

# **Tune Protect Group Berhad**

(Company No: 948454-k)

SHAREHOLDERS' COMMUNICATION POLICY

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#### 1. Introduction

#### 1.1 Definitions

Unless otherwise defined or the context otherwise requires, the following definitions shall apply throughout this Policy:-

a) Annual Report : Annual report (and any concise annual report) of Tune Protect

published annually for the benefit of shareholders, investors and

other interested parties as prescribed by law.

**b)** Board : Board of Directors of Tune Protect.

c) Group : Tune Protect and its subsidiaries.

d) Portal :Tune Protect's internal electronic portal where Group information

is gathered for the use of shareholders, employees, officers,

Directors, Management of the Group and other stakeholders.

e) Tune Protect : Tune Protect Group Berhad having its registered office at at B-13-

15, Level 13, Menara Prima Tower B, Jalan PJU 1/39, Dataran Prima,

47301 Petaling Jaya, Selangor Darul Ehsan, Malaysia.

#### 1.2 General

This Policy sets out the standards and the requirements of Tune Protect in relation to its communication with its shareholders.

Tune Protect believes that an effective policy for communication with the shareholders enhances its strong culture of disclosure to keep the shareholders, investors and other

stakeholders informed. This Policy reflects the Board's requirement that shareholders should be fully informed about Tune Protect and that they should have access to the latest information available utilising, where practicable, electronic communications to keep them updated of relevant information in a timely manner.

#### 1.3 Board Approval

This Policy is subject to the Board's approval. The Board may approve updates and amendments to this Policy from time to time.

#### 1.4 Approval of Communications with Shareholders

The Board will approve all communication with shareholders. If in any circumstances there is an urgent need to approve the changes towards this policy, it will be approved by the Chief Executive Officer or any board member.

# 2. Company Meetings

#### 2.1 Meetings

The annual general meeting and other general meetings of Tune Protect are the primary forum for communication with its shareholders and for shareholders' participation.

#### 2.2 Notices of General Meetings

Tune Protect will place all notices of general meetings and accompanying explanatory material on its website, www.tuneprotect.com and in the annual report and CD-ROM circulated to current shareholders and will advertise the notice in local newspapers and announce to Bursa Malaysia Securities Berhad ("Bursa Malaysia").

The form and content of the notices of general meeting will comply with the Companies Act 1965 and any other applicable acts under Bursa Malaysia and the Securities Commission.

Shareholders may submit their proxy forms for annual general meetings and general meetings of Tune Protect to the Company Secretary at its registered address as mentioned in paragraph 1.1.(e) above.

#### 2.3 Meetings with Analysts and Shareholders

The Company shall make itself available for meetings with key analysts and shareholders at least once every quarter, either face to face or via conference call.

### 3. Annual Report

Tune Protect's Annual Report to shareholders is a central means of communicating to shareholders on its activities, operations and performance for the financial year under review.

#### 4. Tune Protect's Website

Tune Protect's website, www.tuneprotect.com contains all necessary information about Tune Protect for shareholders' communication.

The Company will place on its website all Bursa announcements and relevant press releases and any other information that is an official release of material information to the market as soon as reasonably practicable after such information is released to Bursa Malaysia.

Relevant press releases, announcements of financial results and analysts' presentation will be available on Tune Protect's website.

### 5. Investment Market Brief

Tune Protect intends to send Investment Market Brief to institutional shareholders by electronic means. The Investment Market Brief is made available and can be viewed on the Tune Protect's website.

### 6. Access to this Policy

This Policy will be available for viewing by any employee of the Group or by any other person on Tune Protect's website.

### 7. Review of this Policy

This Policy is subject to regular review by the Board and will be amended (as appropriate) to reflect current best practice in communications with shareholders.

## 8. Company Contacts

Employees should direct their questions about this Policy and its application in the first instance to their supervisors. If further assistance is required, questions may be directed to the Company Secretary or the Investor Relations Officer.

Shareholders should direct their questions about their shareholdings to the Share Registrar or the Company Secretary.