

# CHOO BEE METAL INDUSTRIES BERHAD

## Shareholders Communication Policy

### General

This Policy sets out the aims and practices of the Choo Bee Metal Industries Berhad (“CBM” or Company) in respect of communicating with its shareholders (both current and prospective).

CBM recognises the value of providing current and relevant information to its shareholders to enhance its Corporate Disclosure Policy and empowering its shareholders through effective communication.

#### **1. Board Approval**

This Policy was approved and adopted by the Board on 17 February 2017. The Board may update and amend this Policy from time to time.

#### **2. Methods of Communication**

The following methods of communication are available:

- Bursa Announcements
- General Meetings
- Annual reports
- The Company’s website
- Press Conferences/Media Releases
- Telephone/Facsimile/E-mail/Post

#### **3. Bursa Announcements**

CBM makes announcements to Bursa Malaysia Securities Berhad (“Bursa Securities”) in accordance with Bursa Securities Main Market Listing Requirements.

All announcements made to Bursa Securities are available to shareholders on the Company’s website at [www.choobee.com.my](http://www.choobee.com.my) as soon as reasonably practical after such information is released to Bursa Securities.

#### **4. General Meetings**

The Annual General Meeting and other general meetings of the Company are the primary forum for communication with shareholders and for shareholders participation.

##### **4.1 Date, Time and Location of General Meetings**

The date, time and location of the Annual General Meeting and other general meeting will be set out in detail in the Notice of the Meeting which will be mailed to shareholders at least 21 clear days prior to the date of the meetings. The Notice will also be advertised in a locally published English newspaper and posted on the Company’s website.

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### **4.2 Proxy Form**

A proxy form allowing shareholders to appoint a proxy to attend in the event the shareholders cannot attend the meeting will accompany the Notice of Meeting distributed to all shareholders.

### **4.3 Questions from Shareholders to the Chairman, Directors and External Auditors**

At the Annual General Meeting and other general meetings, shareholders are encouraged to participate and ask questions about or comment on the management, the performance of the Company and/or the conduct of the audit and the External Auditors Report or the subject matter which is being tabled for shareholders considerations.

The Chairman will provide reasonable time for questions and answers to ensure that all subject matter tabled are thoroughly considered and debated.

Shareholders may also send in their questions and comments in advance either through e-mail, facsimile or post to be raised and answered at the general meetings.

## **5. Annual Report**

The Company's Annual Report to shareholders is the central means of communicating to shareholders the Company's activities, operations and performance over the past financial year.

The Annual Report is distributed to shareholders annually and is sent together with the Notice of the Annual General Meeting at least 21 clear days prior to the date of the Annual General Meeting.

The Annual Report will also be available on the Company's website as soon as reasonably practical after the said Report has been released to Bursa Securities.

## **6. The Company's Website**

The Company's website at [www.choobee.com.my](http://www.choobee.com.my) contains information about the Company including shareholders communications.

All announcements and press releases made to Bursa Securities and other relevant corporate information that has been officially released to the market will be available as soon as reasonably practical after such information has been released to Bursa Securities.

## **7. Press Conferences/Media Releases**

The Company may occasionally organise press conferences and media releases in conjunction with the execution of significant or major agreements, or presentations, where necessary.

Presentations made during Press Conferences/Media Releases will be available on the Company's website as soon as reasonably practical after such information is released to Bursa Securities.

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#### **8. Telephone, Facsimile, E-mail Contact and Post**

Shareholders may contact or communicate with the Company as follows:

Group Executive Chairman/Chief Executive Officer (CEO)'s Office  
Choo Bee Metal Industries Berhad,  
Wisma Soon Teik Aun,  
Jalan Bendahara,  
31650 Ipoh,  
Perak Darul Ridzuan,  
Malaysia

Tel No. : 605-2558111  
Fax No. : 605-2543073  
E-mail : enquiries@choobee.com.my

- \* *Issues regarding Corporate Governance concerns should be addressed to the Group Executive Chairman/CEO's office.*

*Issues regarding financial performance, operations and business should also be addressed to the Group Executive Chairman/CEO's Office.*

The Company will respond within a reasonable time frame to shareholders' queries and concerns.

Issues relating to the Company's securities should be addressed to the Company's Share Registrar as follows:

Symphony Share Registrars Sdn. Bhd.  
Level 6, Symphony House,  
Pusat Dagangan Dana 1 Jalan PJU 1A/46,  
47301 Petaling Jaya,  
Selangor Darul Ehsan,  
Malaysia.

Tel No. : 603-78490777  
Fax No. : 603-78418008  
E-mail : ask\_us@symphony.com.my