

ASEAN CORPORATE GOVERNANCE SCORECARD (ACGS) QUESTIONNAIRE-2017

Version: 2014

PART A: RIGHTS OF SHAREHOLDERS

Basic Shareholders Rights			Yes or No	Reference/Source Document
A.1.1	Does the company pay (interim and final/annual) dividends in an equitable and timely manner; that is, all shareholders are treated equally and paid within 30 days after being (i) declared for interim dividends and (ii) approved by shareholders at general meetings for final dividends?	OECD Principle II: The Rights of Shareholders and Key Ownership Functions (A) Basic shareholder rights should include the right to, amongst others: (6) share in the profits of the corporation.	N/A	N/A for Class 2
A.2 Right to participate in decisions concerning fundamental corporate changes.				
<i>Do shareholders have the right to participate in:</i>				
A.2.1	Amendments to the company's constitution?	OECD Principle II (B) Shareholders should have the right to participate in, and to be sufficiently informed on, decisions concerning fundamental corporate changes such as: (1) amendments to the statutes, or articles of incorporation or similar governing documents of the company.	Y	Default
A.2.2	The authorisation of additional shares?	OECD Principle II (B): (2) the authorisation of additional shares.	Y	Default

A.2.3	The transfer of all or substantially all assets, which in effect results in the sale of the company?	OECD Principle II.(B): (3) extraordinary transactions, including the transfer of all or substantially all assets, that in effect result in the sale of the company.	Y	Default
A.3 Right to participate effectively in and vote in general shareholder meetings and should be informed of the rules, including voting procedures, that govern general shareholder meetings.				
A.3.1	Do shareholders have the opportunity, evidenced by an agenda item, to approve remuneration (fees, allowances, benefit-in-kind and other emoluments) or any increases in remuneration for the non-executive directors/commissioners?	OECD Principle II (C): (3) Effective shareholder participation in key corporate governance decisions, such as the nomination and election of board members, should be facilitated. Shareholders should be able to make their views known on the remuneration policy for board members and key executives. The equity component of compensation schemes for board members and employees should be subject to shareholder approval.	Y	Default
A.3.2	Does the company provide non-controlling shareholders a right to nominate candidates for board of directors/commissioners?		Y	Corporate Governance Manual H.I.1 Shareholders Rights and Protection of Minority Stockholders' Interests page 27
A.3.3	Does the company allow shareholders to elect directors/commissioners individually?		Y	Minutes of the 2018 Annual Stockholders' Meeting

A.3.4	Does the company disclose the voting and vote tabulation procedures used, declaring both before the meeting proceeds?	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 general shareholder meetings.	Y	Minutes of the 2018 Annual Stockholders' Meeting
A.3.5	Do the minutes of the most recent AGM record that there was an opportunity allowing for shareholders to ask questions or raise issues?		Y	<p>After a brief discussion on every matter, the stockholders, upon motion duly made and seconded, approved the resolution unanimously</p> Minutes of the 2018 Annual Stockholders' Meeting
A.3.6	Do the minutes of the most recent AGM record questions and answers?	OECD Principle II (C): (2) Shareholders should have the opportunity to ask questions to the board, including questions relating to the annual external audit, to place items on the agenda of general meetings, and to propose resolutions, subject to reasonable limitations.	N	
A.3.7	Does the disclosure of the outcome of the most recent AGM include resolution(s)?		Y	Minutes of the 2018 Annual Stockholders' Meeting

A.3.8	Does the company disclose the voting results including approving, dissenting, and abstaining votes for each agenda item for the most recent AGM?		Y	After a brief discussion on every matter, the stockholders, upon motion duly made and seconded, approved the resolution unanimously Minutes of the 2018 Annual Stockholders' Meeting
A.3.9	Does the company disclose the list of board members who attended the most recent AGM?	OECD Principle II (C); and ICGN 2.4.2: All directors need to be able to allocate sufficient time to the board to perform their responsibilities effectively, including allowing some leeway for occasions when greater than usual time demands are made.	Y	Minutes of the 2018 Annual Stockholders' Meeting
A.3.10	Did the chairman of the board of directors/commissioners attend the most recent AGM?		Y	Minutes of the 2018 Annual Stockholders' Meeting
A.3.11	Did the CEO/Managing Director/President attend the most recent AGM?		Y	Minutes of the 2018 Annual Stockholders' Meeting -Olaf Kliesow, President and CEO
A.3.12	Did the chairman of the Audit Committee attend the most recent AGM?		Y	Minutes of the 2018 Annual Stockholders' Meeting – Silvius Von Lindeiner, Independent and Chairman of the Audit Committee
A.3.13	Did the company organise their most recent AGM in an easy to reach location?		OECD Principle II (C)	Y

A.3.14	Does the company allow for voting in absentia?	OECD Principle II (C): (4) Shareholders should be able to vote in person or in absentia, and equal effect should be given to votes whether cast in person or in absentia.	Y	Minutes of the 2018 Annual Stockholders' Meeting Shareholders who are unable to attend the meeting are advised to accomplish a proxy form to be able to participate and exercise their voting rights.
A.3.15	Did the company vote by poll (as opposed to by show of hands) for all resolutions at the most recent AGM?	OECD Principle II (C)	N/A	N/A for Class 2
A.3.16	Does the company disclose that it has appointed an independent party (scrutineers/inspectors) to count and/or validate the votes at the AGM?		N/A	N/A for Class 2
A.3.17	Does the company make publicly available by the next working day the result of the votes taken during the most recent AGM for all resolutions?		N/A	N/A for Class 2
A.3.18	Do companies provide at least 21 days' notice for all resolutions?	OECD Principle II (C): (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	Minutes of the 2018 Annual Stockholders' Meeting
A.3.19	Does the company provide the rationale and explanation for each agenda item which require shareholders' approval in the notice of AGM/circulars and/or the accompanying statement?		Y	Minutes of the 2018 Annual Stockholders' Meeting
A.4 Markets for corporate control should be allowed to function in an efficient and transparent manner.				

A.4.1	In cases of mergers, acquisitions and/or takeovers requiring shareholders' approval, does the board of directors/commissioners of the offeree company appoints an independent party to evaluate the fairness of the transaction price?	<p>OECD Principle II (E): Markets for corporate control should be allowed to function in an efficient and transparent manner.</p> <p>(1) The rules and procedures governing the acquisition of corporate control in the capital markets, and extraordinary transactions such as mergers, and sales of substantial portions of corporate assets, should be clearly articulated and disclosed so that investors understand their rights and recourse. Transactions should occur at transparent prices and under fair conditions that protect the rights of all shareholders according to their class.</p>	Y	Corporate Governance Manual Page 27 - 30
A.5 The exercise of ownership rights by all shareholders, including institutional investors, should be facilitated.				
A.5.1	Does the Company publicly disclose policy/practice to encourage shareholders including institutional shareholders to attend the general meetings or engagement with the Company?	<p>OECD Principle II (F): The exercise of ownership rights by all shareholders, including institutional investors, should be facilitated.</p>	N/A	N/A for Class 2