



دلالة القابضة
DLALA HOLDING

Dlala Brokerage and Investment Holding Company

Policies and Procedures


Investor Relations Policy & Procedures

Distribution List

CEO	To authorize
Review Committee, Marketing Department	To review, update, and approve.

<Public>

Property of Dlala Brokerage and Investment Holding Company

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	Policy	<Public>

Investor Relations Policy

Purpose

To describe the principles and practices that The Company shall apply in order to act with integrity towards its shareholders and investors and as a responsible party on the capital markets. This policy ties in with The Company values and the business are building and guides of The Company interactions with its shareholders, investors, analysts and the broader financial markets.

Scope / Applicability

This policy applies primarily to the Investor Relations Officer and Company CEO (and to a lesser degree, Department Managers).

Definitions, Key Terms, and Acronyms

<u>Term</u>	<u>Definition</u>
<u>Shareholder</u>	The Investor who owns the Company's share
<u>Press Release</u>	Articles prepared and published by the Company on the news media
<u>QFMA</u>	Qatar Financial Market Authority
<u>Inside Information</u>	Information which has not been disclosed to the public

Policy Statement


This Policy addresses the commitment of Dlala Holding to providing timely, transparent, consistent and credible information on corporate strategies, trends and financial data to the investing public. In addition, The Company take account of the increased demand for transparency and accountability regarding non-financial performance.

Investor Relations Unit and CEO are only authorized to contact investors or analyst to ensure consistency and to avoid unintentional disclosure of (material) inside information.

Dlala Holding shall not attempt to influence an analyst to change his or her recommendations by exerting pressure through other business relationships.

- The Investor Relations Unit is responsible for adequately briefing senior managers in respect of analyst and investor contacts.
- Dlala Holding relies on Qatar Central Securities Depository (QCSD) to obtain valid up-to-date record of shareholding.
- Dlala Holding does not share any information or details on transactions concerning shareholders, employees, suppliers and business partners and above all personal information regarding customers, with any person or institution, except with those authorities with which the sharing of information is permitted or required by laws and regulations.
- All shareholders have access to the Investor Relations Unit, the contact details of which shall be posted on the company Web site. Incoming questions shall be dealt with in a timely way.

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- *Requests by analysts or professional investors for meetings with senior management shall be met as schedules permit, and, if necessary, shall be prioritized in accordance with investor capacity to hold securities.*
- *Interim financial statements shall be released on a quarterly basis. An earnings statement and a quarterly financial report are published at that time as per QFMA and Exchange regulations. Strategic important information is disclosed as it arises, in compliance with the relevant law and regulations (in principle, the disclosure will take place outside of trading hours).*
- *Interim financial statements and strategic important information shall be informed to Qatar Exchange, Qatar Central Securities Depository (QCSD) and QFMA as it raises.*
- *News related to investors should be approved by the investor relations officer*
- *A broad range of public communication channels is used to disseminate news releases (including Dlala Holding's Web site, Qatar Exchange's website, press agencies, newswires, social media and news distribution service providers). These channels are supplemented by the use of direct communication via e-mail, conference calls, group presentations and one-on-one meetings.*
- *Investor Relations Unit shall publish on Dlala Holding's Web site the dates of earnings publications, AGMs, dividend payouts as per relevant law and regulations.*
- *Inside information is treated as highly confidential by authorized employees.*
- *Access to (material) inside information by employees is subject to strict internal guidelines (in compliance with the prevailing law and regulations).*
- *Dlala Holding has the right to restrict its comments or avoid providing any comments whatsoever on market rumors (unless regulations or the Market Regulator's intervention should require a public statement).*
- *Annual report information regarding the investor relations shall be prepared*

Approved by Chairman
Sheikh Suhaim Bin Khaled Al Thani

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