

# GIIB HOLDINGS BERHAD

[Registration No. 200301016552 (618972-T)]

## RELATED PARTY TRANSACTIONS POLICY AND PROCEDURES

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### 1.0 OBJECTIVES

- (a) To outline the procedures for purpose of identifying, monitoring, evaluating, reporting and approving related party transactions and recurrent related party transactions.
- (b) To comply with the Main Market Listing Requirements of Bursa Malaysia Securities Berhad and other applicable laws.

### 2.0 DEFINITIONS

- (a) **“Audit and Risk Management Committee”** shall mean the Audit and Risk Management Committee of GIIB.
- (b) **“Board”** shall mean the Board of Directors of GIIB.
- (c) **“Bursa Securities”** shall mean Bursa Malaysia Securities Berhad.
- (d) **“Director”** has the meaning given in section 2(1) of the Capital Markets and Services Act 2007 and includes any person who is or was within the preceding 6 months of the date on which the terms of the transaction were agreed upon:
  - (i) a director of the listed issuer, its subsidiary or holding company; or
  - (ii) a chief executive of the listed issuer, its subsidiary or holding company.
- (e) **“Company”** or **“GIIB”** shall mean GIIB Holdings Berhad.
- (f) **“GIIB Group”** or **“the Group”** shall mean GIIB and its subsidiary(ies).
- (g) **“Family”** in relation to a person means such person who falls within any one of the following categories:
  - (i) spouse;
  - (ii) parent;
  - (iii) child including an adopted child and step-child;
  - (iv) brother or sister; and
  - (v) spouse of the person referred in point (g) (iii) and (iv) above.
- (h) **“Listing Requirements”** shall mean Main Market Listing Requirements of Bursa Securities.
- (i) **“Major Shareholder”** includes any person who is or was within the preceding 6 months of the date on which the terms of the transaction were agreed upon - a major shareholder of the listed issuer as defined under Paragraph 1.01 of Listing Requirement or any other corporation which is its subsidiary or holding company.
- (j) **“Person connected”** in relation to a Director or Major Shareholder, means such person who falls under any one of the following categories:

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- (i) a family member of the Director or Major Shareholder;
  - (ii) a trustee of a trust (other than a trustee for a share scheme for employees or pension scheme) under which the Director or Major Shareholder, is the sole beneficiary;
  - (iii) a partner of the Director or Major Shareholder, or a partner of a person connected with that Director or Major Shareholder;
  - (iv) a person who is accustomed or under an obligation, whether formal or informal, to act in accordance with the directions, instructions or wishes of the Director or Major Shareholder;
  - (v) a person in accordance with whose directions, instructions or wishes the Director or Major Shareholder is accustomed or is under an obligation, whether formal or informal, to act;
  - (vi) a body corporate or its Directors which/who is/are accustomed or under an obligation, whether formal or informal, to act in accordance with the directions, instructions or wishes of the Director or Major Shareholder;
  - (vii) a body corporate or its Directors whose directions, instructions or wishes the Director or Major Shareholder is accustomed or under an obligation, whether formal or informal, to act;
  - (viii) a body corporate in which the Director or Major Shareholder, or person connected with him/her are entitled to exercise, or control the exercise of, not less than 20% of the votes attached to voting shares in the body corporate; or
  - (ix) a body corporate which is a related corporation.
- (k) **“Recurrent Related Party Transaction”** or **“RRPT”** shall mean a related party transaction which is recurrent, of revenue or trading nature, which is necessary for day-to-day operations of the Group and which has been made or will be made by the Group at least once in 3 years in the course of its business.
- (l) **“Related Party”** shall mean director, major shareholder or person connected with such director or major shareholder of the Company, its subsidiaries or holding company.
- (m) **“Related Party Transaction”** or **“RPT”** shall mean a transaction entered into by the Group which involves the interest, direct or indirect, of a related party.
- (n) **“Transaction”** shall mean the acquisition, disposal or leasing of assets, the establishment of joint ventures, the provision of financial assistance, the provision or receipt of services or any business transaction or arrangement entered into, by the Group but excludes transactions entered into between the Company (or any of its wholly-owned subsidiaries) and its wholly-owned subsidiary(ies).

