



**UMW HOLDINGS BERHAD**  
(Company No. 90278-P)

## **DOCUMENTS INSPECTION POLICY**

### **Background**

When announcements are made or when Circulars are despatched to shareholders, certain documents are to be made available for public inspection, pursuant to the Listing Requirements of Bursa Malaysia Securities Berhad.

It is proposed that a formal Documents Inspection Policy be issued for the above purpose. The main reason is to protect the information available for inspection from being used against the Company by competitors or by any other party.

The following are the main items of the Documents Inspection Policy -

- 1) Duration
  - i) For announcements

One (1) week from the day following the date of announcement.
  - ii) For Circular to Shareholders

From the date of the Circular to Shareholders up to and including the date of the General Meeting.
- 2) Documents are available for inspection during office hours from 9.00 a.m. to 5.00 p.m. on Mondays to Fridays (except for public holidays).
- 3) Any person may inspect the specified documents once during the period mentioned in item (1) above in respect of each announcement and/or Circular to Shareholders, for a maximum of two (2) hours per inspection.
- 4) The following items are not allowed to be brought into the Inspection Room during the inspection process –
  - i) Handphone;
  - ii) Camera;
  - iii) Computer/Laptop/Notebook;
  - iv) Personal Digital Assistance (PDA); and
  - v) Stationery items.

- 5) No photocopying of documents is allowed.
- 6) The inspecting person must first provide his/her personal particulars, including name, NRIC/Passport no., residential address and contact no. for record purposes.
- 7) The inspecting person may be accompanied by a representative of Group Secretarial/Corporate Governance Division or any other authorised staff of UMW during the inspection process.
- 8) Any other rules and regulations pertaining to the Documents Inspection Policy may be included by UMW from time to time.
- 9) Any further clarifications/decisions pertaining to the contents of this Documents Inspection Policy may be made by Group Secretary (Group Secretarial/Corporate Governance Division), or in her absence, by the Assistant Group Secretary (Group Secretarial/Corporate Governance Division).