



GOLDEN LAND BERHAD

(Company No. 298367-A)

RELATED PARTY TRANSACTION POLICY AND PROCEDURES

I. SCOPE

This policy applies to all Golden Land Berhad Group's ("GLBHD" or "the Company") employees including part time, temporary and contract employees.

II. PURPOSE

GLBHD is committed to the highest possible standards of ethical, moral and legal business conduct. This policy sets out the requirements to be applied to all related party transactions entered into by GLBHD to ensure that such transactions are conducted on arm's length basis and in accordance with good governance and with appropriate disclosures. In line with this commitment and GLBHD's commitment to open communication, this Policy aims to provide an avenue for employees to understand the policies and procedures that need to be adhered to in identifying and treating related party transactions ("RPTs") to ensure compliance with the Main Market Listing Requirements of Bursa Malaysia Securities Berhad ("Listing Requirements") and other applicable laws. This Policy outlines the framework and the processes for the purposes of identifying, monitoring, evaluating, reporting and approving the RPTs and recurrent related party transactions ("RRPTs"). It also serves as a guide to the Audit and Risk Management Committee and Board of Directors ("Board") of GLBHD in discharging their roles, which is to provide oversight over RPTs and RRPTs within the GLBHD Group.

III. POLICY OWNER(S)

The Head of Accounts and Finance and Company Secretary are the Policy Owners.

IV. POLICY

The main features of this Policy are:-

- to specify the principles to be adopted in relation to the conduct of a RPT between the Company and/or its subsidiaries with a related party or parties;
- to provide guidance in the interpretation and application of those principles;
- to standardise the practices and procedures relating to the conduct of RPTs; and to specify the basis of proper disclosure of such RPTs.

V. DEFINITION OF RELATED PARTY & RELATED PARTY TRANSACTION

The following are some of the main definitions provided by the Listing Requirements:-

- (a) Related Party refers to "a director, major shareholder or persons connected with such director or major shareholder" (Reference: Chapters 1 and 10 of the Listing Requirements);
- (b) RPT refers to "a transaction entered into by the Company or its subsidiaries, which involves the interest, direct or indirect, of a related party" where the disclosure requirement is governed by percentage ratio threshold as detailed out in Part VII. The computation of the percentage ratio is provided in Part VIII. (Reference: Chapters 1 and 10 of the Listing Requirements);
- (c) RRPT refers to "a related party transaction which is recurrent, of revenue or trading nature, which is necessary for day to day operations of the Company or its subsidiaries". (Reference: Chapter 1 and Practice Note 12 of the Listing Requirements);

- (d) Transaction includes:-
- (i) the acquisition, disposal or leasing of assets;
 - (ii) the establishment of joint ventures;
 - (iii) the provision of financial assistance;
 - (iv) the provision or receipt of services; or
 - (v) any business transaction or arrangement entered into, by the Company or its subsidiaries BUT excludes transaction entered into between the Company (or any of its wholly-owned subsidiaries) and its wholly-owned subsidiaries (Reference: Chapter 10 of the Listing Requirements);
- (e) Transactions which are not regarded as RPT and are exempted from any disclosure requirements are as prescribed in Part VII (2.0) (Reference: Chapter 10 of the Listing Requirements); and
- (f) Transactions which are not regarded as RRPTs and are to be excluded from the Circular to Shareholders are as listed in Part VII (4.0) (Reference: Practice Note 12 of the Listing Requirements).

