

B.1	Shares and voting rights		Y/ N	Reference/Source document
B.1.1	Do the company's ordinary or common shares have one vote for one share?	OECD Principle III <b>(A) All shareholders of the same series of a class should be treated equally.</b>	Y	<a href="#">One vote per member (by-Laws, Rights of member P.2)</a>
B.1.2	Where the company has more than one class of shares, does the company publicise the voting rights attached to each	(1) Within any series of a class, all shares should carry the same rights. All investors should be able to obtain information about the rights attached to all series and classes of	Y	<a href="#">One vote per member (by-Laws, Rights of member P.2)</a>

B.2	Notice of AGM			
B.2.1	Does each resolution in the most recent AGM deal with only one item, i.e., there is no bundling of several items into the same resolution?	OECD Principle II (C) Shareholders should have the opportunity to participate effectively and vote in general shareholder meetings and should be informed of the rules, including voting procedures, that govern shareholder meetings:	Y	<a href="#">Minutes of meeting</a>
B.2.2	Are the company's notice of the most recent AGM/circulars fully translated into English and published on the same date as the local-language version?	(1) Shareholders should be furnished with sufficient and timely information concerning the date, location and agenda of general meetings, as well as full and timely information regarding the issues to be decided at the meeting.	Y	
	<b>Does the notice of AGM/circulars have the following details:</b>	(3) Effective shareholder participation in key corporate governance decisions, such as the nomination and election of board members, should be facilitated.		
B.2.3	Are the profiles of directors/commissioners ( at least age, academic qualification, date of first appointment, experience, and directorships in other listed companies) in seeking election/re-election included?	OECD Principle II (A) All shareholders of the same series of a class should be treat equally. (4) Impediments to cross border voting should be eliminated.	Y	<a href="#">Included in the duties of the nomination Committee (Gov. Manual)</a>
B.2.4	Are the auditors seeking appointment/re-appointment clearly identified?	ICGN 8.3.2 Shareholder participation in governance	Y	<a href="#">Mins. Of board meeting</a>
B.2.5	Has an explanation of the dividend policy been provided?	Shareholders should have the right to participate in key corporate governance decisions, such as the right to nominate, appoint and remove directors in an individual basis and also the right to appoint external auditor.	N/A	Default
B.2.6	Is the amount payable for final dividends disclosed?		N/A	Default
B.2.7	Were the proxy documents made easily available?		Y	<a href="#">Through website and branches</a>

B.3	Insider trading and abusive self-dealing should be prohibited.			
B.3.1	Does the company have policies and/or rules prohibiting	OECD Principle III <b>(B) Insider trading and abusive dealing should be prohibited</b>	Y	<a href="#">Governance Manual</a>
B.3.2	Are the directors / commissioners required to report their dealings in company shares within 3 business days?	ICGN 3.5 Employee share dealing Companies should have clear rules regarding	N/A	Default

B.4	Related party transactions by directors and key executives.			
B.4.1	Does the company have a policy requiring directors /commissioners to disclose their interest in transactions and any other conflicts of interest?	OECD Principle III (C) Members of the board and key executives should be required to disclose to the board whether they, directly, indirectly or on behalf of third parties, have a material interest in any transaction or matter directly affecting the corporation.	Y	<a href="#">Gov. Manual</a>
B.4.2	Does the company have a policy requiring a committee of independent directors/commissioners to	ICGN 2.11.1 Related party transactions Companies should have a process for reviewing and monitoring any related party transaction. A committee of independent directors should review significant related party transactions to determine whether they are in the best interests of the company and if so to determine what terms are fair.	Y	<a href="#">Gov. Manual</a>
B.4.3	Does the company have a policy requiring board members (directors/commissioners) to abstain from participating in the board discussion on a particular agenda when they are conflicted?	ICGN 2.11.2 Director conflicts of interest	Y	<a href="#">Gov. Manual</a>
B.4.4	Does the company have policies on loans to directors and commissioners either forbidding this practice or ensuring that they are being conducted at	Companies should have a process for identifying and managing conflicts of interest directors may have. If a director has an interest in a matter under consideration by the board, then the director should not	Y	<a href="#">Gov. Manual</a>

B.5	Protecting minority shareholders from abusive actions			
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<b>B.5 Protecting minority shareholders from abusive actions</b>				
B.5.1	Were there any RPTs that can be classified as financial assistance	<b>OECD Principle III</b> <b>(A) All shareholders of the same series of a class should be treated equally.</b> (2) Minority shareholders should be protected from abusive actions by, or in the interest of, controlling shareholders acting either directly or indirectly, and should have effective means of redress.	Y	<a href="#">Gov. Manual</a>
B.5.2	Does the company disclose that RPTs are conducted in such a way to ensure that they are fair and at arms' length?		Y	<a href="#">Gov. Manual</a>