



The Investor Relations Policy Best Practices on Corporate Disclosure

A best practice investor relations policy gives companies a genuine competitive advantage by keeping the investor relations team focused and avoiding miscommunication. “The Investor Relations Policy - Best Practices on Corporate Disclosure” is part of MIRA’s efforts to help Malaysian public listed companies meet global standards of disclosure. The goal of the workshop is to give the participants an understanding of why they need to have a written disclosure policy. It will detail ideas on writing a best practice policy and how to make best use of it. The workshop will help the attendees produce a useful, guiding document that will be an integral part of their investor relations activities.

Who should attend?

This workshop will be of interest to CFOs, IR managers and company executives who are involved in the preparation and day to day application of the IR policy.

Workshop details

Date: Tuesday, 26 May 2009
Time: 9am to 5pm
Venue: Bursa Malaysia Berhad
Conference Room 1 & 2, Ground Fl.
Exchange Square
Bukit Kewangan
50200 Kuala Lumpur

Workshop Program

This one day program will cover the following topics:

- The purpose of having an IR policy
- The structure of the IR policy
- General principles
- Communicating with the media and investors
- IR department structure and responsibilities
- Access to information
- Dealing with informal channels
- Forward-looking information
- Annual review
- Violation of policy

Eight Iris Workshop Facilitators

Erik Wallace (*Senior IR Analyst*)

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To register or for more information, please contact:

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IRIP member: RM 100
MIRA member: RM 200
Non-MIRA member: RM 599

For Workshop Details and Program Syllabus,
please visit:

<http://www.8iris.com/mira>

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communication that matters

Eight Iris Communications is a specialist investor relations firm which helps public listed companies in achieving transparent, sound and effective investor communications. Eight Iris also provides IR software tools for management and communication.

www.8iris.com



1. The purpose of having an IR policy

To publish inside information (information that can have a significant effect on the share price) through the Stock Exchange and immediately afterwards on the IR Web site so that the information is disseminated to everyone simultaneously (e-mail alerts regarding stock exchange announcements are also sent to subscribers).

To make other published information available to the public on the IR Website.

To strive for open, transparent communications.

To ensure continuity and high quality in the information disclosed.

To be accessible to all IR stakeholders.

2. The structure of the IR policy

3. General principles

4. Standard communications

5. Communicating with the media and investors

6. Analyst communications (reports/meetings)

Analyst and institutional investor meeting can either be conducted separately or together. Most investors prefer private meetings with senior management on a one-on-one basis where they are free to ask extensive questions. Analysts tend to be happier to join a group meeting with the management team as they can quickly assess how their peers are viewing the company. Analysts will however expect a one-on-one meeting after major results announcements or when preparing an in-depth research piece. Great care should be taken not to divulge price sensitive information in a selective manner during these meetings. If however this does happen, a press release should be distributed without delay and any necessary follow up calls made.

7. Conference calls / industry policies

Upon the release of financial statements and other major news, the company holds conference calls or video transmissions that can be followed from the Web site at the same time as the meeting, along with accompanying presentations. The transcripts of these meetings, including subsequent questions and answers, should be also available on the Web site a few days afterwards.

8. IR calendar

9. IR department structure and responsibilities

10. Disclosure committee and responsibility for monitoring

11. Authorized spokespeople

12. Involvement of senior management

Board involvement in IR is not only best practice; it's also common sense. That said, any board member speaking to investors has to be properly briefed and, more importantly, there should be good reason for them being there. Don't just put non-executives forward if there is no real issue for them to discuss. (I got this information from IRS bulletin)

13. Access to information

14. Material information

15. Public disclosure

The information that companies are required to make public includes:

- Full year results and annual report and accounts.
- Half-year results and interim management statements
- Announcement of dividends and payment dates
- Announcements on procedures concerning the issuing, allocation and subscription of shares, relinquishing of rights and conversions
- Changes to the rights related to different share categories
- Significant decisions concerning business activities or the management of the group.

The company should also comply with local accounting standards with regard to the disclosure of financial and business information. In general this would include the following categories of information. As long as that information is considered to be significant in context of the overall group.

16. Quiet period

For a period of three weeks before the planned release of quarterly financial reports (the quiet period), the company does not comment on matters related to the company's general financial results or expectations.

17. Corporate website

A website that merely restates information that can be found elsewhere does not help achieve this important objective. Content should be clear, unambiguous, timely and relevant and should take into account the following: the aims and activities of company

- Market position and operating environment
- Strategy and evidence of it in action to date;
- Financial information and ratios downloadable in Excel;

- Presentations and webcasts;
- Relevant news;
- Shareholder information;
- Bondholder information;
- Corporate governance; and
- Corporate responsibility.

A website should naturally reflect a company's corporate image and culture. Sites that are well thought out will leave investors with a positive impression.

18. Inside information

The disclosure rules require companies to draw up and maintain insider information. For a company, anyone working for the company with access to insider information is an insider.

19. Frequency of disclosures

Annual report

- Within four months of the financial year end

Preliminary statement

- Voluntary, but where provided must be within 120 days of financial year-end

Half-yearly report

- No later than two months after the end of the six month period

Interim management statements (IMs)

- Between 10 weeks after the beginning, and six weeks before the end of the relevant six month period.

20. Dealing with informal channels

21. Dealing with rumors

There is a possibility that the company's knowledge that a particular piece of information is false could in very limited circumstances amount to inside information. This is unlikely and, even if it did, the company would usually be able to delay disclosure. However, the more accurate a rumor. The more likely it is that there has been a breach of confidentiality and that disclosure is required as soon as possible. Companies are not usually required to deny a wholly unfounded rumor, but if they decide to do this, they should consider making a formal announcement to ensure the whole market is informed. Denials can sometimes have an effect on the share price and, if this is likely, a formal announcement is best practice.

22. Maintaining confidentiality

23. Bulletin boards and chat rooms

24. Forward-looking information

Forward-looking statements are the projections based on the information currently available.

25. Guidance and projections

26. Annual review

27. Violation of policy