General Requirements for Circulars
Checklist

|  |  |
| --- | --- |
| Name of Company |       |
| Nature of Transaction |       |
| Name of Sponsor |       |
| Date submitted |       |
|  |

| Listing Rule | Requirement | Page | Proof number | Comment (where applicable) |
| --- | --- | --- | --- | --- |
| 12.3.1(1)  | Clear explanation |       |       |       |
| 12.3.1(2) | State why voting is required or why circular is being sent |       |       |       |
| 12.3.1(3) | Information to enable properly informed decision |       |       |       |
| 12.3.1(4) | Warning heading if voting or other action required |       |       |       |
| 12.3.1(5) | Board recommendation if voting required |       |       |       |
| 12.3.1(6) | Forwarding of document where securities sold |       |       |       |
| 12.3.1(7) | Substitution of documents of title |       |       |       |
| 12.3.1(8)  | No reference to Ex date |       |       |       |
| 12.3.1.(9) | Application statement for securities to be admitted to listing |       |       |       |
| 12.3.1(9)(a) | Expected admission date |       |       |       |
| 12.3.1(9)(b) | Ranking for dividend and interest |       |       |       |
| 12.3.1(9)(c) | Ranking equally |       |       |       |
| 12.3.1(9)(d) | Nature of document of title |       |       |       |
| 12.3.1(9)(e) | Proposed date of issue |       |       |       |
| 12.3.1(9)(f) | Treatment of fractions |       |       |       |
| 12.3.1(9)(g)  | Whether can be held in uncertificated form |       |       |       |
| 12.3.1(9)(h)  | RIEs on which securities are to be traded |       |       |       |
| 12.3.1(10) | Advisors consent |       |       |       |
| 12.3.1(11)  | If relating to cancellation whether the company intends to apply for cancellation |       |       |       |
| Non-applicability Confirmation |
| We inform you that items marked ‘N/A’ in the Page column of the above checklist are considered not applicable and no equivalent information is available. |
|  |
| Signed by |
|  |  |
| on behalf of |       |

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