

Property of Pacific Union Insurance Company (PUIC)

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D.1	Transparent ownership structure		Y/ N	Reference/ Source document
D.1.1	Does the information on shareholdings reveal the identity of beneficial owners, holding 5% shareholding or more?	<p><b>OECD Principle V: Disclosure and Transparency (A) Disclosure should include, but not limited to, material information on:</b></p> <p>(3) Major share ownership and voting rights, including group structures, intra-group relations, ownership data, and beneficial ownership.</p>	Y	<p>Page 4 &amp; 5 of the 2019 Gen. Information Sheet; Page 1 of the Minutes of AGM 2019</p> <p><a href="http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-GIS.pdf">http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-GIS.pdf</a></p> <p><a href="http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-2019-Annual-Report.pdf">http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-2019-Annual-Report.pdf</a></p>
D.1.2	Does the company disclose the direct and indirect (deemed) shareholdings of major and/or substantial shareholders?	<p><b>ICGN 7.6 Disclosure of ownership</b></p> <p>... the disclosure should include a description of the relationship of the company to other companies in the corporate group, data on major shareholders and any other information necessary for a proper understanding of the company's relationship with its public shareholders.</p>	Y	<p>Page 4 &amp; 5 of the 2019 Gen. Information Sheet; Page 1 of the Minutes of AGM 2019</p> <p><a href="http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-GIS.pdf">http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-GIS.pdf</a></p> <p><a href="http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-Minutes-of-Annual-Meeting-2019.pdf">http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-Minutes-of-Annual-Meeting-2019.pdf</a></p>
D.1.3	Does the company disclose the direct and indirect (deemed) shareholdings of directors (commissioners)?		Y	<p>Page 4 &amp; 5 of the 2019 Gen. Information Sheet</p> <p><a href="http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-GIS.pdf">http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-GIS.pdf</a></p>
D.1.4	Does the company disclose the direct and indirect (deemed) shareholdings of senior management?		Y	<p>Page 4 &amp; 5 of the 2019 Gen. Information Sheet</p> <p><a href="http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-GIS.pdf">http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-GIS.pdf</a></p>
D.1.5	Does the company disclose details of the parent/holding company, subsidiaries, associates, joint ventures and special purpose enterprises/ vehicles		Y	<p>2019 Annual Report</p> <p><a href="http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-2019-Annual-Report.pdf">http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-2019-Annual-Report.pdf</a></p>

