

**APPENDIX A****SAMPLE OF SURVEY QUESTIONNAIRE**

**Survey on Company Secretaries of Public Listed Companies in Malaysia**

**I. Company's Profile**

1. Which of the following best describes the primary business of your company?
- |                      |    |                     |   |                  |   |
|----------------------|----|---------------------|---|------------------|---|
| Consumer Products    | 1  | Industrial Products | 2 | Trading/Services | 3 |
| Construction         | 4  | Finance             | 5 | Mining           | 6 |
| Technology           | 7  | Hotels              | 8 | Plantation       | 9 |
| Property Development | 10 |                     |   |                  |   |
2. What was the market capitalization of your company as at 31/12/99? .....
3. What is the annual turnover of your company as at 31/12/99? .....
4. What were the total assets of your company as at 31/12/99? .....
5. Which stock exchange board is your company listed on?
- Main Board    1                      Second Board    2
6. What is the structure of your board?
- No of executive directors ..... No of non-executive directors .....

## II. Personal Data of the Company Secretary

1. Which of the following best describes your relationship with the company?

A full-time employee	1	A part-time employee	2
An employee of a firm providing secretarial services			3
Other relationship (Please describe.....)			4

2. What is your job title in the company? .....

3. What is your age range?

21-25	1	26-30	2	31-35	3	36-40	4	41-45	5
46-50	6	51-55	7	56-60	8	60 and above	9		

4. What is your educational qualification?

Secondary education	1	Undergraduate degree	2	Post Graduate degree	3
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5. Do you have any professional qualifications?

MAICSA	1	MACS	2	MIA	3	BAR COUNCIL	4	MACPA	5
Others (Please specify.....)									6

6. Are you also a director of the company? Yes 1 No 2  
If yes, are you an executive director 3 or a non-executive director 4

7. Are you also a shareholder of the company? Yes 1 No 2

8. To whom do you report directly in the company?

Chairman	1	CEO/MD	2	Finance Director	3	Other directors	4
Other person (Please specify.....)							5

III. Duties Carried Out by You As Company Secretary

A. What is your level of involvement in the following duties of the company secretary?

	<u>Primary Responsibility</u>	<u>Significant Involvement</u>	<u>Neither</u>	<u>Work delegated to professional firms</u>
1. <b>Board Matters</b>	1	2	3	4
Formulate meeting agendas with the chairman/CEO, prepare board papers, attend & minute proceedings, certify copies of minutes & ensure correct procedures are followed				
2. <b>Shareholder Meetings</b>	1	2	3	4
Co-ordinate arrangement, compile annual & interim reports, prepare necessary documentation for meeting, handle dispatch of dividends to shareholder & ensure correct meeting procedures are followed				
3. <b>General Compliance</b>	1	2	3	4
Ensure compliance with relevant legal & listing requirements in Malaysia				
4. <b>Guidance to Chairman of the Board</b>	1	2	3	4
Provide guidance to chairman on his legal responsibility and act as the conscience of the board				
5. <b>Advice to Other Board Members</b>	1	2	3	4
Give advice to other board members on their legal responsibility and act as a channel of communication and information between them				
6. <b>Shareholder Registration &amp; Relations</b>	1	2	3	4
Maintain register of members, carry out routine share registration work, handle shareholder relations				
7. <b>Share &amp; Capital Issues &amp; Restructuring</b>	1	2	3	4
Implement changes in the structure of the company's share and loan capital devise, implement & administer directors' and employees' share participation schemes				
8. <b>Acquisitions &amp; Disposals</b>	1	2	3	4
Participate in & implement corporate acquisitions & disposals				



