



# **POLICIES & PROCEDURES**

## **INVESTOR RELATIONS/ STAKEHOLDER COMMUNICATIONS POLICY**

**20.0302**

**18 June 2020**

*Version Number : 00*

## OBJECTIVE/PURPOSE

As a public-listed company, ENRA Group Berhad and its group of companies (“ENRA” or the “Group”) is obliged to provide information and updates about itself, how it is governed, its operations, financial condition and future prospects to its stakeholders and public alike. The aim is to provide accurate information that fairly represents the Company to enable a balanced understanding of ENRA and its objectives.

## SCOPE

### To Whom Does This Policy Apply?

This policy is applicable to all members of the Board of Directors and employees of ENRA and is meant to serve all stakeholders of the Group.

### To What Does This Policy Apply?

All material information transmitted through verbal and written communications which may include, but not limited to the following:

- a. Reports and documents provided to regulators;
- b. Materials and statements in ENRA’s annual and quarterly reports, press releases, letters and circulars to shareholders;
- c. Presentations about ENRA;
- d. Information on Group’s website;
- e. Correspondence and emails;
- f. Verbal statements made to external parties, including the media, in various settings such as meeting, business/press conferences, briefings, telephone conversations etc.; and
- g. Speeches given on behalf of ENRA.

## REFERENCES

-NIL-

## DEFINITION & ABBREVIATIONS

TERM	DEFINITION
ENRA or the Group	means ENRA Group Berhad and its group of companies
Listing Requirements	means Main Market Listing Requirements of Bursa Malaysia Securities Berhad

## RECORDS

N/A

## PROCESS

### 1. GENERAL ENGAGEMENT PRINCIPLES

ENRA is committed to implementing high standard of engagement principles and practices throughout the Group. The following general principles form the guidelines for ENRA's engagement with all its stakeholders:

Core Values	General Principles
Ethical	Enabling material information to be widely available to all stakeholders and the public in a balanced and fair manner.
Noble	Communicating respectfully and providing equal access to all with no single or selective stakeholder having publicly undisclosed material information.
Reliable	Ensuring the completeness and accuracy of information before disclosure.
Accountable	Presenting information in a simple, clear and factually correct manner by avoiding the use of technical or legal terms where possible.

### 2. MATERIALITY AND CONFIDENTIALITY

Information is considered material, if it is reasonably expected to have a material effect on:

- the price, value or market activity of ENRA's securities; and
- the decision of a holder of securities of the listed issuer or an investor in determining his choice of action.

The Main Market Listing Requirements of Bursa Malaysia Securities Berhad ("Listing Requirements") give comprehensive details and examples of what constitutes material information, and the Company will always comply fully with its disclosure obligations expressed in those requirements, which includes disclosures set out in section 4 below as well as the consideration of confidentiality based on the developments surrounding such material information.

However, materiality of information can be difficult to evaluate on occasion and will need to be assessed alongside relevance and impact of such information to the strategic objectives of the Group. As such, the Group will always lean towards an assessment of the likely effect of the information on the price of the Group's securities, rather than a determination of whether the circumstances or events are measurable, and trigger the materiality thresholds in the Exchange's methods for percentage ratio calculation.

Access to such information is restricted to both internal and external parties with legitimate needs and will be provided to the extent necessary for them to carry out their duties in ENRA's interests.

### **3. INFORMATION LEAKAGE AND ACCIDENTAL DISCLOSURE**

As a general rule, all information regarding the Company, its operations, financial condition and future prospects, whether held by select employees or third parties, should be regarded as material and price-sensitive, and must be treated as confidential unless it is already in the public domain.

To protect the confidentiality of information, access to information should be restricted only to those persons (employees, or third parties) who have a legitimate need for the information consistent with their duties or obligations to the Company. Unless there are adequate existing legal protections, the Company will require the execution of non-disclosure and confidentiality agreements by third parties.

In case of leakage or accidental disclosure of unpublished material and confidential information, the Group will take every step necessary to remedy the situation. If necessary, appropriate disclosure to Bursa Malaysia will be made as soon as practicably possible.

### **4. MAJOR CORPORATE DEVELOPMENTS**

All information related to any major corporate development will be treated with strict confidentiality until all required approvals have been obtained. Appropriate disclosure and dissemination of information will be made thereafter in accordance to the Listing Requirements of Bursa Malaysia.

ENRA will endeavour to ensure all material developments concerning the Group are freely and widely available to all in a timely manner.