D.2	Quality of Annual Report		Y/ N	Reference/ Source document
	<i>Does the company's annual report disclose the following items:</i>			
D.2.1	Key risks	<p><b>"OECD Principle V (A):</b></p> <p>(1) The financial and operating results of the company;</p> <p>(2) Company objectives, including ethics, environment, and other public policy commitments;</p> <p>(3) Major share ownership and voting rights, including group structures, intra-group relations, ownership data, beneficial ownership;</p> <p>(4) Remuneration policy for members of the board and key executives, including their qualifications, the selection process, other company directorships and whether they are regarded as independent by the board;</p> <p>(6) Foreseeable risk factors, including risk management system;</p> <p>(7) Issues regarding employees and other stakeholders;</p> <p>(8) Governance structure and policies, in particular, the content of any corporate governance code or policy and the process by which it is implemented.</p>	Y	<p>Pages 29 &amp; 30 of the 2019 Annual Report</p> <p><a href="http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-2019-Annual-Report.pdf">http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-2019-Annual-Report.pdf</a></p>
D.2.2	Corporate objectives		Y	<p>Page 2 of 2019 Annual Report</p> <p><a href="http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-2019-Annual-Report.pdf">http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-2019-Annual-Report.pdf</a></p>
D.2.3	Financial performance indicators		Y	<p>Pages 10 &amp; 14 of the 2019 Annual Report</p> <p><a href="http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-2019-Annual-Report.pdf">http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-2019-Annual-Report.pdf</a></p>
D.2.4	Non-financial performance indicators		N	<p>2019 Annual Report</p> <p><a href="http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-2019-Annual-Report.pdf">http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-2019-Annual-Report.pdf</a></p>
D.2.5	Dividend policy		Y	<p>Art. IX, Sec. 2, PUIC By-Laws</p> <p><a href="http://www.puicinsurance.com/wp-content/uploads/2015/06/PUIC-By-laws.pdf">http://www.puicinsurance.com/wp-content/uploads/2015/06/PUIC-By-laws.pdf</a></p>
D.2.6	Details of whistle-blowing policy		Y	<p>Page 2 of the Suppliers Business Conduct &amp; Page 3 of the Code of Ethics &amp; Conduct; Company's Policy (Policy on Whistle Blowing)</p> <p><a href="http://www.puicinsurance.com/wp-content/uploads/2017/10/Business-Conduct-of-Suppliers.pdf">http://www.puicinsurance.com/wp-content/uploads/2017/10/Business-Conduct-of-Suppliers.pdf</a></p> <p><a href="http://www.puicinsurance.com/wp-content/uploads/2015/06/Code-of-Ethics-Conduct1.pdf">http://www.puicinsurance.com/wp-content/uploads/2015/06/Code-of-Ethics-Conduct1.pdf</a></p>
		<p><b>OECD Principle V (E):</b></p> <p>Channels for disseminating information should provide for equal, timely and cost-efficient access to relevant information by users.</p> <p><b>ICGN 2.4 Composition and structure of the board</b></p> <p><b>ICGN 2.4.1 Skills and experience</b></p> <p><b>ICGN 2.4.3 Independence</b></p>		

D.2.7	Biographical details (at least age, qualifications, date of first appointment, relevant experience, and any other directorships of listed companies) of directors/commissioners	<p><b>ICGN 5.0 Remuneration</b>  <b>ICGN 5.4 Transparency</b></p> <p><b>UK Corporate Governance Code (2010)</b>  A.1.2 - the number of meetings of the board and those committees and individual attendance by directors.</p> <p><b>CLSA-ACGA (2010) CG Watch 2010 - Appendix 2</b>  (I) CG rules and practices  (19) Disclose the exact remuneration of individual directors.</p>	Y	<p>Annex "A" of the 2019 Annual Report  <a href="http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-Biographical-Data_RDP-1.pdf">http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-Biographical-Data_RDP-1.pdf</a>  <a href="http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-Biographical-Data_RDP-2.pdf">http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-Biographical-Data_RDP-2.pdf</a>  <a href="http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-Biographical-Data_RDP-3.pdf">http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-Biographical-Data_RDP-3.pdf</a>  <a href="http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-Biographical-Data_RDP-4.pdf">http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-Biographical-Data_RDP-4.pdf</a></p>
D.2.8	Training and/or continuing education programme attended by each director/commissioner		Y	<p>2019 Annual Report  <a href="http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-2019-Annual-Report.pdf">http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-2019-Annual-Report.pdf</a></p>
D.2.9	Number of board of directors/commissioners meetings held during the year		Y	<p>List of the Special Board Meetings (2018- 2019)  <a href="http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-List-of-Special-Board-Meetings.pdf">http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-List-of-Special-Board-Meetings.pdf</a></p>
D.2.10	Attendance details of each director/commissioner in respect of meetings held		Y	<p>List of the Special Board Meetings (2018-2019)  <a href="http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-List-of-Special-">http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-List-of-Special-</a></p>
D.2.11	Details of remuneration of each member of the board of directors/commissioners		Y	<p>Page 5, Sec. 8 of the PUIC By-Laws  <a href="http://www.puicinsurance.com/wp-content/uploads/2015/06/PUIC-By-laws.pdf">http://www.puicinsurance.com/wp-content/uploads/2015/06/PUIC-By-laws.pdf</a></p>
	<b>Corporate Governance Confirmation Statement</b>			
D.2.12	Does the Annual Report contain a statement confirming the company's full compliance with the code of corporate governance and where there is non-compliance, identify and explain reasons for each such issue?	<p><b>OECD PRINCIPLE V (A) (8)</b></p> <p><b>UK CODE (JUNE 2010): Listing Rules</b>  9.8.6 R (for UK incorporated companies) and 9.8.7 R (for overseas incorporated companies) state that in the case of a company that has a Premium listing of equity shares, the following items must be included in its Annual Report and accounts: a statement of how the listed company has applied the Main Principles set out in the UK CG Code, in a manner that would enable shareholders to evaluate how the principles have been applied; a statement as to whether the listed company has complied throughout the accounting period with all relevant provisions set out in the UK CG Code; or not complied throughout the accounting period with all relevant provisions set out in the UK CG Code, and if so, setting out:  (i) those provisions, if any, it has not complied with;  (ii) in the case of provisions whose requirements are of a continuing nature, the period within which, if any, it did not comply with some or all of those provisions; and  (iii) the company's reasons for non-compliance.</p> <p><b>ASX CODE:</b>  Under ASX Listing Rule 4.10.3, companies are required to provide a statement in their Annual Report disclosing the extent to which they have followed the Recommendations in the reporting period. Where companies have not followed all the Recommendations, they must identify the Recommendations that have not been followed and give reasons for not following them. Annual Reporting does not diminish the company's obligation to provide disclosure under ASX Listing</p>	Y	<p>Page 8 of the 2019 Annual Report  <a href="http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-2019-Annual-Report.pdf">http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-2019-Annual-Report.pdf</a></p>

