



Tune Protect Group Berhad

(Registration No. 201101020320 (948454-K))

Group Investor Relations Policy

Confidentiality Statement

This document has been prepared solely for the use of Tune Protect Group Berhad (hereafter to be referred to as “Tune Protect Group” or “the Company”) and its subsidiaries. The information contained in this document remains confidential to Tune Protect Group and shall not be copied, distributed or quoted, in whole or in part, to any third party without prior written consent from the Chief Executive of the Company.

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1.0 Purpose

- i. Tune Protect Group is committed to engage, communicate and build a professional relationship with its shareholders and the investment community through a structured Investor Relations Programme.
- ii. The purpose of the Investor Relations Programme is to fairly and accurately represent Tune Protect Group's operations, strategy, sustainability and financial performance to enable its shareholders and the investment community to make informed investment decisions.
- iii. This Policy sets out the manner which the Investor Relations Programme will be executed and the internal procedures related to its activities.
- iv. We will endeavor to communicate accurate information and any material errors or omissions found, to be rectified immediately.

2.0 Scope

- i. This Policy applies to the Board of Directors, the Spokespersons and other relevant employees within Tune Protect Group, depending on the context of the communication.
- ii. The audience of shareholders and investment community are wide. Tune Protect Group recognises that this includes, but not limited, to the following:
 - a. Shareholders and potential shareholders and investors;
 - b. Analysts, fund managers and investment bankers;
 - c. Credit ratings agencies;
 - d. The financial press and other media;
 - e. Government and regulators;
 - f. Business partners and service providers; and
 - g. Other organisations and special interest groups.

3.0 Definition

AGM	Annual General Meeting
Board of Directors	Board of Directors of Tune Protect Group
CEO	Chief Executive Officer
CFO	Chief Financial Officer
EGM	Extraordinary General Meeting
Investor Relations & Sustainability department	Collective definition of Head, Investor Relations & Sustainability and Investor Relations Officer(s)
Policy	This Group Investor Relations Policy
Spokespersons	Collective definition of Primary Spokespersons and Secondary Spokespersons

4.0 Responsibilities

Party	Responsibilities
<p>Primary Spokespersons comprise of the following personnel:</p> <ul style="list-style-type: none"> (i) Group CEO of the Company; (ii) Head, Investor Relations & Sustainability; (iii) Investor Relations Officer(s). 	<p>Primary Spokespersons may communicate with all audience, providing information, data and analysis and responding to questions concerning all aspects of Tune Protect Group’s operations and financial condition, its prospects and strategies. They may also discuss matters relating to Tune Protect Group’s environment, social, governance and management, as well as its products and services, and initiatives.</p>
<p>Secondary Spokespersons comprise of the following personnel:</p> <ul style="list-style-type: none"> (i) Group CFO of the Company; (ii) CEO and CFO of subsidiaries within Tune Protect Group; (iii) Other relevant employees within Tune Protect Group, depending on the context of the communication. 	<p>Secondary Spokespersons may only communicate with all audience in connection with their specific areas of responsibility within Tune Protect Group, unless they are authorised to undertake broader communications by the Group CEO of the Company.</p>

All queries received from the shareholders and the investment community should be directed to the Investor Relations & Sustainability department. Only the appropriate Spokespersons are authorised to respond to queries and to provide any information related to Tune Protect Group or represent Tune Protect Group on any Investor Relations matters to the shareholders and investment community.

5.0 Disclosure of Information

- i. While Tune Protect Group endeavours to provide as much information as possible to its shareholders and the investment community, it must also be wary of the legal and regulatory framework governing the release of material and price-sensitive information. All corporate disclosures take into account the prevailing legislative restrictions and requirements as well as the investors' need for timely release of price-sensitive information such as financial performance results and statements, material acquisitions, significant corporate proposals as well as other significant corporate events.
- ii. In all circumstances, Tune Protect Group is cautious not to provide undisclosed material information and continually stresses on the importance of timely and equal dissemination of information to shareholders and stakeholders.

6.0 Investor Relations Programme

Investor Relations Programme is carried out through the Investor Relations communication and engagement which consist of the following platforms:

i. Annual General Meeting (AGM)

- The AGM serves as the primary forum for communication between shareholders and Tune Protect Group once every year.
- Prior to the AGM, Investor Relations & Sustainability department shall prepare the following:
 - a. Presentations materials that will be presented by the Group CEO during the AGM;
 - b. Compile a list of potential questions and answers to address any queries raise by shareholders during the AGM; and
 - c. Compile responses for questions that have been raised by Minority Shareholders Watch Group and/or shareholders.

ii. Annual Report

The Investor Relations & Sustainability department shall prepare the content and ensure its

accuracy within the “Investor Relations” section of the Annual Report.

iii. Quarterly Financial Results Briefing

- Financial Results Briefings are held in conjunction with the announcement of Tune Protect Group’s quarterly financial results through a conference call.
- Invitation to the conference call along with the analyst presentation deck, quarterly financial statements and press release will be sent out to the investment community that includes shareholders, investors and analysts.

