

TOPVISION®

EYE SPECIALIST CENTRE

明亮眼科专科医院

Top Vision Is Our Mission, 视界因我们天天明亮®

STAKEHOLDER COMMUNICATION POLICY

DATE ADOPTED BY THE COMPANY:	29 March 2024
VERSION:	1.0

1. Objective

- 1.1 This policy sets out the aims and practices of TOPVISION Eye Specialist Berhad (“**TOPVISION**” or “**Company**”) in respect of communicating with its stakeholders (both current and prospective). The Board shall be accountable to their stakeholders for the operations and performance of the Company.
- 1.2 In meeting the Company’s stakeholders’ expectation of timely and accurate dissemination of information and with greater transparency on disclosures as to enable them to form an informed view on the Company, the Board of Directors of TOPVISION (“**Board**”) shall amongst others, undertake the following:
- a) communicate with stakeholders in a timely and open manner;
 - b) adopt good corporate governance practices;
 - c) ensure that the Company’s performance is closely monitored and feedback is provided; and
 - d) engage and interact with stakeholders when making decisions that are significant to the Company’s direction.
- 1.3 In compliance with Paragraph 9.01(4) of the Ace Market Listing Requirements of Bursa Securities (“**AMLR**”), the Board shall ensure for a Continuous Disclosure that is a credible and responsible market in which participants conduct themselves with the highest standards of due diligence and investors have access to timely and accurate information to facilitate the evaluation of securities.

Paragraph 9.21(2)(a) and (b) of the AMLR

A listed corporation must publish the following information on its website:

- (a) all announcements made to the Exchange pursuant to these requirements, as soon as practicable after the same are released on the Exchange’s website; and
- (b) a summary of the key matters discussed at the annual general meeting, as soon as practicable after the conclusion of the annual general meeting.

Paragraph 9.21(4) of the AMLR

A listed corporation should ensure that its website is current, informative and contains all information which may be relevant to the listed corporation’s shareholders including analyst’s briefings.

2. Methods of Communication

2.1 The following are the methods of communication made available:

- a) Bursa Announcements;
- b) General Meetings;
- c) Annual Reports;
- d) The Company's Website (Contact Us Section); and
- e) Telephone/ E-mail/Post.

3. Bursa Announcements

3.1 The Company shall make announcements to Bursa Malaysia Securities Berhad ("Bursa Malaysia") in accordance with AMLR. All announcements made to Bursa Malaysia shall be made available to shareholders on the Company's website at <http://www.tvesc.com> after such information has been released to Bursa Securities.

4. General Meetings

4.1 The Annual General Meeting and other general meetings of the Company are the primary forum for communication with shareholders and shareholders' participation.

(i) Date, Time and Location of General Meetings

The date, time and location of the Annual General Meeting and other general meetings will be set out in detail in the Notice of the Meeting. The notice convening general meetings shall be given to all shareholders at least twenty-eight (28) days in the case of an annual general meeting and in any other case, at least fourteen (14) days. A meeting of Members where special resolution is to be proposed shall be called by notice of at least twenty-one (21) days. The Notice will also be advertised in a nationally circulated English daily newspaper and posted on the Company's website.

(ii) Proxy Form

A proxy form allowing shareholders to appoint a proxy to attend in the event the shareholder is unable to attend the meeting will accompany the Notice of Meeting distributed to all shareholders.

(iii) Questions from Shareholders to the Chairman of the Board, Directors and External Auditors

a) At Annual General Meeting and other general meetings, shareholders are encouraged to participate and ask questions about or comment on the management, the performance of the Company and/or the conduct of the audit and the External Auditors Report or the subject matter which is being tabled for shareholders' considerations.

- b) The Chairman of the Board shall provide reasonable time for questions and answers to ensure that all subject matter tabled are thoroughly considered and debated.
- c) Shareholders may also send in their questions and comments in advance either through e-mail or post to be raised and answered at the general meetings.

5. Annual Report

- 5.1 The Company's annual report to shareholders is the central means of communicating to shareholders on the Company's activities, operations and performance over the past financial year.
- 5.2 The annual report shall also be made available on the Company's website after the said report has been released to Bursa Malaysia.

6. Company's Website

- 6.1 The Company's website at <http://www.tvesc.com> contains information about the Company. All announcements and press releases made to Bursa Securities and other relevant corporate information that have been officially released to the market shall be available after such information has been released to Bursa Securities.

7. Telephone, Email Contact and Post

- 7.1 Shareholders may contact or communicate with the Company as follows:

Unit 11-2 & 11-3, No.2, Block 2
Jalan Setia Prima (S) U13/S
Setia Alam, Seksyen U13
40170 Shah Alam
Selangor Darul Ehsan
Tel : +603 5037 1675
Website: www.tvesc.com
E-mail: ir@tvesc.com

- 7.2 The Company will respond within a reasonable time frame to stakeholders' queries and concerns.
- 7.3 Issues relating to the Company's securities should be addressed to the Company's Share Registrar as follows:

Tricor Investor & Issuing House Services Sdn Bhd
Unit 32-01, Level 32,
Tower A, Vertical Business Suite
Avenue 3, Bangsar South
No. 8, Jalan Kerinchi
59200 Kuala Lumpur
Tel : +603-2783 9299
Fax : +603-2783 9222

8. Review of the Policy

- 8.1 The Board has approved this Policy on 29 March 2024 and remains effective until the next review.
- 8.2 A periodic review of the Policy will be undertaken to reflect any applicable changes within the Company as well as any development in relevant laws, rules, and regulations to enable the Board to discharge its duties and responsibilities effectively.
- 8.3 Any change to this Policy shall be made available on the Company's website www.tvesc.com.