**B. In addition, please tick your involvement in the following areas within the company :**

	<u>Primary Responsibility</u>	<u>Significant Involvement</u>	<u>Little Responsibility</u>	<u>No Responsibility</u>
9. <b>Legal Matters</b>	1	2	3	4
Handle matters relating to commercial law, undertake litigation, conveyancing, contract negotiation & drafting				
10. <b>Accounting &amp; Finance</b>	1	2	3	4
Involved in financial accounting, financial management, corporate finance, management accounting & taxation				
11. <b>HRM</b>	1	2	3	4
Involved in personnel management, administer employee benefits, profit share schemes, pensions and trusteeship, handle matters relating to labour law				
12. <b>Property Management</b>	1	2	3	4
Manage purchase & sale Of properties, rental matters, repair & maintenance of premises				
13. <b>General Administration</b>	1	2	3	4
Involved in office administration, insurance & risk management, facilities management				
14. <b>General Management</b>	1	2	3	4
Participate in strategy formulation & corporate planning				

**C. What is your level of involvement with the following people?**

**15. Liaison with External Professional Advisors**

Auditors	1	2	3	4
Company solicitors	1	2	3	4
Management consultants	1	2	3	4

16. Other (please specify) :

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*It would be valuable to our research to have any other comments you feel would be helpful to us in properly and fully understanding the role and responsibilities that you play as company secretary of this company*

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- Thank You For Your Help -

APPENDIX B

LIST OF COMPANIES

MAIN BOARD

SECTORS :

NAME OF COMPANY :

Consumer Products

- Ajinomoto (Malaysia) Bhd
- Angkasa Marketing Bhd
- British American Tobacco (M) Bhd
- Carlsberg Brewery Malaysia Bhd
- Cosway Corporation Bhd
- CSM Corporation Bhd
- DNP Holdings Berhad
- Fraser & Neave Holdings Bhd
- Gadek (Malaysia) Bhd
- Hong Leong Industries Bhd
- John Master Industries Bhd
- Khong Guan Holdings Malaysia Bhd
- Malaysian Tobacco Co. Bhd
- Matsushita Electric Co. (M) Bhd
- Tan Chong Motors Holdings Bhd
- Yeo Hiap Seng (M) Bhd

Industrial Products

- ACP Industries Berhad
- Aluminium Co. Of Malaysia Bhd
- Advance Synergy Bhd
- Amalgamated Industries Steel Bhd
- Ancom Bhd
- Aokam Perdana Bhd
- C.I.Holdings Bhd
- Chemical Co. Of Malaysia Bhd
- DIMB Bhd
- Esso Malaysia Bhd
- FCW Holdings Bhd
- Goh Ban Huat Bhd
- Kedah Cement Holdings Bhd
- Industrial Concrete Products Bhd
- KYM Holdings Bhd
- Malayawata Steel Bhd
- Malaysia AICA Bhd
- Malaysian Oxygen Bhd
- Nylex (M) Bhd
- Pan Malaysia Corporation Bhd

Paracorp Bhd  
 Petronas Gas Bhd  
 Press Metal Bhd  
 Scientex Incorporated Bhd  
 UAC Bhd  
 YTL Cement Bhd

## Trading / Services

Antah Holdings Bhd  
 Arus Murni Corporation Bhd  
 Diethelm Holdings (M) Bhd  
 Bumi Armada Bhd  
 Edarabn Otomobil Nasional Bhd  
 Formis (Malaysia) Bhd  
 Genting Bhd  
 Georgetown Holdings Bhd  
 Hap Seng Consolidated Bhd  
 Intan Utilities Bhd  
 Integrated Logistics Bhd  
 Jaya Jusco Stores Bhd  
 Johan Holdings Bhd  
 Klang Container Terminal Bhd  
 Kumpulan Emas Bhd  
 Malayan United Industries Bhd  
 Malaysia Airlines System Bhd  
 Mulpha International Bhd  
 Petronas Dagangan Bhd  
 Sistem Televisyen Malaysia Bhd  
 Technology Resources Bhd  
 Tenaga Nasional Bhd  
 Time Engineering Bhd

## Properties

Austral Amalgamated Bhd  
 Bolton Bhd  
 Bandaraya Development Bhd  
 Bina Darulaman Bhd  
 Damansara Realty Bhd  
 Econstates Bhd  
 Facb Resorts Bhd  
 Farlim Group (M) Bhd  
 Innovest Bhd  
 Island & Peninsular Bhd  
 Kejora Harta Bhd  
 Land And General Bhd  
 Larut Consolidated Bhd  
 Paramount Corporation Bhd  
 Petaling Garden Bhd