D.3. Disclosure of related party transactions (RPT)			
D.3.1	Does the company disclose its policy covering the review and approval of material/significant RPTs?		Y Pages 2 & 3 of the Policy on Related Party Transactions and page 21, Letter D, No.2 of the Corporate Governance Principles and Leading Practices; <a href="http://www.puicinsurance.com/wp-content/uploads/2016/06/Policy-Related-Party-Transactions.pdf">http://www.puicinsurance.com/wp-content/uploads/2016/06/Policy-Related-Party-Transactions.pdf</a> <a href="http://www.puicinsurance.com/wp-content/uploads/2015/06/Corporate-Governance-Principles-Leading-Practices.pdf">http://www.puicinsurance.com/wp-content/uploads/2015/06/Corporate-Governance-Principles-Leading-Practices.pdf</a>
D.3.2	Does the company disclose the name of the related party and relationship for each material/significant RPT?	<b>OECD Principle V: Disclosure and Transparency</b> (A) Disclosure should include, but not limited to, material information on: (5) Related party transactions  <b>ICGN 2.11.1 Related party transactions</b> The company should disclose details of all material related party transactions in its Annual Report.	Y Pages I & 2 of the Policy on Related Third Party Transactions and page 21, Letter D, No.2 of the Corporate Governance Principles and Leading Practices <a href="http://www.puicinsurance.com/wp-content/uploads/2016/06/Policy-Related-Party-Transactions.pdf">http://www.puicinsurance.com/wp-content/uploads/2016/06/Policy-Related-Party-Transactions.pdf</a> <a href="http://www.puicinsurance.com/wp-content/uploads/2015/06/Corporate-Governance-Principles-Leading-Practices.pdf">http://www.puicinsurance.com/wp-content/uploads/2015/06/Corporate-Governance-Principles-Leading-Practices.pdf</a>
D.3.3	Does the company disclose the nature and value for each material/significant RPT?		Y Pages 1 & 2 of the Policy on Related Party Transactions and Page 30 & 31 of the Corporate Governance Principles and leading Practices <a href="http://www.puicinsurance.com/wp-content/uploads/2016/06/Policy-Related-Party-Transactions.pdf">http://www.puicinsurance.com/wp-content/uploads/2016/06/Policy-Related-Party-Transactions.pdf</a> <a href="http://www.puicinsurance.com/wp-content/uploads/2015/06/Corporate-Governance-Principles-Leading-Practices.pdf">http://www.puicinsurance.com/wp-content/uploads/2015/06/Corporate-Governance-Principles-Leading-Practices.pdf</a>