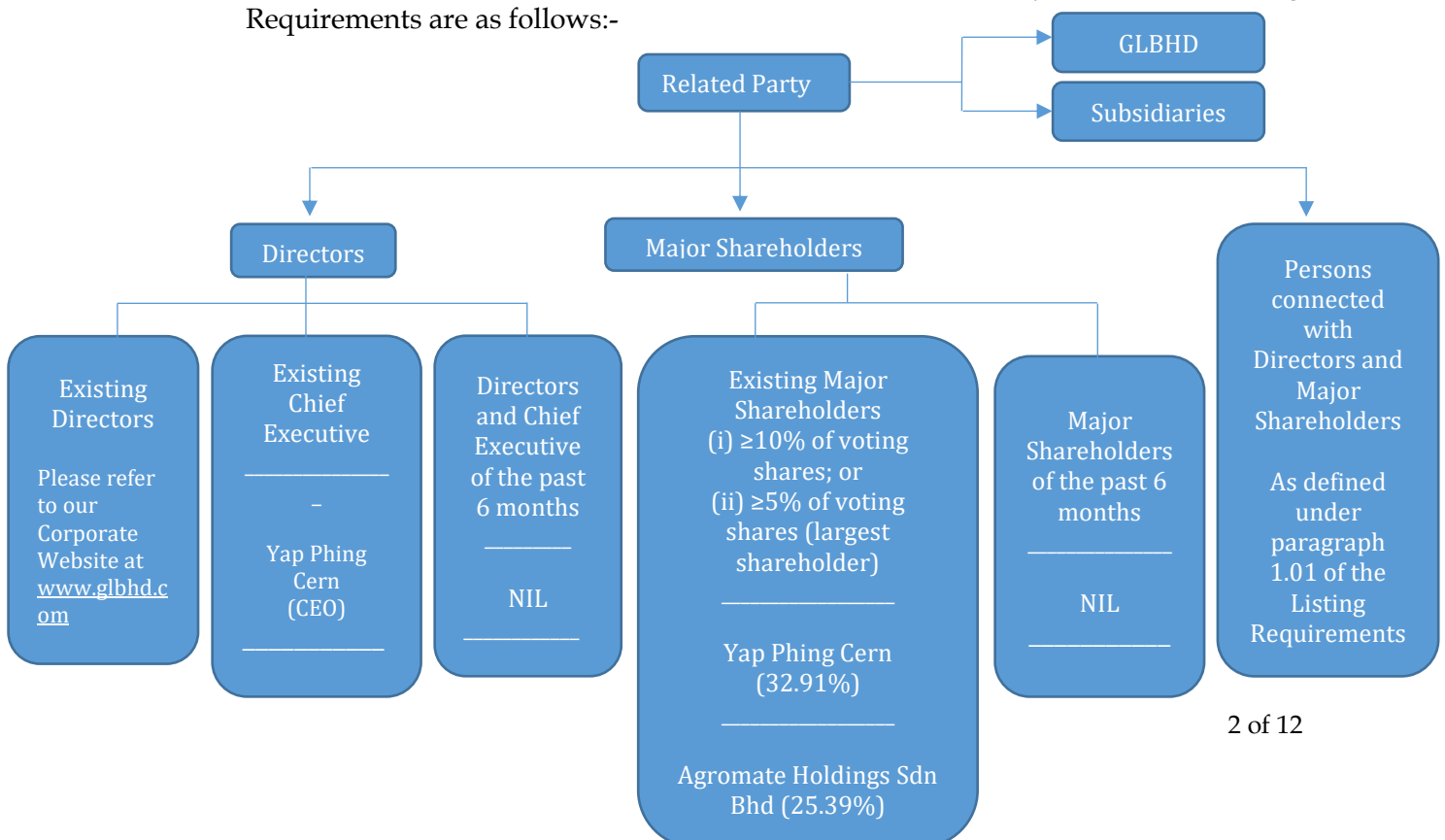
VI. LIST OF RELATED PARTIES

The list of related parties (which is not exhaustive) will be kept by the Corporate Secretarial Department (“CoSec Department”) and made available in the Company’s Shared Folder and circulated on periodic basis to the Heads of Department.

In the event that the proposed transaction is to be entered with any of the parties identified as a related party in the list of related parties, the proposed transaction shall be deemed a RPT, provided that it fulfils the requirements stated in the Listing Requirements.

The relevant Heads of Department or officer-in-charge of the Company/subsidiaries is required to report such transaction to the Head of Accounts and Finance, Company Secretary or Internal Auditor.

Persons who are included in the definition of related party as per the Listing Requirements are as follows:-



VII. DISCLOSURE REQUIREMENTS

1.0 Related Party Transaction (“RPT”)

The disclosure requirements of RPT as prescribed by the Listing Requirements are governed by percentage ratio threshold. The computation of the percentage ratios is provided for in Part VIII of this Policy. The disclosure requirements are as follows:-

- GLBHD must make an immediate announcement to the Exchange, of a RPT, where the percentage ratio is 0.25% or more after the terms of the transaction have been agreed upon provided that the value of the consideration of the transaction is RM500,000 or more and it is not recurrent in nature.

- Additionally,
 - (i) If the percentage ratio for the RPT is equal to or exceeds 5%, the Company must:
 - (a) send a circular to the shareholders;
 - (b) obtain shareholder's approval of the transaction in a general meeting; and
 - (c) appoint an independent adviser approved by the Securities Commission (“SC”).

 - (ii) If the percentage ratio for the RPT is equal to or exceeds 25%, the Company must in addition to (i) above appoint a main adviser, who is a Principal Adviser approved by the SC.