Bursa Malaysia has provided the following examples of events, amongst others, that may require immediate disclosure:

- a. change in shareholders which might affect control of the Group;
- b. new issue of securities by the Group, or in the terms of its existing securities;
- c. information concerning dividends;
- d. mergers, acquisitions, joint-ventures/partnerships, and other major corporate developments;
- e. the acquisition or loss of a contract, franchise or distributorship rights;
- f. a change in management;
- g. the borrowing of significant funds;
- h. the commencement of or the involvement in litigation and any material development arising from such litigation;
- i. a material change in general business direction, strategy or investment plans;
- j. a change in intellectual property rights; or
- k. Other events that may be expected to have a material effect on the Group's operations, financial condition or future prospects.

## 5. SPOKESPERSONS

The designated spokespersons of ENRA are:

- a. Executive Deputy Chairman,
- b. President and Group Chief Executive Officer;
- c. Executive Director;
- d. Group Chief Financial Officer; and
- e. Investor Relations Officer(s).

These spokespersons are authorized to communicate with all stakeholders to the extent relevant to their roles and responsibilities within ENRA. They may provide information and/or respond to inquiries about the Group's management, operations, financial conditions and future prospects.

## 6. AUDIENCE

ENRA's audience primarily entails:

- a. Shareholders and investors (current and prospective);
- b. Customers;
- c. Business partners, suppliers and market participants;
- d. Financial institutions and their representatives (e.g. analysts, fund managers, and bankers);
- e. Employees;
- f. Media;
- g. Regulators and Government authorities; and
- h. General public.

## 7. REPORTS AND EVENTS

Reports	Remarks
Quarterly financial reports	The quarterly financial reports will be made available in Bursa Malaysia's website after the approval of the Board of Directors. A copy of the report will then be uploaded into ENRA's website and shared with other relevant parties.
Annual financial report	The annual report will be made available in both printed and digital format in ENRA and Bursa Malaysia's websites. A printed copy of the full report will be sent to all persons who notified that they would like to receive the report in such manner.
Annual General Meeting	Notice of the meeting will be made available in Bursa Malaysia's website and in a daily newspaper and will be in compliance with the Listing Requirements. The Board of Directors and senior management of ENRA acknowledge that it is an important forum to engage with the

		<p>shareholders. Pertinent information about the Group's financial performance, operations and future prospects will be discussed during the meeting and all shareholders are encouraged to voice their opinions and concerns during the engagement.</p> <p>ENRA will endeavour to provide all necessary information to its shareholders in either written or verbal format.</p>
Briefing and press conferences		<p>Briefing and press conferences are not normally planned but where media representatives are present at any general meeting, ENRA's designated spokespersons are amenable to conducting an ad-hoc discussion with such media representatives.</p>
Meetings and interviews with analysts, investors and media		<p>These meetings and interviews are conducted as and when needed in small groups or individual basis. It is part and parcel of ENRA's continuous effort in engaging with analysts, investors and media to provide updates on the Group's recent corporate developments.</p> <p>Materials provided during such meetings and interviews are usually prepared by the Investor Relations Officer according to the needs of the audience and only made available to the attendees. The materials contain only publicly accessible information.</p>

## 8. THE COMPANY WEBSITE ([www.enra.my](http://www.enra.my))

The Company will use its website as one of its primary communication conduits to enhance existing modes of disseminating information, but not as a substitute for existing modes.

Press releases, presentation materials for briefings or meetings with investors, analysts and the media, along with any recordings of such briefings or meetings, will be posted on the website.

The website will provide for email communication with the Company, and for stakeholders to register their interest in information about the Company.

## 9. ADOPTION

This policy was adopted by ENRA's Board of Directors on 18 June 2020. It is subject to annual review and may be amended as determined by the President and Group Chief Executive Officer.

This policy is published on the Group's website in the Investor Relations section.

**10. CONTACT DETAILS**

**ENRA Group Berhad – Head Office**

Tel: +603-2300 3555

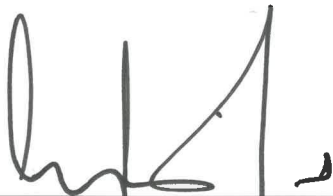
**Investor Relations Department**

Investor Relations Officer

Tel: +603-2300 3503

Email: [ir@enra.my](mailto:ir@enra.my)

On behalf of the Board of Directors:



**Name:** Dato' Mazlin bin Md Junid  
**Designation:** President & Group  
CEO



**Name:** Kok Kong Chin  
**Designation:** Executive Director

## **APPENDIX A**

### **REVISION HISTORY**

Owner of this document is to record the replacement or addition of pages containing the appropriate sections/procedures/paragraphs in this section.

DCR No	Revision	Author	Date	Summary of changes
20/007	00	Julie	18/6/2020	New Policy