D.4 Directors and commissioners dealings in shares of the company		Y/ N	Reference/ Source document
D.4.1	Does the company disclose trading in the company's shares by insiders?	N	We are not publicly listed Corporation

D.5 External auditor and Auditor Report		Y/ N	Reference/ Source document
D.5.1	Are audit fees disclosed?	Y	The audit fee paid to external auditor is P 200,000.00 (2019 Annual Report) <a href="http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-2019-Annual-Report.pdf">http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-2019-Annual-Report.pdf</a>
	<i>Where the same audit firm is engaged for both audit and non-audit services</i>		
D.5.2	Are the non-audit fees disclosed?	Y	2019 Audited Financial Statement <a href="http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-Financial-Statement-Part-1.pdf">http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-Financial-Statement-Part-1.pdf</a> <a href="http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-Financial-Statement-Part-2.pdf">http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-Financial-Statement-Part-2.pdf</a>

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D.5.3	Does the non-audit fee exceed the audit fees?	The auditors should observe high-quality auditing and ethical standards. To limit the possible risk of possible conflicts of interest, non-audit services and fees paid to auditors for non-audit services should be both approved in advance by the audit committee and disclosed in the Annual Report.	Y	2019 Audited Financial Statement <a href="http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-Financial-Statement-Part-1.pdf">http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-Financial-Statement-Part-1.pdf</a> <a href="http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-Financial-Statement-Part-2.pdf">http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-Financial-Statement-Part-2.pdf</a>
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D.6	Medium of communications		Y/ N	Reference/ Source document
	<i>Does the company use the following modes of communication?</i>			
D.6.1	Quarterly reporting	<p><b>OECD Principle V (E):</b> Channels for disseminating information should provide for equal, timely and cost-efficient access to relevant information by users.</p> <p><b>ICGN 7.1 Transparent and open communication</b> Every company should aspire to transparent and open communication about its aims, its challenges, its achievements and its failures.</p> <p><b>ICGN 7.2 Timely disclosure</b> Companies should disclose relevant and material information concerning themselves on a timely basis, in particular meeting market guidelines where they exist, so as to allow investors to make informed decisions about the acquisition, ownership obligations and rights, and sales of shares.</p>	Y	Copy of Quarterly Report (Negative List of Employees & Agents) <a href="http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-Negative-List-01.pdf">http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-Negative-List-01.pdf</a> <a href="http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-Negative-List-02.pdf">http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-Negative-List-02.pdf</a>
D.6.2	Company website		Y	PUIC's Official Company Website <a href="http://www.puicinsurance.com">www.puicinsurance.com</a>
D.6.3	Analyst's briefing		N/A	
D.6.4	Media briefings /press conferences		Y	PUIC's Official Company Website <a href="http://www.puicinsurance.com">www.puicinsurance.com</a>

D.7	Timely filing/release of annual/financial reports		Y/ N	Reference/ Source document
D.7.1	Are the audited annual financial report / statement released within 120 days from the financial year end?	<p><b>OECD Principle V (C)</b></p> <p><b>OECD Principle V (E) OECD Principle V-(A).</b></p> <p><b>ICGN 7.2 Timely disclosure</b></p> <p><b>ICGN 7.3 Affirmation of financial statements</b> The board of directors and the corporate officers of the company should affirm at least annually the accuracy of the company's financial statements or financial accounts.</p>	Y	Page 2 of the 2019 Audited Financial Statement <a href="http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-Financial-Statement-Part-1.pdf">http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-Financial-Statement-Part-1.pdf</a>
D.7.2	Is the annual report released within 120 days from the financial year end?		Y	Page 2 of 2019 Audited Financial Statement <a href="http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-Financial-Statement-Part-1.pdf">http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-Financial-Statement-Part-1.pdf</a> <a href="http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-Financial-Statement-Part-2.pdf">http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-Financial-Statement-Part-2.pdf</a>
D.7.3	Is the true and fairness/fair representation of the annual financial statement/reports affirmed by the board of directors/commissioners and/or the relevant officers of the company?		Y	Page 3 of the 2019 Audited Financial Statement <a href="http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-Financial-Statement-Part-1.pdf">http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-Financial-Statement-Part-1.pdf</a> <a href="http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-Financial-Statement-Part-2.pdf">http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-Financial-Statement-Part-2.pdf</a>

