

Turkey Şiře ve Cam Fabrikaları A.Ş. (Bottle and Glass Factories Corporation)

Information Policy

The Main Frame of the Information Policy

Turkey Şiře ve Cam Fabrikaları A.Ş. (Şiřecam) follows a detailed information and public disclosure policy regarding all financial information, other declarations and briefings about the Turkish Commercial Code, the regulations of the Istanbul Stock Exchange where our shares are processed and the Capital Market Regulations in particular. While doing so, the generally accepted accounting principles and corporate management principles are also taken into consideration. The main purpose of the information policy is to transmit the necessary information and declarations, which are not within the scope of confidential trade information, to shareholders, investors, employees, customers and other concerned parties equally, on time, correctly, completely, comprehensible, easy and to low costs.

Şiřecam, who is in an active approach regarding the adoption and application of the corporate management principles, also puts in great effort to public disclosure and briefing about applicable regulations and to accomplish the best applications on an international basis. The information policy of Şiřecam has been prepared within the above-mentioned scope, approved by the Administrative Board and put into effect.

Power and Responsibility

The information policy has been prepared by the Administrative Board. In our company, the public disclosure and the monitoring, inspection and development of the information policy is the power and responsibility of the Administrative Board. Managers, responsible for financial management and reporting together with the investor relations unit have been appointed for the coordination of the information function. The aforesaid authorized persons fulfill their duties in close cooperation with the Audit Committee and the Administrative Board.

Activities to Inform the Public and Applied Methods

The activities to inform the public about the Capital Market Regulations, the Turkish Commercial Code and other applicable regulations and the used instruments and applied methods are given below:

- Financial statements prepared on consolidated basis and according to the regulations published by the Capital Market Board (SPK) and notes with regard to the financial statements together with the independent audit report and the interim Administrative Board report are delivered to the Istanbul Stock Exchange (IMKB) within the given legal periods at the end of 3-month periods. In addition to this, our company is published on the Public Disclosure Platform (KAP) system via internet. The concerned financial statements are submitted to the approval of the Administrative Board after the assent of the Committee responsible for Auditing and the financial statements are signed by the managers who are responsible for the finance reports of our company and appointed by the Administrative Board together with an attestation. The concerned financial statements and notes are also translated into English as soon as possible and published on the web site of our company.
- The exception declarations, which have to be given within the scope of the regulations of the Capital Markets Board, are sent to IMKB via fax in due time. Moreover, a control is made whether the exception declarations sent to IMKB are published on the daily bulletin of IMKB and then the declarations are sent to the Public Disclosure Platform (KAP) system the next business day and

published on the web site of our company the same day. As a principle the exception declarations are signed and presented to concerned authorities by the managers responsible for the finance reports. The names, titles and authorities of the persons, who are responsible for the exception declarations, are sent to SPK and IMKB. If there is a change in these responsible persons the notification is renewed. The persons, who are responsible for the exception declarations, are chosen among the persons, who are authorized to represent and bind the Company.

- In cases like changes in the Articles of Association, General Assembly Meetings and capital increase the necessary announcements and declarations are made through the Commercial Registry Gazette and two daily newspapers, which are published throughout Turkey. The Turkish and English texts are also published on the web site of our company.
- The annual activity reports including the necessary information and explanations is prepared in Turkish, submitted to the review of shareholders and published on the web site of our company (www.sisecam.com) every year before the General Assembly Meeting. In case the report is requested in printed version and/or on CD, it can be obtained by the Shareholder Relations Unit of our company. The annual activity reports are translated into English shortly after the general assembly meetings and published on the web site of our company.
- Press statements are made by means of printed and visual media if necessary. The press statements to printed and visual media can be made by the Chairman of the Board, the General Manager or a person authorized by the aforesaid authorities.
- If it is considered necessary shareholders and other concerned parties will be given information by means of teleconferences. These teleconferences are organized by the investor relations unit.
- Shareholders and other concerned parties are informed through investor meetings and investor visits (road – show), which are organized in Turkey and abroad. If it is within the bounds of their responsibility the General Manager, the managers responsible for finance management and reporting and the managers of the investor relations unit attend the meetings and visits organized by the investor relations unit. If it is considered necessary the mentioned contact teams can also be extended.
- If Institutions, which prepare research reports about our company and shareholders require information such as financial statements in particular, these can be send to them via E–mail by the investor relations unit.
- You can find detailed information and data about our company in English and in Turkish languages in the Investor Relations section (www.sisecam.com) and in the profile of our corporation. The mentioned web site is monitored and regularly updated by the investor relations unit. The questions of shareholders and other concerned parties by means of e-mail, letter and phone are answered as soon as possible with the coordination of the investor relations unit.

Measures Taken to Ensure the Confidentiality of Information Until They are Made Public

The persons, who have access to internal information, which could affect the value of the capital market instrument or the investment decisions of the investors, receive comprehensive information about the law, the responsibilities, obligations mentioned in associated regulations and what kind of information can be made public by whom and under which circumstances.

In addition to this, in order to prevent unauthorized declarations about the activity results, information about the activity results corresponding to certain periods of the year, which have not been made public and other subjects are not shared with capital market participants. This period is regarded as the “silent period” and this period starts with 3-month intervals and on the 15th of the month following the month in which the annual account period was completed and continues until the business day following the public disclosure of the financial statements.

News and Reports in the Media

The news and reports about Şişecam and its subsidiaries in the media or on the web sites are monitored and by MTM Medya Takip Yayıncılık ve İletişim Merkezi Limited Şirketi (MTM Media Monitoring Publishing and Communication Center Corporation) and they are daily evaluated by company authorities.

If there are news or reports with different contents than the already announced exception declarations, registration statements, circular notes, announcement articles approved by SPK, financial reports and other information announced to the public and if these news or reports are important enough to affect the investment decisions of investors or the value of capital market instruments, then Şişecam makes an announcement regarding the incorrectness and insufficiency of these news and reports. However Şişecam does not deliver any opinions about the comments, analysis, assessments and estimations about the company, which are made based on the information announced to the public.

Criteria used to Determine the Persons with Administrative Responsibility

The persons, who carry administrative responsibility and have regular access to internal information, are determined according to the scope of the information they have access to.

Accordingly; the managers and other personnel, who do not have the level of information, which could affect the investment decisions of investors or the value of capital market instruments; in other words, managers and other personnel who only have information about one part of the company and whose information about the whole of the company is limited, are not regarded within the scope of the persons who carry administrative responsibility and have access to internal information. Only persons like Administrative Board or Audit Board Members, the General Manager, Group President, Vice General Managers, Vice Presidents and financial department managers, who have information about the whole company and who not only have information about the current plans of the company, but also detailed information about the future plans of the company, are regarded within the scope of the persons who carry administrative responsibility and have access to internal information.

Other Announcements

Announcements, which are not included in the above-mentioned (registration statements, circular notes etc.) are signed according to the authorizations given in the Authorized Signatures List of the company and made public.

Şişecam Corporate Web Site (www.sisecam.com)

The web site of our company is actively and frequently used for information and public disclosure purposes. The web site includes the corporate management principles and the information and data chosen by regulatory authorities in Turkish and in English. The web site contains activity groups, products, annual and interim activity reports, the structure of the corporation, corporate management conformity report, the Articles of Association of our company, trade registration information, exception declarations, registration statements, circular notes, announcements about upcoming general assembly meetings, agenda topics and information about the attendance methods to the general assembly. The information policy of the company can also be found on the web site. We pay strict attention to update our web site regularly.