 2.2 Composition of the Disclosure Committee

The Disclosure Committee comprises the following members:

- a. Executive Directors/Chief Executive Officer;
- b. Financial Controller; and
- c. Outsourced Company Secretary Agent (“Secretary Agent”).

The CFO will serve as the primary contact person for the Disclosure Committee and will engage other members as necessary and appropriate to the matter at hand. In his or her absence, other members can be contacted for matters referred to in this Policy.

## 3. DESIGNATED SPOKESPERSONS

The Company designates a limited number of spokespersons (“Authorised Spokespersons”) responsible for disclosure of corporate information and communication with Bursa Malaysia Securities Berhad (“Bursa Securities”), investment analysts, potential investors or the media.

The following personnel are currently the Authorised Spokespersons. From time to time, they may authorise other persons to communicate with the media or the investor community:

- a. Chairman of the Board; and
- b. Executive Directors/Chief Executive Officer.

In addition, the representatives designated by the Secretary Agent are authorized to release and submit all relevant announcements, periodic financial reports/returns, disclosure forms as approved by the Director(s) and/or any other secretarial related information to Bursa Securities and Securities Commission for and on behalf of the Company, including to communicate, orally or in writing, with Bursa Securities and/or any other authorities as well as the shareholders and beneficial owners regarding secretarial, corporate governance, other shareholder or administrative matters.

PDZ Personnel and Officers who have not been designated by the Authorised Spokespersons **MUST NOT** respond under any circumstances to inquiries from the investment community, the media or others. All such inquiries should be referred to the Authorised Spokespersons or to those persons designated by the Authorised Spokespersons, from time to time.

#### 4. RESPONSIBILITIES AND PROCEDURES FOR DISCLOSURE OF MATERIAL INFORMATION

The Disclosure Committee will manage all the Company's release of announcements of material information to Bursa Securities through the Secretary Agent via their BURSALINK.

The Corporate Secretarial and Finance teams of the Company or the appointed merchant banks will draft the announcement which will then be reviewed by the Disclosure Committee to ensure compliance with the Main Market Listing Requirements ("MMLR") of Bursa Securities and accuracy of the contents in the announcement.

All announcements must be approved by the Executive Directors/Chief Executive Officer or his designate before its release to Bursa Securities.

After public dissemination, the announcement will be made available and accessible on the Company's website. The Financial Controller is responsible for ensuring that the information contained in the "Investor Relations" section of the Company's website is accurate and kept up-to-date.

#### 5. CONFIDENTIALITY OF INFORMATION

Any employee privy to confidential corporate information is prohibited from communicating such information to anyone else, unless it is necessary to do so in the course of business or required by law or authorized by the Disclosure Committee. Efforts will be made to limit access to such confidential information to only those who "need to know" the information.

Outside parties privy to undisclosed material information concerning the Company will be told that they must not divulge such information to anyone else.

#### 6. MATERIAL INFORMATION

For the purpose of this Policy, material information should follow the guidelines and interpretation of applicable rules and regulation of MMLR of Bursa Securities.

As a general guideline, information relating to the business and affairs of the Company is considered material, if it is reasonably expected to have a material effect on:-

- a. the price, value or market activity of any of the Company's securities;
- b. the decision of a holder of securities of the Company or an investor in determining his or her choice of action;
- c. the anticipated impact of the information on the Company's entire scope of activities; or
- d. the anticipated impact of the information on the Company's financial position performance.

**7. IMMEDIATE DISCLOSURE OF MATERIAL INFORMATION**

Subject to the terms of this Policy, material information will be announced immediately to Bursa Securities first and made available at the Company's website. The Company would endeavour to take a consistent approach to materiality.

**8. WITHHOLDING OF MATERIAL INFORMATION**

Material information may be kept confidential temporarily if the immediate release of the information would be unduly detrimental to the interests of the Group. In such cases, the information will be kept confidential at all times to minimize leakage of information until the Disclosure Committee determines it is appropriate to publicly disclose or that the Company has a legal obligation to do so.