SPK-Sentosa Corporation Bhd  
 Tan & Tan Development Bhd  
 UDA Holdings Bhd

## Plantation

Asiatic Development Bhd  
 Chin Teck Plantations Bhd  
 Guthrie Ropel Bhd  
 Johor Tenggara Oil Palm Bhd  
 Kuala Sidim Bhd  
 PPB Oil Palms Bhd  
 Lingui Developments Bhd  
 TDM Bhd  
 Mentakab Rubber Company (M) Bhd  
 TH Group Bhd

## Technology

Sapura Telecommunications Bhd  
 Mesianiaga Bhd  
 AIC Corporation Bhd

## Constructions

Abrar Corporation Bhd  
 Actacorp Holdings Bhd  
 Bina Puri Holdings Bhd  
 Gamuda Bhd  
 IJM Corporation Bhd  
 Muhibbah Engineering (M) Bhd  
 Promet Bhd  
 Sunway Construction Bhd  
 United Engineers (M) Bhd

## Mining

Petaling Tin Bhd  
 Rahman Hydraulic Tin Bhd

## Hotels

Faber Group Bhd  
 Shangri-La Hotels (M) Bhd

## Finance

Affin Holdings Bhd  
 Amanah Capital Partners Bhd  
 Apex Equity Holdings Bhd  
 Arab-Malaysian Finance Bhd  
 BIMB Holdings Bhd  
 Commerce Asset-Holdings Bhd  
 Jerneh Asia Bhd  
 MAA Holdings Bhd  
 Malayan Banking Bhd  
 Malaysia British Assurance Bhd  
 Malaysia Building Society Bhd

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MBF Holdings Bhd  
O.S.K. Holdings Bhd  
Omega Holdings Bhd  
Phileo Allied Bhd  
RHB Capital Bhd  
TA Enterprise Bhd

## SECOND BOARD

### SECTOR :

### NAME OF COMPANY :

#### Consumer Products

Ayamas Food Corporation Bhd  
Capetronic Consumer Electronic  
Holdings Bhd  
Carpets International (M) Bhd  
Dunham-Bush (M) Bhd  
Dewina Bhd  
Federal Furniture Holdings (M) Bhd  
Habib Corporation Bhd  
Hotline Furniture Bhd  
Jerasia Capital Bhd  
Kuantan Flour Mills Bhd  
Lay Hong Bhd  
New Hoong Fatt Holdings Bhd  
Padini Holdings Bhd  
S&P Food Industries (M) Bhd  
UPA Corporation Bhd

#### Industrial Products

Abric Holdings Bhd  
AIC Corporation Bhd  
Advanced Packaging Technology  
(M) Bhd  
Astral Supreme Bhd  
Autoair Holdings Bhd  
Autoways Holdings Bhd  
Bell & Order Bhd  
Bright Holdings Bhd  
BTM Resources Bhd  
Chuan Huat Resources Bhd  
CN Asia Corporation Bhd  
EPE Corporation Bhd  
Ganz Technologies Bhd  
Hirotako Holdings Bhd  
Industronics Bhd  
Jasa Kita Bhd  
Jutajaya Holdings Bhd

Kumpulan Belton Bhd  
 Long Huat Group Bhd  
 Lysaght Galvanized Steel Bhd  
 Mah Sing Group Bhd  
 Man Yau Holdings Bhd  
 Mega Pascal Bhd  
 Mercury Industries Bhd  
 Pahanco Corporation Bhd  
 Prompto Bhd  
 Repco Holdings Bhd  
 Seacera Tiles Bhd  
 SM Summit Holdings Bhd  
 STS Technic Bhd  
 Tai Kwong Yokohama Bhd  
 Techventure Bhd  
 Trenergy (Malaysia) Bhd  
 UCP Resources Bhd