The Principal Adviser must undertake the following:-

- (a) advise the Company whether such transaction is carried out on fair and reasonable terms and conditions and not to the detriment of minority shareholders of the Company;
 - (b) ensure that such transaction complies with the relevant laws, regulations or guidelines, where applicable;
 - (c) ensure full disclosure of all information required to be disclosed in the announcement and circular; and
 - (d) confirm with Bursa Malaysia Securities Berhad (“Bursa Securities”) that it has discharged its responsibility with due care in regard to the transaction, after the transaction has been completed and all the necessary approvals have been obtained.
-
- A director with interest, direct or indirect, must abstain from deliberation and voting on the relevant resolution in respect of the RPT at the Board meeting. In a general meeting to obtain shareholders’ approval, a director or major shareholder with any interest, direct or indirect, or person connected to them must not vote on the resolution approving the transaction.

 - RPT entered by a subsidiary with another person where the percentage ratio is equal to or exceeds 5%, and the only related party having an interest in such transaction is not a related party to GLBHD, only immediate announcement is required, subject to the following conditions:
 - (i) Board of GLBHD approves the transaction before the terms of transaction are agreed upon;
 - (ii) That the transaction is fair and reasonable and is in the best interests of GLBHD.

When a RPT is involved, the Heads of Department (“HOD”) or officers-in-charge of the subsidiaries are required to be mindful of the value of the contract/transaction. Where the transaction reaches certain threshold of the percentage ratios, GLBHD is required to comply with the obligations under the Listing Requirements as explained above.

The percentage ratios are calculated in accordance with formulas that are provided in the Listing Requirements (refer Part VIII). The formula to be used would depend on the type of contract/transaction. At times, one transaction may involve calculation of the percentage ratios based on several of the formulas as stated in Part VIII. The relevant obligations under the Listing Requirements will be invoked if any one of the thresholds is met.

2.0 Transactions not regarded as RPT

Certain specified transactions are not normally regarded as RPT under paragraph 10.08(11) of the Listing Requirements. Some of these include:-

- (a) The payment of dividend, issue of securities by the Company or its subsidiaries by way of a bonus issue or for cash (subject to paragraph 6.06 of the Listing Requirements), grant of options, issuance of securities arising from the exercise of options under the Share Issuance Scheme, subdivision of shares, consolidation of shares, reduction in the par value of shares or subscription of securities on a pro rata basis;
- (b) A transaction between the Company or its subsidiaries and another person where there are no other interested relationships except for common directorships and the directors who have common directorships having shareholdings which is less than 5% other than via the Company. There is no other interest such as commission or other kinds of benefits received from the Company or any of its subsidiaries or the other person in relation to the said transaction;
- (c) An acquisition or disposal by the Company or its subsidiaries from or to a third party of an interest in another corporation, where the related party holds less than 10% in that other corporation other than via the Company;
- (d) The provision or receipt of financial assistance or services upon normal commercial terms and in the ordinary course of business by a licensed institution whose activities are regulated by written law and are subject to supervision by Bank Negara Malaysia or an equivalent foreign regulatory authority as Bursa Malaysia deems appropriate;
- (e) Director's fees and remuneration, and employment remuneration;
- (f) A transaction between the Company or its subsidiaries, and another person for the provision or receipt of goods and services which are considered exempted transactions where:
 - (i) the goods or services are purchased, sold or rendered based on a non-negotiable fixed price or rate which is published or publicly quoted;
 - (ii) all material terms including the prices or charges are applied consistently to all customers or classes of customers. (the definition of goods, classes of customers and exempted transactions is as per the Listing Requirements).
- (g) The entry into or renewal of tenancy of properties of not more than three (3) years, the terms of which are supported by an independent valuation;

- (h) A contract that is awarded by or on behalf of the Government or State Government provided an immediate announcement of the same is made to Bursa Malaysia;
- (i) A contract that is awarded by way of public tender;
- (j) A transaction between the Company or any of its subsidiaries and another person which involves the sharing of services or facilities provided by one or more of such parties or other similar arrangements whereby the consideration merely involves reimbursement or sharing of costs in proportion to the utilisation of the services or facilities.

Reference shall be made to the Listing Requirements for a complete list of the exempted transactions.

