



**TOP GLOVE CORPORATION BHD**  
**199801018294 (474423-X)**

**SHAREHOLDERS COMMUNICATION POLICY**  
**AND PROCEDURE**

Updated as at 20 September 2022

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## SECTION A: SHAREHOLDERS COMMUNICATION POLICY

### 1. INTRODUCTION

Pursuant to Clause 3.1.4 of the Board Charter, the Board of Directors of Top Glove Corporation Bhd (“the Company” or “Top Glove”) and its subsidiaries (“the Group”) adopted this Shareholders Communication Policy as part of its commitment in maintaining a high standard in the dissemination of relevant and material information on the development of the Group to various stakeholders.

In formulating this policy, the Company has taken into account the recommendations and requirements contained in the Malaysian Code on Corporate Governance (“MCCG”), Main Market Listing Requirements (“MMLR”) of Bursa Malaysia Securities Berhad (“Bursa Securities”) and other applicable rules and regulations in the prevailing country to ensure compliance with the obligations imposed.

### 2. OBJECTIVE

This Policy aims to ensure that the Company’s shareholders (the “Shareholders”) and other stakeholders at large are provided with ready, equal, regular and timely access to material information about the Company, in order to maintain an on-going dialogue with Shareholders and to enable Shareholders to exercise their rights in an informed manner, and to allow Shareholders and other stakeholders to engage actively with the Company through general meetings or other proper means.

### 3. SCOPE AND APPLICATION

3.1 The Company shall maintain an on-going dialogue with Shareholders and other stakeholders and will regularly review this Policy to ensure its effectiveness.

3.2 The Company communicates information to Shareholders and other stakeholders through, including its periodical financial announcements and reports, annual general meetings and other special general meetings (if any), all the disclosures submitted to the Bursa Securities and its corporate communications and other corporate publications on the Company website at [www.topglove.com](http://www.topglove.com).

For the purpose of this Policy, “corporate communications” includes any document issued or to be issued by the Company for the information or action of holders of any of its securities, including but not limited to, the directors’ report and annual accounts together with a copy of the auditor’s report, the interim report, notice of meeting, circular and proxy form.

- 3.3 The Company will make equal, regular, timely and effective communication and dissemination of information to Shareholders and other stakeholders. Any enquiry in respect of this Policy shall be directed to the Company Secretary, Head of Investor Relations or Head of Corporate Communications.

## **SECTION B: SHAREHOLDERS COMMUNICATION PROCEDURE**

### **1. COMMUNICATION STRATEGIES**

The Company utilises a number of mechanisms in order to provide information to the Shareholders with effective and efficient communication. Information will be communicated to Shareholders in the following manner, including:

a) Shareholders Enquiries:

- i. Shareholders shall direct their questions regarding their shareholdings to the Company’s Registrars; and
- ii. Shareholders and other stakeholders may at any time make a request for the Company’s information to the extent such information is publicly available through the Company’s designated contacts, email addresses and enquiry lines.

b) Corporate Communications:

- i. The Company provides corporate communications in plain language and in English, Bahasa Malaysia and Chinese versions to facilitate Shareholders understanding via the Integrated Annual Report and Corporate Videos of the Company.

c) Company's Website:

- i. The Company's website [www.topglove.com](http://www.topglove.com) is updated on a regular basis and contains a dedicated Investor Relations section. To better serve all the stakeholders of the Company, stakeholders may also reach out to the Company via email [invest@topglove.com.my](mailto:invest@topglove.com.my) as an avenue for stakeholders to give feedback or suggestions;
- ii. All announcements and information released by the Company to Bursa Securities are also posted on the Company's website immediately thereafter to ensure equal distribution of information at the timeliest manner;
- iii. Presentation materials at analysts and media briefings in conjunction with the Company's annual and interim results announcement will be made available on the Company's website as soon as practicable after their release;
- iv. Press releases and latest news on the Company's performance and industry perspectives will be made available on the Company's website;
- v. Selected speeches and presentations delivered by the Company's Executive Chairman and Senior Management will be made available on the Company's website; and
- vi. Any other material or information deemed relevant and necessary for the purpose of this Policy will be made available on the Company's website as soon as practicable.

d) General Meetings:

- i. The Company encourages Shareholders to participate in general meetings or to appoint proxies to attend and vote at the general meetings for and on their behalf if they are unable to attend the general meetings;
- ii. The Company will monitor and review the process of the Company's general meeting on a regular basis, and, if necessary, make changes to ensure that Shareholders needs are best served;
- iii. Appropriate arrangements for the general meetings shall be in place to encourage and facilitate Shareholders participation and also to support meaningful engagement between the Board, Senior Management and Shareholders;
- iv. The Board members, particularly, the Board Chairman, the Board Committees Chairs and external auditors will attend general meeting to answer or respond to Shareholders questions.

e) Investment Market Communications:

- i. Investors/analysts/media briefings and one to one meetings, roadshows (both domestic and international), media interviews, marketing activities for investors and specialist industry forums will be available on a regular basis to facilitate communication between the Company, Shareholders and the investment community to the receiving of a balanced and complete view of the Group's performance and challenges at the timeliest manner.
- ii. The Company's Directors, designated spokespersons and employees who have contacts or dialogues with investors, analysts, media or other interested outside parties are required to comply with the disclosure obligations and requirements under the Company's Corporate Disclosure Policy.

Further elaborations can be found in the Company's internal procedure document.

### **3. DISCLOSURE OF INFORMATION**

- 3.1 This Shareholders Communication Policy and Procedure should be read together with Top Glove's Corporate Disclosure Policy which sets out how material information is determined and disseminated; how the Company maintains confidentiality of information and to prevent abuse of undisclosed material information.
- 3.2 Disclosure of material information that may be price sensitive is strictly governed by the relevant regulatory guidelines.
- 3.3 The Company will, to the best of its ability and through internal policy and procedure, comply with the continuous disclosure obligations imposed by MCCG and MMLR while preventing any unauthorised use of non-published material information.
- 3.4 Any information published from sources not officially designated by the Company is deemed unauthorised and will be managed by the Company in accordance with Top Glove's Corporate Disclosure Policy.

### **4. SHAREHOLDERS PRIVACY**

The Company recognises the importance of Shareholders privacy and will not disclose Shareholders information without their prior consent, unless required by law to do so.

### **5. SHAREHOLDERS COMPLAINTS**

- 5.1 Shareholders may lodge their complaints to the Investors Relations or Corporate Services Department via the contact information provided herein.
- 5.2 The Company shall endeavour to respond to the Shareholders on their concerns within thirty (30) days. Responses may be in writing or verbal form, issued by a designated representative.

### **6. RESOURCES**

The Corporate Services Department will provide guidance, education and procedures for implementing this policy, including requirements for reporting, monitoring and review.

## **7. REVIEW**

This Policy shall be reviewed periodically by the Board and be revised at any time as it may deem necessary in accordance with the needs of the Company, the MMLR and/or any other applicable laws enforced at the time being.

## **8. CONTACT DETAILS**

### **Top Glove Corporation Bhd**

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### **Investor Relations**

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### **Corporate Services**

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