

Minimum Quarterly Reporting Requirement for Listed Companies

Contents of the Report

1 Developments of the company

- 1.1 Progress toward goals, objectives, milestones (Approach this section in the most convenient fashion including updated milestones) – **Note***
- 1.2 Highlights of the business activities (acquisitions, mergers and disposals) – **Note***
- 1.3 Employment data (Staff development programs, training programs and enrichment programs should be covered) - **Optional**

2 Administrations

- 2.1 Board Activities (Number of meetings held/ subcommittee meetings)
- 2.2 Changes in members of the Board
- 2.3 Decisions or resolutions approved by the Board – **Note***

3 Financial statements – **Note***

- 3.1 Income Statement
- 3.2 Balance Sheet
- 3.3 Cash Flow Statement

4 Market highlights for company's shares – **Note***

- 4.1 Highest Traded Price
- 4.2 Lowest Traded Price
- 4.3 Weighted Average Traded Price
- 4.4 Market Capitalization
- 4.5 Related graphs, pie charts and bar graphs etc.
- 4.6 Dividend yield
- 4.7 Price-Earnings Ratio (P/E ratio)

5 Corporate Governance (CG) Compliance

The statement should cover the good governance practices maintained by the company throughout the quarter. For instance, compliance to the CMDA CG code, Listing Rules and other internal controls etc. On the other hand, penalties or fines paid to the CMDA or MSE should be included in the report. – **Note***


03/09/09.

6 Reporting Compliance

A brief statement to justify that the company has complied with the Minimum Quarterly Reporting Requirements for Listed Companies set by the CMDA.

7 Auditor's Limited Review

An auditor's statement may be included in the quarterly report. The financial statements covered under the section 3 should be audited by an external auditor (*Optional*) – **Note***

Notes:-

- 1) *1.1 The extent which the goals and objectives of the company has been achieved over the course of the quarter/ targets achieved.*
1.2 Business strategies applied throughout the quarter. Such as establishment of joint venture companies, diversifying into a new market, product developments and new services etc.
- 2) *2.3 According to the Listing Rules all price sensitive information should be disseminated to the public. However, any decisions which would affect the business adversely could be avoided. In such cases, a summary of the resolutions can be included.*
- 3) *Financial statements should cover :-*
 - *Earnings*
 - *Gross profit/loss*
 - *Expenses*
 - *Net Profit/loss*
 - *Earnings per Share*
 - *Assets & Liabilities (Non-current assets, Current assets, Non- current liabilities, Current Liabilities)*
 - *Capital and Reserves*

Comparison should be made with this quarter and the preceding quarter. In addition, illustrations can be used to present data to make it more effective.

Standard formats should be used in presenting the data.

- 4) *In order to make the report more informative, details of the company's share prices could be included.*
- 5) *Apart from the CG compliance, penalties or fines paid to any other enforcement / regulatory agencies could be included under this section.*



6) *The statement should mention that the report has covered all the mandatory sections stated in the quarterly reporting requirements set by the CMDA.*

7) *The auditor's limited review is considered as an optional section as many listed companies expressed their difficulties in complying with this section.*

All listed companies listed on the main board of the MSE shall comply with the ***Minimum Quarterly Reporting Requirements for Listed Companies*** from 03rd September 2009.

The quarterly report should be published within 30 days after the end of each quarter. In addition, a copy of the quarterly report should be send to the CMDA and MSE.

A handwritten signature in black ink, appearing to be a stylized name or set of initials, located on the right side of the page.