3.0 Recurrent Related Party Transaction (“RRPT”)

Paragraph 10.09 of the Listing Requirements states that a Company with an issued and paid-up capital of less than RM60 million, must immediately announce a RRPT if:

- (a) the consideration, value of the assets, capital outlay or costs of the RRPT is RM1 million or more; or
- (b) the percentage ratio of the RRPT is 1% or more, *whichever is the lower.*

Nevertheless, GLBHD may seek a mandate in respect of such RRPTs from the shareholders as long as the following conditions are met:-

- (a) the transactions are in the ordinary course of business, on terms not more favourable to the related parties than those generally available to the public;
- (b) the shareholder mandate is subject to annual renewal and disclosure is made in the annual report in respect of the aggregate value of transactions conducted pursuant to the shareholder mandate during the financial year where the aggregate value is equal to or more than the prescribed threshold;
- (c) the circular to shareholders for the shareholders’ mandate includes the information as prescribed by Bursa Securities. The draft circular must be submitted to Bursa Securities together with a checklist showing compliance with such information;
- (d) in a meeting to obtain the shareholder mandate, the interested director, interested major shareholder or interested person connected with a director or major shareholder; and where it involves the interest of an interested person connected with a director or major shareholder, such director or major shareholder and the interested person, must not vote on the resolutions approving the transactions. An interested director or interested major shareholder must ensure that persons connected to the interested director or interested major shareholder abstain from voting on the resolutions approving the transactions;
- (e) GLBHD must immediately announce to Bursa Securities when the actual value of the RRPT entered into by the GLBHD Group, exceeds the estimated value of the RRPT disclosed in the circular by 10% or more and must include the information as maybe prescribed by Bursa Securities in its announcement; and

- (f) where GLBHD has procured a shareholders' mandate, the provisions of Paragraph 10.08 on the RPT shall not apply.

The mandate will, if approved by the shareholders at the annual general meeting ("AGM"), be subject to annual renewal and shall continue to be in force until the conclusion of the next AGM of the Company. Thereafter, the said mandate will lapse, unless renewed.

GLBHD is required to disclose the aggregate value of the RRPTs conducted pursuant to the shareholders' mandate in the annual report, where a breakdown of the aggregate value of the RRPTs made during the financial year must be disclosed.

4.0 Transactions not regarded as RRPT

Some of the following transactions are not regarded as RRPTs and as such the shareholders' mandate does not apply:-

- (a) the acquisition or disposal of land or land-based property except in the circumstances set out in paragraph 3.3(a) of the Practice Note 12;
- (b) the acquisition or disposal of vessels, air craft and plants;
- (c) the entry into a lease of:-
 - (i) a property for a period exceeding three (3) years; or
 - (ii) such other assetswhich involve payments of rental or such consideration on a lump sum basis (i.e. other than on an equal pro-rated monthly or annual instalments);
- (d) the provision of financial assistance pursuant to paragraph 8.23 of the Listing Requirements;
- (e) the acquisition or disposal of securities except in the circumstances set out in paragraph 3.3(b) of the Practice Note 12;
- (f) the entry into joint ventures;
- (g) the grant or exercise of an option in relation to matters set out in subparagraph (a), (b), (c) and (e) herein; and
- (h) such other transactions as may be determined by Bursa Securities from time to time.

VIII. PERCENTAGE RATIOS

Percentage ratios mean the ratios used to determine the materiality of a RPT and are expressed as a percentage resulting from the following calculations (Reference: Chapter 10 of the Listing Requirements):-

1. Value of the Assets which are subject matter of the transactions compared with Net Asset of GLBHD
2. Net Profits of the Assets which are subject matter of the transaction compared with Net Profits attributable to the owners of GLBHD (before other Comprehensive income or loss)

3. Aggregate Value of the consideration given or received in relation to the transaction compared with Net Asset of GLBHD
4. Number of shares issued by GLBHD as consideration for an acquisition compared with the total number of shares previously in issue (excluding treasury shares)
5. Aggregate Value of the consideration given or received in relation to the transaction compared with the Market Value of all ordinary shares of GLBHD (excluding treasury shares)
6. Total Assets which are subject matter of the transaction compared with Total Assets of GLBHD
7. a) In respect of joint ventures, business transactions or arrangements, Total Project Cost attributable to GLBHD compared with Total Assets of GLBHD

OR

b) In respect of Joint Venture corporation incorporated as a result of Joint Venture, the Total Equity Participation of GLBHD in the Joint Venture corporation (based on eventual issued capital of the Joint Venture corporation) compared with Net Asset of GLBHD
8. Aggregate Original Cost of Investment of the subject matter of transaction divided by the Net Asset of GLBHD (in the case of a disposal and where acquisition of the subject matter took place within 5 years)

IX. REPORTING PROCESS

GLBHD has established a process for all RPTs and RRPTs reporting, given as follows:-

1.0 RPT

- (a) Before entering into a commercial contract/agreement/transaction, the HOD must define and identify the RPT elements by filling up the RPT contract requisite form (template as per Appendix 1).