iv. Analysts and Investors Meetings

- Meetings with analysts and investors in individual or in small group basis may be arranged upon request, subject to the availability of the Spokespersons.
- The Investor Relations & Sustainability is responsible for the presentation materials and liaison with analysts and investors.

v. Investor Conferences and Roadshows

- Tune Protect Group is committed to participate in investor conferences and roadshows that are deemed valuable and impactful in achieving the Investor Relations Programme’s purpose.
- Tune Protect Group shall be represented by the Spokespersons and Investor Relations Officer(s) at these events, during which a corporate presentation deck may be made available to the participating audience.

vi. Extraordinary General Meeting (EGM)

- The Board of Directors will consider requisitions by shareholders to convene EGM or any other urgent matters requiring immediate attention of Tune Protect Group.
- Investor Relations & Sustainability department shall assist to attend to questions raised by the shareholders and the investment community concerning the EGM.

vii. Company Website

- Tune Protect Group will use its website as one of its primary communication conduits to enhance existing modes of disseminating information, but not as a substitute for existing modes. Investor Relations & Sustainability is responsible for the content of the Investor Relations section of the website.
- Information and documents of interest to the shareholders and the investment community

will be made available and accessible on the Investor Relations section of the website. It shall include, but not limited to the following:

- a. Announcements made on Bursa Malaysia;
 - b. Annual Reports and summary of the key matters discussed at AGM/EGM;
 - c. Quarterly financial statements; and
 - d. Analyst presentations decks.
- The website provides an email for communication with the Investor Relations & Sustainability department and for stakeholders to register their interest to receive notification subsequent to announcement made to Bursa Malaysia.
- The Investor Relations & Sustainability department is responsible for updating the Investor Relations section of the website and ensure it is current, informative, complete and in compliance with relevant regulations.

viii. Credit Ratings

- In addition to the above, Investor Relations Programme also consists of annual credit ratings review covered in the Group Annual Rating Review Policy. Tune Protect Group maintains an active working relationship with credit rating agencies to aid in the credit ratings review process without influencing the opinions and conclusion of the credit ratings agencies and the credit ratings on Tune Protect Group and/or its subsidiaries.
- The credit ratings results will be made available on the “Investor Relations” section of the Tune Protect Group’s website.

7.0 Closed Period

- i. Closed period will commence 14 calendar days before the targeted date of announcement up to the date of the announcement of Tune Protect Group’s quarterly financial results.
- ii. During the closed period, the Spokespersons will restrict communication with the shareholders and the investment community and will not communicate on Tune Protect Group’s forthcoming financial performance. However, there are exceptional significant circumstances which would dictate otherwise. For example, response to factual errors.

8.0 Reports and Rumours

i. Analysts Reports

- Tune Protect Group also maintains an active working relationship with various research houses to aid the preparation of analysts' reports by providing information to the analysts.
- Tune Protect Group refrains from commenting on the analysts' reports, save for pointing out factual errors or inaccuracies on information related to Tune Protect Group. Tune Protect Group also refrains from endorsing any analyst's reports, nor will it influence the opinions and/or recommendations of the analysts.
- Tune Protect Group may internally circulate the analyst reports. The list of research houses and its analysts covering Tune Protect Group will be made available on the "Investor Relations" section of the Tune Protect Group's website.

ii. Rumors

In general, Investor Relations & Sustainability will take a proactive approach to address any surface of rumours to the shareholders and the investment community by providing information or message that aligns with the direction of Tune Protect Group's communication team.

9.0 Major Corporate Developments

Major corporate developments will always be disseminated in the widest possible manner to the shareholders and the investment community. The Investor Relations & Sustainability department will enforce the protection of confidentiality until all necessary approvals have been received. Examples of major corporate developments include, but are not limited to mergers, acquisitions, award of a major new project or the establishment of a new business.

10.0 Forward-Looking Information

- i. Tune Protect Group may provide forward-looking information to the shareholders and the investment community to facilitate their evaluation of Tune Protect Group.
- ii. Any forward-looking information, in written or verbal form, must be clearly qualified by a disclaimer that the information is based on current assumptions which are subject to various risk factors and may change over time.

11.0 Crisis Communication

- i. A serious and potentially damaging event, of either of an operational or financial nature, which might materially and negatively affect Tune Protect Group or its financial condition or have a material adverse effect on the price of the Tune Protect Group's shares, is regarded as a crisis.
- ii. In these situations, any communications to the shareholders and the investment community are conducted through a team headed by the Group CEO of the Tune Protect Group, with assistance from the Investor Relations & Sustainability department and other relevant departments, depending on the nature of the crisis.

12.0 Policy Matters

- i. This Policy was adopted by the Board of Directors on 21 November 2017.
- ii. This Policy will be reviewed as and when necessary to ensure relevancy and effectiveness of This Policy in achieving the Investor Relations Programme's purpose.
- iii. This Policy is published and accessible on the "Investor Relations" section of Tune Protect Group's website.