

ANNEX 1

Minimum Quarterly Reporting Requirement for SOEs

The quarterly report should be published within 30 days after the end of each quarter. In addition, a copy of the quarterly report along with other required documents should be send to the PCB.

Content of the Report

Introduction and Overview:

- Brief summary of the period covered by the report (e.g., Q1, Q2, Q3, or Q4 of the fiscal year).
- Highlights of the business activities (acquisitions, mergers and disposals etc.)

Strategic Initiatives and Achievements:

- ✓ Description of strategic objectives pursued and milestones achieved during the quarter.
- ✓ Progress made toward long-term goals or initiatives outlined in previous reports.

Board Activities:

- Board Activities (Number of meetings held/ subcommittee meetings)
- Changes in members of the Board
- Decisions or resolutions approved by the Board

Financial Highlights:

- Summary of financial statements (Income statement, Balance Sheet, Cash flow).
- Standard formats should be used in presenting the data.
- Comparison with the previous quarter and the same quarter in the previous year, if available.
- Key financial ratios or metrics relevant to the company's performance.

Operational Performance:

- Employment data (number, cost, development programs)
- CSR data (CSR activities and cost)
- Overview of operational activities undertaken during the quarter.
- Highlights of any significant projects, developments, or challenges faced.

Risk Assessment and Mitigation:

- Identification and discussion of potential risks and uncertainties faced by the company (optional).
- Measures taken or planned to mitigate these risks (optional).

Corporate Governance and Compliance Statement

- The statement should encompass the company's adherence to good governance practices outlined in the PCB CG code, as well as its maintenance of internal controls throughout the quarter. It should explicitly state that the report encompasses all provisions outlined in the quarterly reporting requirements set by the PCB. In instances of non-compliance, reasons for such deviations should be clearly explained.
- Any changes or improvements in corporate governance practices during the quarter.
- Penalties or fines paid to any other enforcement regulatory agencies could be included under this section.

Other Disclosures:

- Any significant events or transactions that occurred during the quarter.
- Environmental, social, and governance (ESG) initiatives or achievements (optional).
- Other relevant information deemed important for stakeholders (optional).
- Acknowledgment of stakeholders and commitment to transparency. Remember, while this structure provides a comprehensive outline, the content of the report should be tailored to the specific nature of the SOE, its industry, and the information relevant to stakeholders such as government bodies, investors, employees, and the public.