The vendors/customers transacting with the Group will also be requested to declare to GLBHD whether it is a RPT to the Group by completing and signing a declaration form provided by the CoSec Department (template as per Appendix 2).

- (b) Provision of available details of the proposed commercial contract/agreement/transaction and submission of the RPT Form to the CoSec Department;
- (c) Obtain verification from CoSec Department, where necessary;
- (d) All RPTs must be reviewed by Head of Accounts and Finance;
- (e) The HOD are to provide details of proposed transaction to CoSec Department for the purpose of preparing the relevant Bursa announcements:-

- Draft announcement
 - for contract value of 0.25% or more but less than 5% of the percentage ratio; or
 - for contract value less than 0.25% if voluntary announcement is required (the contract value must be more than RM500,000);
 - Notify CoSec Department if the percentage ratio is 5% or more for preparation of draft circular to obtain GLBHD shareholders' approval;
 - Notify CoSec Department if the percentage ratio is 25% or more for preparation of draft circular to obtain GLBHD shareholders' approval, appointment of independent and main advisors.
- (f) For RPT which does not require announcement, the Head of Accounts and Finance shall update the ARMC during quarterly ARMC meetings on the transactions.
- (g) For RPT which requires announcement, to seek clearance from GLBHD's ARMC by way of submission of necessary paper and supporting documents on the proposed transaction to GLBHD's ARMC for review on whether the terms and conditions of the RPT to be entered into are at arm's length, and on transaction prices and terms not more favourable to the related parties than those generally available to the public, fair and not detrimental to the minority shareholders of GLBHD/subsidiaries;
- (h) Submit the RPTs requiring announcement under (g) above to GLBHD's Board for deliberation and approval on ARMC's recommendation (GLBHD's Board approval is not required for RPTs with contract value less than 0.25% and no announcement will be made to Bursa Securities);
- (i) Seek the subsidiary's Board approval, where necessary, on the transaction to be entered into by the subsidiary with the related party;
- (j) Seek GLBHD shareholders' approval for transaction with percentage ratios of 5% or more;
- (k) Completion and signing of the said letter of award/agreement/contract by GLBHD/subsidiary;
- (l) Immediate announcement by CoSec Department (where necessary) to Bursa Malaysia;
- (m) Update of RPT Register by CoSec Department.

The process flow chart for reporting of RPTs is attached as Appendix 4.

2.0 RRPT

- (a) processes are the same as RPT reporting procedures above:-
- define and identify of RRPT elements;
 - submission of the RPT contract requisition form (Appendix 1) to the CoSec Department;
 - obtain verification from CoSec Department;
 - prepare and review of draft agreement/contract, if required.

(b) For RRPT with percentage ratio less than 1%

- (i) the relevant department/subsidiary is required to record the RRPTs and provide information on RRPTs transacted in the preceding 12 months and the expected RRPTs for the next 12 months (if any) by completing a prescribed form in Appendix 3 provided by CoSec Department on annual basis;
- (ii) CoSec Department will consolidate all RRPTs entered by the Group, and if the accumulated and potential RRPTs are likely to breach the relevant percentage ratio of 1%, GLBHD may consider obtaining a shareholders' mandate in respect of the RRPTs at a general meeting;
- (iii) the duly compiled quarterly update on RRPTs of the GLBHD Group will be tabled by the Head of Accounts and Finance for review by the ARMC of GLBHD on quarterly basis;
- (iv) the update on RRPTs of the GLBHD Group for the past 12 months will be compiled for the ARMC's review annually, after fourth quarter of the year, or when required from time to time basis; and
- (v) The Head of Accounts and Finance will report the RRPT updates to the ARMC of GLBHD for review on yearly basis or when required. The Head of Accounts and Finance is to review and report to the ARMC on whether the RRPTs entered into by the GLBHD Group were entered into at arm's length, and on transaction prices and terms not more favourable to the related parties than those generally available to the public, fair and not detrimental to the minority shareholders of the Company.

