

**SMIS CORPORATION BERHAD**  
**(Company No. 491857-V)**

**Corporate Disclosure Policies and Procedures**

**1. Introduction**

As a public listed company, SMIS Corporation Berhad (“SMIS” or the “Company”) and its subsidiaries (the “Group”) are committed to provide accurate, timely, consistent and fair disclosure of corporate information to enable informed and orderly market decision by investors. This information is directed to a diverse audience of shareholders, stakeholders and the public generally.

In formulating this policy, the Company has taken into account the recommendations contained in the Malaysian Code on Corporate Governance (MCCG) 2012 and its disclosure obligations contained in the Listing Requirements of Bursa Malaysia Securities Berhad.

**2. Rationale and Objective**

To develop an effective Investor Relations (“IR”) programme and strategy to communicate the Corporate vision, strategies, developments, financial plans and prospects to investors, financial community and other stakeholders fairly and accurately and to obtain feedback from the stakeholders.

This policy also aims to

- Develop and maintain a positive relationship with all the shareholders and stakeholders through active two-way communication;
- Promote and demonstrate a high standard of integrity and transparency through timely, accurate, quality and full disclosure.

**3. IR Structure and Responsibility**

The Company has established the following IR structure and responsibility for the implementation of IR programme and strategy:-

**Spokespersons:**

- i) Chief Executive Officer (“CEO”)
- ii) Financial Controller (“FC”)

The Company’s CEO and FC have been appointed to communicate with audience constituents and respond to questions in relation to the corporate vision, strategies, developments, future prospects, financial plans and operation matters.

#### **4. Mode of Disclosure**

The Company makes use of a broad range of communication channels to disseminate information regarding the Company. These would include:

- 4.1. Electronic facilities provided by Bursa Malaysia Securities Berhad;
- 4.2. Corporate website;
- 4.3. Email; and
- 4.4. Annual General Meeting

#### **5. IR Programme and Strategies**

The Company has the following programmes and strategies in place to bridge and enhance the relationship with investors or potential investors:-

##### **5.1. Announcement of Material Information**

After the approval from Board of Directors on releasing of material information, on the same day, after the market closure, an announcement is made to the Bursa Exchange. The investors in the contact list will be informed verbally or by email and/or a company press release will be issued to all major newspapers after the announcement. If necessary, meetings or presentations for investors and analysts will be conducted.

##### **5.2. Annual General Meeting**

The Annual General Meeting is held to communicate with the shareholders on the Company's performance, strategy, outlook and other operational matters. The Board will identify a Senior Independent Non-Executive Director to whom shareholders can convey their concerns and seek clarification from the Board.

##### **5.3. Annual and Quarterly Financial Reports**

The quarterly interim financial results are prepared in the format which is in compliance with the Listing Requirements and is published on the Bursa Exchange after approval by the Board on the same day.

The Annual Report will be printed and distributed to shareholders and other interested group by either softcopy or hardcopy.

##### **5.4. Participate in Investor Relations Web Portal**

Create opportunity for the Company to outreach to potential investors with the creation of an IR web portal. Internet is a power tool to communicate the corporate strategy, developments, updates, performance and other events to audience constituents timely and effectively. The web portal shall incorporate the Company's profile and history, financial information and other information which is of interest to the investors and financial community.

## **6. Reports and Rumours**

### **6.1. Analysts' reports**

It is the Company's policy not to provide focused guidance to analysts in their efforts to develop their financial reports or earnings estimate of the Company. The Company will point out factual errors or assumptions which are inconsistent with previously announced information. However, the Company will not review and comment on the analysts' reports, its conclusions or investments recommendations.

### **6.2. Rumours**

It is the Company's policy not to respond or comment on market rumours and speculation, unless they appear to contain material information, or may be expected to affect the price of the Company's securities or trading activity in those securities.

When a report or rumour about the Company contains material errors, the Company will issue an announcement to Bursa Malaysia Securities Berhad to deny or clarify the matter, and provide sufficient supporting information in accordance with the Listing Requirements.

## **7. Obtaining Feedback**

The Company has developed various channels (email, IR's contact number or constructive engagements) for shareholders and major stakeholders to provide their comments and feedback in relation to Company's operational, performance, governance and strategic matters.

The Company will consider the relevant comments and feedback received in establishing its corporate strategy.

## **8. Continuing Training Programme**

Continuous learning such as attending seminar and training courses will be recommended on an going basis to uplift the competencies and skills of the spokespersons and enable them to keep abreast with the micro and macro changes.

## **9. Periodic Review and Disclosure**

9.1. The Company shall review this policy on an annual basis and communicate the new changes to all relevant parties.

9.2. The Company shall disclose this policy in its Corporate Website.

## **10. Contact Details**

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