

INFORMATION TECHNOLOGY POLICY

Legal Basis

1. Guidelines for the Implementation of Good Corporate Governance.
2. Company Code of Conduct.

The Company recognizes that Information Technology (IT) is a crucial component in achieving its corporate and business objectives. Therefore, investments in IT systems and the human resources needed to maintain these systems should be thoughtfully evaluated and managed.

Division Heads and Finance Officers/Heads will be responsible for formulating strategies and managing the IT systems of their respective Divisions. The Company's IT officer will be available for advice on hardware and software to meet the Division's business needs.

IT System Management

The following are guidelines for IT system management:

1. Business requirements and commercial justification will be the main criteria for the development and procurement of IT systems and equipment.
2. It is the Group's policy to purchase and use only authorized and legitimate copies of software. The Division Head is responsible for ensuring compliance with this policy and will provide confirmation on an annual basis
3. The nature of IT systems requires proper project development to ensure successful implementation. The Divisional Executive must ensure this happens.
4. It is the Division's responsibility to ensure that adequate measures are in place to address the security and integrity of information.
5. A business continuity plan must be established for the IT system to ensure that the operating unit can endure and maintain operations in the event of IT facility shutdowns that may surpass a critical threshold set by management. This business continuity plan should be tested regularly
6. Any major changes or implementation of IT systems related to the financial system must be endorsed by the Group Finance Head. Accordingly, a proposal must be submitted by the Head of Finance, which should include at a minimum
 - a. Justification for changes or implementation of new IT systems;
 - b. Impact on Division's IT strategy;
 - c. The suitability of the selected IT solution compared to the current IT Technology;
 - d. The implementation strategy includes IT expertise; and

7. The Company will always optimize the latest information technology to maximize information to the public and investors.
8. All forms of information disclosed by the Company through social media must go through an official account that has been published on the Company's website