(c) For RRPT with percentage ratio of 1% or more but less than 5% (announcement to Bursa Securities is required)

- to follow steps stated under Part IX (1.0) and the subsequent processes are the same as the RPT reporting procedures under step (f) to (m) above:-
 - i) all RRPTs must be reviewed by the Head of Accounts and Finance;
 - ii) the HOD to furnish CoSec Department the details for draft announcement;
 - iii) seek clearance from the ARMC and seek approval from the Board of GLBHD and the subsidiary (if required);
 - iv) completion and signing of letter of award/agreement/contract by GLBHD/subsidiary;
 - v) immediate announcement by CoSec Department to Bursa Securities where applicable;
 - vi) update of RRPT Register by CoSec Department and focal persons.

(d) For RRPT with percentage ratios of 5% or more (announcement to Bursa Securities and shareholders' approval are required)

- to follow steps stated under Part IX (2.0(a)) above and the subsequent processes are the same as the RPT reporting procedures under step (f) to (m) above:-

- i) all RRPTs must be reviewed by the Head of Accounts and Finance;
- ii) the HOD to furnish CoSec Department the details for draft announcement and to notify CoSec Department for the preparation of draft circular to obtain GLBHD shareholders' approval;
- iii) seek clearance from the ARMC of GLBHD;
- iv) seek approval from the Board of GLBHD and the subsidiary (if required);
- v) seek the GLBHD shareholders' approval for transaction with percentage ratios of 5% or more and make immediate announcement to Bursa Malaysia thereafter;
- vi) completion and signing of letter of award/agreement/contract by GLBHD/subsidiary;
- vii) update of RRPT Register by CoSec Department and focal persons.

The process flow chart for reporting of RRPTs is attached as Appendix 5.

For an update to the ARMC on quarterly basis, the following steps will be observed:-

- (i) the Finance Department is required to record the RRPTs and provide information on RRPTs transacted as compared to the mandate obtained by completing a prescribed form in Appendix 3 provided by CoSec Department on a quarterly basis; and
- (ii) the duly compiled quarterly update on RRPTs of the GLBHD Group will be tabled and reviewed by the ARMC of GLBHD on quarterly basis for purpose of monitoring the thresholds prescribed under the Listing Requirements.

X. ROLES AND RESPONSIBILITIES

The roles and responsibilities of the respective departments/subsidiaries in providing the RPT/RRPT information are as follows:-

- a. CoSec Department
 - i. to provide the list of related parties to Head of Departments/subsidiaries on periodic basis;
 - ii. to update and advise the Head of Departments/subsidiaries of any new items and amendments to the Listing Requirements in relation to RPTs and RRPTs disclosure;
 - iii. to advise and assist the Head of Departments/subsidiaries on compliance with the disclosure requirement of the Listing Requirements with respect to RPTs and RRPTs; and
 - iv. to coordinate on the preparation of circular to shareholders and relevant documents for obtaining the shareholders' mandate on the new RRPTs and/or their subsequent renewals.
- b. Heads of Departments (HOD)/Subsidiaries
 - i. to identify the nature of each RPT/RRPT and their respective amount based on the non-exhaustive list of related parties provided by CoSec Department;

- ii. to provide the Head of Accounts and Finance with information in accordance to Part IX of this policy and procedures;
- iii to inform the CoSec Department at least five (5) days in advance of any RPT/RRPT that requires immediate announcement to Bursa Securities;
- iv. to prepare the board paper on the RPT/RRPT for presentation to the ARMC and/or the Board, if required; and
- v. to provide the RPT/RRPT updates on a quarterly basis for review by ARMC of GLBHD.

XI. GENERAL OBLIGATION OF THE TRANSACTING PARTY

The general obligation to act in the best interests of the Company means that the transacting department/subsidiary is required to ensure that the proposed transaction is conducted at arm's length, on transaction prices and terms not more favourable to the related parties than those generally available to the public and on a commercial basis or better.

In submitting a report to the ARMC for review, the transacting company/subsidiary should disclose the following:-

- a) appropriate documentation or records to justify the transaction;
- b) the price/value of the transaction;
- c) rationale for the transaction; and
- d) any other terms and conditions upon which the transaction was entered into.

The records must be similar to those maintained for transaction with non-related parties. A report on the reasonableness of the terms would be required. At least two (2) other contemporaneous transactions with unrelated third parties for similar products or services and/or quantities will be used as comparison, wherever possible, to determine whether the price and terms offered to or by the related parties are fair and reasonable and comparable to those offered to or by other unrelated third parties for the same or substantially similar type of products or services and/or quantities.

In the event that quotation or comparative pricing from unrelated third parties cannot be obtained, the transaction price will be based on its usual business practice to ensure that the RPT and RRPTs are entered into on an arm's length basis and on terms not more favourable to the Related Parties than those generally available to the public and are not detrimental to GLBHD.