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### 3.0 IDENTIFICATION OF RELATED PARTIES

- (a) The list of Related Parties (which is not exhaustive) will be compiled and kept by the Finance Department and circulated within the Group (i.e. Finance Department and its head of subsidiaries) annually.
- (b) The Group is advised to understand and familiarise themselves with the list of Related Parties when entering into any transaction.
- (c) In the event that the proposed transaction is to be entered into with any of the Related Parties as identified in the list of Related Parties, such proposed transaction shall be reported to the Finance Department to ascertain the compliance requirements under the Listing Requirements.

### 4.0 REPORTING PROCESS AND APPROVING AUTHORITY FOR RPT AND RRPT

#### (a) RPT

- (i) Before entering into a Transaction, the originator/buyer must notify and furnish the details of contract/agreement/transaction to the Finance Department for verification of whether it is a RPT.
- (ii) The Finance Department will compute the percentage ratio in accordance with formulas that are provided in the Listing Requirement as set out in **Appendix I** and ensure the compliance requirements as set out in **Appendix II**.
- (iii) RPT which is below RM200,000 in value for each transaction is subject to the approval of the Chief Executive Officer or Executive Director of the Company.
- (iv) RPT which is RM200,000 and above in value shall be reviewed and approved by the Audit and Risk Management Committee and the Board before the Transaction is entered into.
- (v) The Audit and Risk Management Committee and the Board shall satisfy that the RPT is:
  - in the best interest of the Company;
  - fair, reasonable and on normal commercial terms; and
  - not detrimental to the interest of the minority shareholders.
- (vi) Submit the announcement for the RPT to the Board for deliberation and approval based on Audit and Risk Management Committee's recommendation (the Board's approval is not required for RPTs with percentage ratio less than 0.25% and no announcement will be made to Bursa Securities).

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- (vii) If a member of the Audit and Risk Management Committee, the Board or the board of directors of GIIB's subsidiary has any interest (direct or indirect), in the RPT, he/she shall:
  - declare his/her interest in the RPT and abstain from any deliberation and decision making by the Audit and Risk Management Committee, the Board or board of directors of GIIB's subsidiary in respect of such RPT and continue to abstain from voting on the resolution approving the RPT; and
  - undertake that he/she will ensure that persons connected with him/her abstain from voting on the resolution deliberating or approving the proposal at the general meeting.
- (viii) The Finance Department will maintain and update a Register of RPTs and to ensure that all relevant announcements are released to Bursa Securities accordingly.
- (ix) The Internal and External Auditors to review the Register of RPTs on an annual basis.
- (x) The Finance Department shall report the RPTs to the Audit and Risk Management Committee and the Board on a quarterly basis and to disclose any material RPTs in the quarterly report to Bursa Securities.

### **(b) RRPT**

- (i) Before entering into a Transaction, the originator/buyer must notify and furnish the details of contract/agreement/transaction to the Finance Department for verification of whether it is a RRPT.
- (ii) The Finance Department will:
  - maintain and update the Register of RRPTs.
  - monitor the threshold of the RRPT and ensure that an immediate announcement is made if:
    - the consideration, value of the assets, capital outlay or costs of RRPT is RM1 million or more; or
    - the percentage ratio of the RRPT is 1% or more;whichever is the higher.
  - monitor the threshold of the RRPT and to ensure that an immediate announcement is made when the actual value of RRPT exceeds the estimated value of the RRPT disclosed in the circular (shareholders' mandate for RRPT, if any) by 10% or more.

