

INFORMATION TECHNOLOGY POLICY

Legal Basis

1. Guidelines for the Implementation of Good Corporate Governance.
2. Company Code of Conduct.

The Company realizes that Information Technology (IT) is an important element in ensuring that the Company's corporate and business objectives are met. Therefore, the investment in IT systems and the human resources required to maintain such systems should be carefully considered and managed.

Division Heads and Finance Officers/Heads will be responsible for formulating strategies and managing the IT systems of their respective Divisions. The Company's IT officer will be available for advice on hardware and software to meet the Division's business needs.

IT System Management

The following are guidelines for IT system management:

1. Business requirements and commercial justification will be the main criteria for the development and procurement of IT systems and equipment.
2. It is Group policy that only authorized and authorized copies of software are purchased and used at the Group. The Division Head will be responsible for ensuring that this policy is enforced and will provide confirmation annually.
3. The nature of IT systems requires proper project development to ensure successful implementation. The Divisional Executive must ensure this happens.
4. It is the Division's responsibility to ensure that adequate measures are in place to address the security and integrity of information.
5. A business continuity plan should be developed for the IT system to ensure that the operating unit will be able to survive and continue operations due to IT facility shutdowns that could potentially exceed a critical point determined by management. Such a business continuity plan should be tested periodically.
6. Any significant changes or implementation of IT systems related to the financial system must be supported by the Group Finance Head. To that end, a proposal is submitted by the Head of Finance, which briefly contains at least:
 - a. Justification for changes or implementation of new IT systems;
 - b. Impact on Division's IT strategy;
 - c. The suitability of the selected IT solution compared to the current IT Technology;
 - d. The implementation strategy includes IT expertise; and

7. The Company will always optimize the latest information technology to maximize information to the public and investors.
8. All forms of information disclosed by the Company through social media must go through an official account that has been published on the Company's website