XII. LIMITS OF AUTHORITY ("LOA")

The LOA is a key component of internal control system of GLBHD. RPTs and RRPTs are subject to approval procedures and limits as stipulated under the LOA.

The transacting departments/subsidiaries are required to also adhere to the approval requirements under LOA in addition to the RPT or RRPT reporting and approval under this policy prior to entering into any RPT/RRPT.

XIII. COMPLIANCE PROGRAMS

It is the responsibilities of the Policy Owners to set up and maintain an effective compliance program to prevent and detect violations of RPT under the Listing Requirements and applicable laws. The compliance program should be tailored to the special circumstances of the business. The compliance program should have the following elements:-

- a) set standards and procedures that are reasonably capable of reducing the prospect of violations of this policy and applicable laws;
- b) establish and communicate a procedure for promptly reporting of possible violations and concerns that protects against fear of retribution;

XIV. MAINTENANCE OF RECORDS

The directors and major shareholders will be required to disclose any RPT, on a timely manner the brief details of the transaction and the sums involved, for monitoring and safekeeping by the CoSec Department. The interested director and major shareholders are informed and briefed on the procedures put in place by the Company in relation to transactions entered or to be entered by it.

Additionally, the transacting department/subsidiary shall ensure proper maintenance and retention of documentation, to allow the RPTs to be scrutinized by regulators or auditors. Such documentation should be readily accessible to regulators and other interested parties.

XV. RPT REVIEW

All RPTs shall be reviewed by the Head of Accounts and Finance and the Internal Auditors from time to time to ensure compliance with the Listing Requirements and any applicable laws. As for RRPTs, the Internal Audit Plan shall incorporate a review of all RRPTs entered into on a quarterly basis. The findings of the RPTs and RRPTs shall then be reported to the ARMC and where necessary to the Board on quarterly basis.

The transacting department/subsidiary shall, during the terms of an agreement governing a RPT, ensure that such a transaction meets and continues to meet the following criteria:-

- a) It should be in the best interest of the Company as a whole;
- b) It should represent fair value and be reasonable;
- c) It should be properly documented;
- d) It should be appropriately disclosed

XVI. RESOURCES

The Company Secretary will provide guidance for implementing this policy, including requirements for reporting, monitoring and review.

XVII. MODIFICATIONS

GLBHD reserves the right to modify or amend this policy at any time as it may deem necessary in order to align the policy with Listing Requirements, Companies Act 2016, latest Malaysian Code on Corporate Governance and any other applicable laws enforced at the time being.

RELATED PARTY TRANSACTION CONTRACT REQUISITION FORM

Details of contracts or arrangements or transactions

(a) Name(s) of the related party and nature of relationship

(b) Nature of contracts/arrangements/transactions

(c) Duration of the contracts/arrangements/transactions

(d) Salient terms of the contracts or arrangements or transactions including the value, if any

(e) Justification for entering into such contracts or arrangements or transactions

(f) Amount paid as advances, if any

Confirmed by:-

Verified by:-

Reviewed by:-

Name:

Head of _____

Name:

Company Secretary

Name:

Head of Accounts & Finance

VENDOR DECLARATION FORM

Please (✓) whichever is applicable:

1. I/We declare that all the information provided in this request for proposal (RFP) submission is true and correct.
2. I/We also undertake not to perform any act that may result in the proposed transaction becoming a Related Party Transaction (RPT) within Bursa Securities Listing Requirements during the entire duration of the Proposed Transactions and any term thereafter deemed necessary.
3. I/We declare that the proposed transaction is a Related Party Transaction and further declare that I/We do all things necessary to ensure my/our participation would not contravene or be prohibited by any lay or regulations.
4. I / We declare that it is our policy to conduct all of our business in an honest and ethical manner. We take a zero-tolerance approach to bribery and corruption and are committed to acting professionally, fairly and with integrity in all our dealings wherever we operate. Failing which, will disqualify us from this participation and any other future application or participation with GLBHD.