The Company will monitor its market activity and rumours or news reports concerning the information (if any). If confidentiality of information is lost or cannot be maintained, the Company shall immediately announce the information to Bursa Securities.

**9. CLARIFICATION, CONFIRMATION OR DENIAL OF RUMOURS OR REPORTS**

Whenever the Company becomes aware of a rumour or report, true or false, that contains material information, it will consult with its Directors, major shareholders and such other persons familiar with the matter, to ascertain whether:-

- a. the rumour or report contains undisclosed material information; and
- b. immediate disclosure is required to clarify, confirm or deny the rumour or report.

All announcements made must contain sufficient facts to support the clarification, confirmation or denial.

**10. UNUSUAL MARKET ACTIVITY**

Where there is unusual trading activity or price movement in the Company's securities, the Company must upon query from Bursa Securities undertake due enquiry with the relevant persons such as its Directors and major shareholders to determine the cause and issue a clarifying announcement.

## 11. DEALINGS WITH ANALYSTS, INVESTORS AND THE MEDIA

Authorised Spokespersons are permitted to participate in briefing sessions with the financial analysts, institutional investors, media and other market professionals on an individual or small group basis as needed and will initiate contacts or respond to their calls in a timely, consistent and accurate fashion in accordance with this Policy. The Company will provide only factual and non-speculative information during such meetings/briefings.

If during such meetings or responses to the calls, there is inadvertent selective disclosure of previously undisclosed material information, the Company will immediately disclose such information and/or consider whether a request for suspension is needed to enable release of information.

## 12. INSIDER TRADING RESTRICTION

Under Section 188(1) of the Capital Market & Services Act 2007 (“CMSA”), a person is an “insider” if that person:

- a. Possesses information that is not generally available which on becoming generally available a reasonable person would expect it to have a material effect on the price or the value of the securities; and
- b. Knows or reasonably ought to know that information is generally not available.

Based on the above definitions, these persons would include but not limited to the following:

- Directors, officers and employees of the Group;
- Persons who provide business or professional services to the Group; and
- Any other person or company informed on undisclosed material information about the Group by any of the above parties.

As such, the persons stated above with insider knowledge of undisclosed material information, is prohibited from trading in the Company’s securities until after the information has been publicly disclosed.

## 13. CLOSED PERIODS

Pursuant to Paragraph 14.02 (b) of the MMLR of Bursa Securities, “Closed Period” refers to a period commencing 30 calendar days before the targeted date of announcement up to the date of the announcement of the Company’s quarterly results to Bursa Securities.

The above requirement applies to dealings in the Company's securities by the following persons (collectively referred to as "Affected Person"):

- a. A director of the Company or its major subsidiary
- b. \* A principal officer of the Company or its major subsidiary

*\*Principal officer means the chief executive who is not a director, Chief Financial Officer or any other employee of the Company or its major subsidiary respectively who has access or is privy to price-sensitive information.*

As required the MMLR of Bursa Securities, the Affected Person should refrain from dealings in the Company's securities during the Closed Period.

The Affected Person who wishes to deal in the Company's securities during a Closed Period must first give notice of his intention to deal in writing to the Company and further complies with Paragraph 14.08 of MMLR of Bursa Securities.

In summary, the procedures for dealing during Closed Period are as follows:

- before any proposed dealing, the Affected Person must give notice of intention to deal in writing to the Company during a closed period;
- upon receipt of such notice, the Company must immediately announce it to Bursa Securities;
- any proposed dealing can only be effected after **1 full market day** from the date of the announcement made above;
- the affected person must give notice of his/her dealing in writing to the Company Secretary of the Company within **1 full market day** after the dealing has occurred;
- the Company must immediately announce such notice to Bursa Securities.

#### 14. REVIEW OF THIS POLICY

The Board will review this Policy from time to time and make any necessary amendments to ensure it remains consistent with the Board's objectives and responsibilities.