D.8 Company website			Y/ N	Reference/ Source document
<i>Does the company have a website disclosing up-to-date information on the following:</i>				
D.8.1	Business operations	OECD Principle V (A) OECD Principle V (E) ICGN 7.1 Transparent and open communication	Y	Company's Official Website (Pages 10 - 14 of the 2019 Annual Report) <a href="http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-2019-Annual-Report.pdf">http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-2019-Annual-Report.pdf</a> <a href="http://www.puicinsurance.com">www.puicinsurance.com</a>
D.8.2	Financial statements/reports (current and prior years)	ICGN 7.2 Timely disclosure	Y	Company's Official Website; pages 10 -14 of the 2019 Annual Report; 2019 Audited Financial Statement <a href="http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-Audited-Financial-Statement-Part-1.pdf">http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-Audited-Financial-Statement-Part-1.pdf</a> <a href="http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-Audited-Financial-Statement-Part-2.pdf">http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-Audited-Financial-Statement-Part-2.pdf</a> <a href="http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-2019-Annual-Report.pdf">http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-2019-Annual-Report.pdf</a> <a href="http://www.puicinsurance.com">www.puicinsurance.com</a>
D.8.3	Materials provided in briefings to analysts and media		Y	Company's Official Website <a href="http://www.puicinsurance.com">www.puicinsurance.com</a>
D.8.4	Shareholding structure		Y	Company's Official Website (PUIC's Capital Structure) <a href="http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-Capital-Structure.pdf">http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-Capital-Structure.pdf</a>
D.8.5	Group corporate structure		Y	Company's Official Website (PUIC's Capital Structure) <a href="http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-Capital-Structure.pdf">http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-Capital-Structure.pdf</a>
D.8.6	Downloadable annual report		Y	Company's Official Website (2019 Annual Report) <a href="http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-2019-Annual-Report.pdf">http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-2019-Annual-Report.pdf</a> <a href="http://www.puicinsurance.com">www.puicinsurance.com</a>
D.8.7	Notice of AGM and/or EGM		Y	Company's Official Website (2019 Notice of AGM) <a href="http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-Notice-of-Stockholders-Meeting.pdf">http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-Notice-of-Stockholders-Meeting.pdf</a> <a href="http://www.puicinsurance.com">www.puicinsurance.com</a>
D.8.8	Minutes of AGM and/or EGM		Y	Company's Official Website (Minutes of AGM 2019) <a href="http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-Minutes-of-Annual-Meeting-2019.pdf">http://www.puicinsurance.com/wp-content/uploads/2019/06/2019-PUIC-Minutes-of-Annual-Meeting-2019.pdf</a> <a href="http://www.puicinsurance.com">www.puicinsurance.com</a>
D.8.9	Company's constitution (company's by-laws, memorandum and articles of association)		Y	Company's Official Website (Articles of Incorporation & By Laws) <a href="http://www.puicinsurance.com">www.puicinsurance.com</a> <a href="http://www.puicinsurance.com/wp-content/uploads/2015/06/PUIC-By-laws.pdf">http://www.puicinsurance.com/wp-content/uploads/2015/06/PUIC-By-laws.pdf</a>
D.9 Investor relations			Y/ N	Reference/ Source document
D.9.1	Does the company disclose the contact details (e.g. telephone, fax, and email) of the officer / office responsible for investor relations?	ICGN 7.1 Transparent and open communication	N/A	