Applicant's Signature : _____ Date : _____

Name : _____

Identity Card No. : _____

Designation : _____

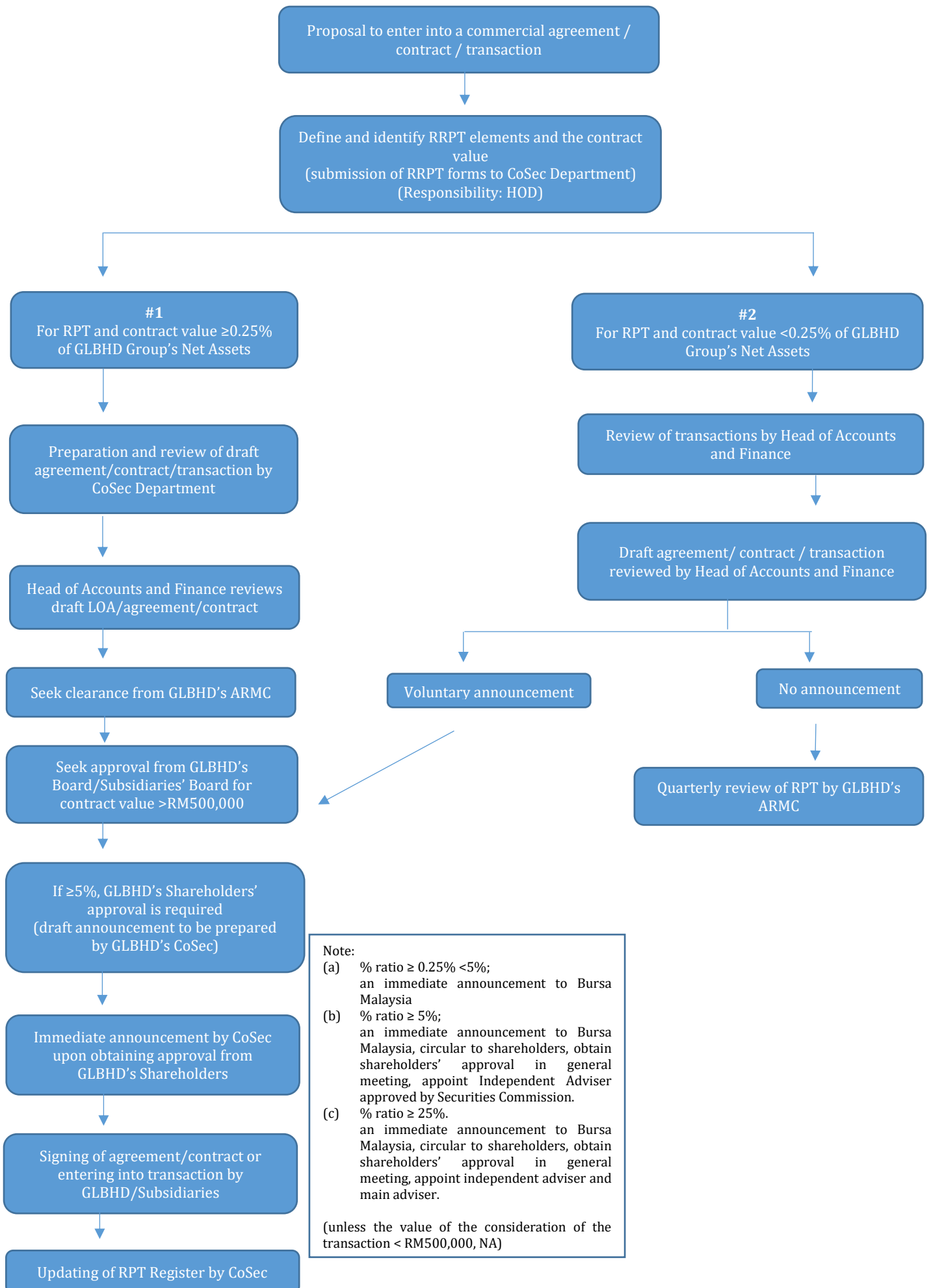
Company Name and Address : _____

Company Stamp :

INFORMATION ON RRPTs TRANSACTED AS COMPARED TO THE MANDATE OBTAINED

Name of Company Involved	Name of the related Party/Transacting Party	Nature of Transactions	Interested Directors/Major shareholders/Persons Connected	Aggregate Value from _____ to _____ (RM'000)	Mandate obtained from _____ to _____ (RM'000)

RPT Process Flow Chart



Note:

- (a) % ratio $\geq 0.25\%$ $< 5\%$;
an immediate announcement to Bursa Malaysia
- (b) % ratio $\geq 5\%$;
an immediate announcement to Bursa Malaysia, circular to shareholders, obtain shareholders' approval in general meeting, appoint Independent Adviser approved by Securities Commission.
- (c) % ratio $\geq 25\%$.
an immediate announcement to Bursa Malaysia, circular to shareholders, obtain shareholders' approval in general meeting, appoint independent adviser and main adviser.

(unless the value of the consideration of the transaction $< RM500,000$, NA)

RRPT Process Flow Chart