**Trading / Services**

Aktif Lifestyle Corporation Bhd  
 Computer Systems Advisors (M) Bhd  
 Fujitsu Systems Business (M) Bhd  
 Hexagon Holdings Bhd  
 Inti Universal Holdings Bhd  
 L&M Corporation (M) Bhd  
 MCSB Systems (M) Bhd  
 MESB Bhd  
 Rediffusion Bhd  
 SAAG Corporation Bhd  
 Tenco Bhd  
 Transwater Corporation Bhd  
 UMS Holdings Bhd  
 WWE Holdings Bhd  
 Transmile Group Bhd

**Constructions**

Chase Perdana Bhd  
 Cygal Bhd  
 Esprit Group Bhd  
 Fajar Baru Capital Bhd  
 General Soil Engineering  
 Holdings Bhd  
 Hiap Aik Construction Bhd  
 Jasatera Bhd  
 Lankhorst Bhd  
 Loh & Loh Corporation Bhd

## MASTER CODE

### Survey on Company Secretaries of Public Listed Companies in Malaysia

#### Section A      **Company Profile**

- A.1      Which of the following best describes the primary business of your company ?
1.    Consumer Products
  2.    Industrial Products
  3.    Trading/Services
  4.    Construction
  5.    Finance
  6.    Properties
  7.    Technology
  8.    Hotels
  9.    No Answers
  10. Plantation
  11. Mining
- A.2      What was the market capitalization of your company as at 31/12/99 ?
1.    < RM100 million
  2.    RM101 – RM200 million
  3.    RM201 – RM300 million
  4.    RM301 – RM400 million
  5.    RM401 – RM500 million
  6.    > RM500 million
  9.    No Answer
- A.3      What is the annual turnover of your company as per 31/12/99?
1.    < RM25 million
  2.    RM26 – RM50 million
  3.    RM51 – RM75 million
  4.    RM76 – RM100 million
  5.    RM101 – RM125 million
  6.    RM126 – RM150
  7.    > RM150 million
  9.    No Answer
- A.4      What were the total assets of your company as at 31/12/99?
1.    < RM100 million
  2.    RM101 – RM200 million
  3.    RM201 – RM300 million
  4.    RM301 – RM400 million
  5.    RM401 – RM500 million
  6.    > RM500 million
  9.    No Answer
- A.5      Which stock exchange board is your company listed on ?
1.    Main Board
  2.    Second Board
  9.    No Answer



- A.6.1 What is the structure of your board ? No of executive directors
- |      |      |              |
|------|------|--------------|
| 1. 1 | 2. 2 | 3. 3         |
| 4. 4 | 5. 5 | 6. 6         |
| 7. 7 | 8. 8 | 9. No answer |

- A.6.2 What is the structure of your board ? No of non-executive directors
- |      |      |              |
|------|------|--------------|
| 1. 1 | 2. 2 | 3. 3         |
| 4. 4 | 5. 5 | 6. 6         |
| 7. 7 | 8. 8 | 9. No answer |

## **Section B      Personal Data of the Company Secretary**

- B.1 Which of the following best describes your relationship with the company ?
1. A full-time employee
  2. A part-time employee
  3. An employee of a firm providing secretarial services
  4. Other relationship :
  9. No Answer
- B.2 What is your job in the company
1. Group Company Secretary
  2. General Manager, Group Co. Sec./Admn Manager
  3. Company Secretary, Assist. Co. Sec., Joint Co. Sec
  4. Director, Director/Group Secretarial
  5. Co. Sec/Legal Advisor, Senior Legal Counsel
  6. Co. Sec/Group Financial Controller, Gm Finance
  9. No Answer
- B.3 What is your age range ?
1. 26 – 30
  2. 31 – 35
  3. 36 – 40
  4. 41 – 45
  5. 46 – 50
  6. 51 – 55
  7. 56 – 60
  8. 60 and above
- B.4 What is your educational qualification ?
1. Secondary education
  2. Undergraduate degree
  3. Post Graduate degree
  9. No Answer
- B.5 Do you have any professional qualifications ?
1. MAICSA
  2. MACS
  3. MIA
  4. BAR COUNCIL
  5. MACPA
  6. Others : FCCA
  9. No Answer

