

PRACTICE DIRECTION
UNDER THE COMPANIES ACT 2001

Annual Report

Companies are reminded that, in accordance with Section 219 of the Companies Act 2001, a hard copy of the annual report must be sent to their shareholders not less than 14 days before the date of the annual meeting.

In the event the board chooses to send a soft copy of its annual report on CD to the shareholders, the following conditions should be strictly complied with:-

1. The company should initially write to every shareholder expressing its intention to send soft copy of its annual report.
2. In reply, the shareholders should indicate whether he prefers to receive a hard or a soft copy of the annual report.
3. In case the shareholder opts to receive a soft copy, he must indicate whether he wants:-
 - (i) an 8 cm or a 12 cm CD; and
 - (ii) an IBM or Apple compatible CD.

By Order

Office of the Registrar of Companies

17 December 2008