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- (iii) Internal and External Auditors to review the Register of RRPTs on an annual basis.
- (iv) The pricing for services and products to be provided/supplied and/or received will be determined based on the Group's business practices and policies to ensure that prices and terms and conditions are based on competitive prices of similar products and services in the open market.
- (v) At least two (2) other contemporaneous transactions with unrelated third parties for similar products/services and/or quantities will be used as comparison, wherever possible, to determine whether the price and terms offered to/by the related parties are fair and reasonable and comparable to those offered to/by other unrelated third parties for the same or substantially similar type of products/services and/or quantities.
- (vi) In the event that quotation or comparative pricing from unrelated third parties cannot be obtained, the transactions price will be based on prevailing market rates/prices that are agreed based on usual business practices and policies and on terms which are generally in line with industry norms in order to ensure that the RRPT is not detrimental to the Group.
- (vii) The RRPT which is below RM1.0 million in value for each transaction is subject to the approval of the Chief Executive Officer or the Executive Director of the Company.
- (viii) The RRPT which is RM1.0 million and above or 1% of any percentage ratios shall be reviewed and approved by the Audit and Risk Management Committee and the Board before the transaction is entered into.
- (ix) The Audit and Risk Management Committee shall review the findings of internal audit reports relating to the RRPT (if any).
- (x) Any member of the Audit and Risk Management Committee may, as he/she deems fit, request for additional information pertaining to the transaction from independent sources or advisers, including obtaining of valuation from professional valuers or advisers.
- (xi) If a member of the Audit and Risk Management Committee, the Board or the Board of GIIB's subsidiary has any interest (direct or indirect), in the RRPT, he/she shall:
  - declare his/her interest in the RRPT and abstain from any deliberation and decision making by the Audit and Risk Management Committee, the Board or the board of directors of GIIB's subsidiary in respect of such RRPT and continue to abstain from voting on the resolution approving the transactions; and
  - Undertake that he/she will ensure that persons connected with him/her abstain from voting on the resolution deliberating or approving the proposal at the general meeting.

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- (xvi) The Finance Department shall report to the Audit and Risk Management Committee and the Board on the RRPT on a quarterly basis and disclose RRPT in the quarterly report to Bursa Securities.
- (xvii) GIIB may seek a mandate from its shareholders for the RRPTs subject to the following:
  - the transactions are entered into in the ordinary course of business and are on terms not more favourable to the Related Party than those generally available to the public;
  - the shareholders' mandate is subject to annual renewal and disclosure is made in the annual report of the aggregate value of transactions conducted pursuant to the shareholders' mandate during the financial year where the aggregate value is equal to or more than prescribed threshold;
  - the Company's circular to shareholders for the shareholders' mandate includes such information as may be prescribed by Bursa Securities. The draft circular must be submitted to Bursa Securities together with a compliance checklist;
  - at the general meeting to obtain the shareholders' mandate, the interested related party must abstain from voting on the resolution approving the RRPT. An interested related party must ensure that the persons connected with him abstain from voting on the resolution in respect of RRPT;
  - GIIB must immediately announce to Bursa Securities when the actual value of a RRPT, exceeds the estimated value of the RRPT as disclosed in the circular by 10% or more and must include such information as may be prescribed by Bursa Securities in its announcement; and
  - Where GIIB has procured the shareholders' mandate for a RRPT, the provisions of Paragraph 10.08 of the Listing Requirements on the RPT shall not apply.

### **5.0 MAINTENANCE OF RECORDS**

- (a) The Finance Department shall keep the list of Related Parties and Directors and Major Shareholders' declaration forms.
- (b) The Finance Department shall keep the Registers of RPTs and RRPTs and ensure proper maintenance and retention of documentation. Such documentation should be readily accessible to regulators and other interested parties.

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### **6.0 MODIFICATION**

The Audit and Risk Management Committee and the Board reserve the right to modify or amend this Policy at any time as it may deem necessary in order to align the policy with Listing Requirements, the Companies Act 2016, the latest Malaysian Code on Corporate Governance and any other applicable laws enforced at the time being.

### **7.0 BOARD APPROVAL**

This Policy was adopted by the Board of the Company on 21 February 2022.