- B.6.1 Are you also director of the company ?
1. Yes
  2. No
  9. No Answer
- B.6.2 If Yes;
1. An executive director
  2. Non-executive director
  9. No Answer
- B.7 Are you also a shareholder of the company ?
1. Yes
  2. No
  9. No Answer
- B.8.1 To whom do you report directly in the company ?
1. Chairman
  2. CEO/MD
  3. Finance Director
  4. Other Directors
  5. Executive Director
  6. CEO/MD & Other Directors
  7. Chairman & CEO/MD
  8. Chairman & CEO/MD & Other Directors
  9. No Answer
  10. CEO/MD & Finance Director
  11. Chairman & CEO/MD & Finance Director & Other Directors

## **Section C      Duties Carried Out As Company Secretary**

- C.1 Board Matters
1. Primary Responsibility
  2. Significant Involvement
  3. Neither
  4. Work delegated to professional firms
  9. No Answer
- C.2 Shareholder Meetings
1. Primary Responsibility
  2. Significant Involvement
  3. Neither
  4. Work delegated to professional firms
  9. No Answer
- C.3 General Compliance
1. Primary Responsibility
  2. Significant Involvement
  3. Neither
  4. Work delegated to professional firms
  9. No Answer

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- C.4 Guidance to Chairman of the Board
1. Primary Responsibility
  2. Significant Involvement
  3. Neither
  4. Work delegated to professional firms
  9. No Answer
- C.5 Advice to Other Board Members
1. Primary Responsibility
  2. Significant Involvement
  3. Neither
  4. Work delegated to professional firms
  9. No Answer
- C.6 Shareholder Registration & Relations
1. Primary Responsibility
  2. Significant Involvement
  3. Neither
  4. Work delegated to professional firms
  9. No Answer
- C.7 Share & Capital Issues & Restructuring
1. Primary Responsibility
  2. Significant Involvement
  3. Neither
  4. Work delegated to professional firms
  9. No Answer
- C.8 Acquisitions & Disposals
1. Primary Responsibility
  3. Significant Involvement
  4. Neither
  5. Work delegated to professional firms
  9. No Answer
- C.9 Legal Matters
1. Primary Responsibility
  3. Significant Involvement
  4. Little Responsibility
  5. No Responsibility
  9. No Answer
- C.10 Accounting & Finance
1. Primary Responsibility
  3. Significant Involvement
  4. Little Responsibility
  5. No Responsibility
  9. No Answer
- C.11 HRM
1. Primary Responsibility
  3. Significant Involvement
  4. Little Responsibility
  5. No Responsibility
  9. No Answer

- C.12 Property Management
1. Primary Responsibility
  2. Significant Involvement
  3. Little Responsibility
  4. No Responsibility
  9. No Answer
- C.13 General Administration
1. Primary Responsibility
  2. Significant Involvement
  6. Little Responsibility
  7. No Responsibility
  9. No Answer
- C.14 General Management
1. Primary Responsibility
  2. Significant Involvement
  3. Little Responsibility
  4. No Responsibility
  9. No Answer
- C.15.1 Auditors
1. Primary Responsibility
  2. Significant Involvement
  3. Little Responsibility
  4. No Responsibility
  9. No Answer
- C.15.2 Company Solicitors
1. Primary Responsibility
  2. Significant Involvement
  3. Little Responsibility
  4. No Responsibility
  9. No Answer
- C.15.3 Management Consultants
1. Primary Responsibility
  2. Significant Involvement
  3. Little Responsibility
  4. No Responsibility
  9. No Answer
- C.16 Other Comments
1. More involvement in corporate governance to ensure that rules and regulations are adhered strictly.
  2. Status of company secretary in the organisation.
  1. Professionalism of company secretaryship