

## **COMPANY'S POLICY TO GIVE INFORMATION**

"Information Policy" of our Company is implemented in accordance with the legal regulations, capital market regulations and rules defined by the issued notifications as well as the Corporate Governance Principles. Within the scope of the said Principles, the public information and transparency criteria of our Company are intended to ensure the required information flow is provided in a timely, accurately, completely and understandable as well as easy to access and analyze manner with low costs. Any request for information will be taken into consideration and disclosed to the public unless the information requested is trade secret.

The said Information Policy includes all arrangements so as to cover all stakeholders by means of conducting public meetings, dealing with relationships with both investors and shareholders and informing customers, and is implemented and coordinated in line with the activities of the concerning Units.

Furthermore, such information methods are implemented that are arranged in line with the similar policies of Companies that are our local and foreign partners. Our Board of Directors is responsible for the implementation and development of Company Information Policy whereas the Directorates of our Company are responsible for the controlling of processes. Our Company considers applications related to our main partners as well as both the individual and corporate investors and shareholders as a whole.

In addition to following up of capital market regulations and dealing with capital market bodies by our Company in accordance with the Corporate Governance Principles, the foundation of our Information Policy includes meeting of information requests of shareholders and investors, and enabling shareholders to exercise their shareholding rights as well as ensuring of the required coordination from General Assembly related arrangements to provision of information flow including the website.

Shareholders' General Assembly, annual Activity Report., periodical Financial Statements and Reports, Special Case Explanations and the website are carried out in accordance with the legal processes as defined in Capital Market Regulations, Turkish Commercial Code and Capital Market Board regulations.

Our Ordinary General Assembly is held in legal periods every year and all activities regarding participation of our shareholders in the General Assembly are recorded and implemented. Our Activity Reports are accessible in printed and online formats in accordance with the legal regulations. Financial results related to the Periodical Financial Statements and Reports are prepared in accordance with CMB notifications and NAS / IFRS, submitted to CMB and ISE and promulgated accordingly. They are presented to any entities, institutions or persons upon request.

Furthermore, information related to Special Case Explanations as regulated by the CMB Notification Vol.: VIII, No:54 are made to ISE in a written form or in electronic format in the form of PIP notice.

Legal and commercial relationships between the Company and the real and legal persons that the company has direct or indirect relationships in terms of capital, management or auditing are carried out in accordance with the regulations within the scope of the Company's liability to provide information.

The Company informs public on the works of Company towards the future within the scope of "trade secret" concept and in accordance with the legal regulations and capital market regulations.

Commercial and non-commercial businesses and transactions between the Company and the members of the Board of Directors, managers and shareholders that directly or indirectly hold at least 5% of the company capital are governed pursuant to capital market regulations.

All interests and communications of the stakeholders are followed up and recorded by the concerning Directorates, Departments and Units.

All means of communication are utilized for the meeting of information requests of corporate and individual investors and exercising of shareholding rights. Moreover, periodical plant visits are conducted for the shareholders.

Furthermore, our company has an active and updated web site. Our Company ensures information flow by means of the website ([www.tofas.com.tr](http://www.tofas.com.tr)) by shows utmost care to the matters that should be presented on the website. The information to be needed about the company is provided in details in the web site. The "investor relations" section in the said website provides all the information as stipulated by CMB from the corporate governance adoption report, commercial matters and the Company Articles of Association as well as our activity reports, periodical financial statements, general assembly minutes and analyst presentations; and also an information line is commissioned, over which our shareholders and investors as well as analysts can access to ISE data.

In addition to this, our website contains data from our Special Case Explanations sent to ISE to Company capital structure, and we have an e-mail ([borsa@tofas.com.tr](mailto:borsa@tofas.com.tr)) address that includes an investor registration form for establishing contact and for replying to information requests submitted electronically. In this context, it is ensured to implement the required arrangements for systematically continuing relations with investors, ensuring easy access to corporate governance, shareholder relations and stock market information and making sure that financial data is accurate, complete and analyzable in accordance with the social responsibility and ethical rules.

Implementation of matters stated in Corporate Management Principles Adoption Report of our Company is ensured by "Corporate Governance and Shareholder Relations Unit". Periodical meetings and presentations addressing local and foreign analysts with regards to corporate investors in line with information activities are carried out by the "Finance Department". Furthermore, the media activities of our Company are carried out by the "Corporate Communication Department".

Our Company implements the Information Policy in accordance with the Corporate Governance Principles by establishing the required connection between the concerning units and departments. Preparation of all kinds of presentations, conduction of meetings and exercising of press declarations in line with public information and transparency criteria are followed up at CEO and Directors level in our Company. The said information activities are arranged with the participation of Company senior management, as of regular periods and upon direct requests.

Our Company vision is revised based on the stakeholder concept. The said interest holders are informed regarding the matters concerning them and organizations, briefings, planned studies and arrangements regarding explanations are all held by the Company in accordance with the regulations.

Tofas carries out the activities in the field of "corporate governance" together with its shareholders, investors and stakeholders by combining the "governance" and "communications" concepts within the scope of Information Policy.