



Sustainability Report 2018



About this report

Reporting scope and boundaries

The indicators and performance data in this report covers AnnAik Limited and its subsidiaries as a Group which corresponds to our Corporate Structure in the Annual Report. The Group (“AnnAik”), refers to the Company, AnnAik Limited and the entities which AnnAik has direct managerial control. This year, this report scope focuses on AnnAik sustainability performance across business divisions in Singapore. We intend to expand the scope of our report to include other divisions and countries where AnnAik is present in the future.

Reporting Standard

We have developed this report in accordance with the Global Reporting Initiative (“GRI”) Standards – Core option and the Singapore Exchange’s Practice Note 7.6 Sustainability Reporting Guide. We have not sought external assurance for this report. External assurance will be considered as reporting matures.

Reporting period

This report covers our sustainability performance and efforts from 1 January 2018 to 31 December 2018 (“FY2018”). We have included comparative historical data in this report that are presently available. Going forward, we will report on our sustainability performance and efforts on an annual basis. This will serve as a platform to communicate our economic, social and environmental progress and commitments to the various stakeholders.

Accessibility

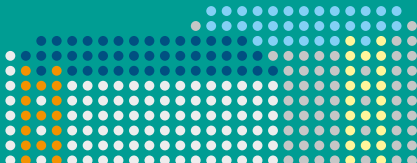
The Group will not print any copies of this sustainability report as part of our environmental conservation efforts. A current electronic edition of the report is available at: www.annaik.com

Feedback

Our stakeholder’s feedback is important to us. Please address all feedback to www.annaik.com

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Board Statement

AnnAik believes sustainability is important for business as it believes that most successful companies in the world today do not just embrace sustainability as a supporting function but ensure that it is integrated into every function of their operations. We pursue our business goals and drive our sustainability initiatives forward so as to balance economic prosperity with Corporate Social Responsibility together.

Sustainability Report 2018 ("Sustainability Report") is prepared in accordance with the Global Reporting Initiative ("GRI") Standards. This Sustainability Report focuses on environmental, social and governance factors that have been carefully selected to be material factors, given the Group's key stakeholders.

The Board has considered sustainability issues as part of its strategic formulation, determined the material ESG factors and overseen the management and monitoring of the material ESG factors.



About AnnAik

Ann Aik Pte Ltd (Registration no: 197702066M) was incorporated in Singapore on 24 September 1977 and commenced operations as a stockist and distributor of general hardware products with a staff size of three in a rented shop house.

In the early 1980s, Ann Aik Pte Ltd made a strategic move to specialise in the sale and distribution of stainless steel products due to less competition and higher profit margin. In 1989, the Company was appointed as an exclusive distributor of stainless steel butt-weld pipe fittings by a Japanese manufacturer. The Company also distributes and sells other stainless steel piping products, such as pipes, flanges, valves and fittings. Currently, the Company has approximately 10,000

different items stored in its Singapore warehouse to enable it to be one-stop supply centre for customers sourcing for stainless steel piping products.

On 4 September 2003, Ann Aik Pte Ltd was listed on the Singapore Stock Exchange and changed its name to AnnAik Limited. The successful listing of the Company’s shares marks a significant milestone in its corporate history.

Over the years, the Company has been strengthening its business and in early 2000s, it expanded upstream into manufacturing of steel forged flanges in PRC. Today, the Company has one plant in Malaysia which manufactures stainless steel and carbon steel forged flanges. The

Company has also ventured into environmental business in 2005 by securing contracts to build wastewater treatment plants in PRC. Today, the Company has seven wastewater treatment plants in PRC under Build-Own-Transfer (“BOT”) or Build-Own-Operate (“BOO”) concept and one portable water supply company. In 2010, the Company set up an environmental technology and engineering company in Singapore to undertake consulting services in water resource management for governmental and commercial operators. In 2015, the Company also ventured into the construction and supply of rural wastewater treatment equipment in PRC to further enhance its environmental and engineering division.

Our company business can be segregated into three main divisions:

Manufacturing

Manufacturing of steel forged flanges

Distribution

Distribution of stainless steel products mainly used in piping system

Environmental and Engineering Services

Provision of consulting services in water resource management, construction and operation of industrial wastewater treatment plants and supply of rural wastewater treatment equipment

Organisation Profile

Name AnnAik Limited ("AnnAik")

HQ Location 52 Tuas Avenue 9, Singapore 639193

Geography AnnAik has operations in five countries. It has offices, operating facilities and manufacturing facilities in Singapore, China, Malaysia and Korea.

Legal Form AnnAik has been publicly listed on the Catalist Board of Singapore Exchange. Currently the largest shareholder of AnnAik is Mr Ow Chin Seng, who holds approximately 30.38% of shareholding.⁽¹⁾

Organization Scale Number of employees: 55
No. of key operating subsidiaries: 19

Revenue	Manufacturing	Distribution	Environment	Sub-total
	\$'000	\$'000	\$'000	\$'000
Total Revenue	2,448	44,689	9,629	56,766

Workforce	Male	Female	Total
Singapore	55%	45%	100%

External Initiatives ISO 9001:2015 Quality Management
Practise Workplace Safety
Attained BizSafe Level 3
NS MARK GOLD
Employers' Pledge of Fair Employment Practices

Membership of Associations Associate member of Singapore Metal and Machinery Association (SMMA)
Member of Singapore Business Federation
Member of Singapore China Business Association
Member of Taipei Business Association
Member of Singapore China Friendship Association
Member of Singapore Chinese Chamber of Commerce & Industry

⁽¹⁾ For indirect interest if any, kindly refer to AnnAik Limited Annual Report 2018



Our Vision

To be a global leader in stainless steel piping products, known for our outstanding quality and unique upstream and downstream capabilities, from manufacturing to distribution to engineering construction and environmental business.

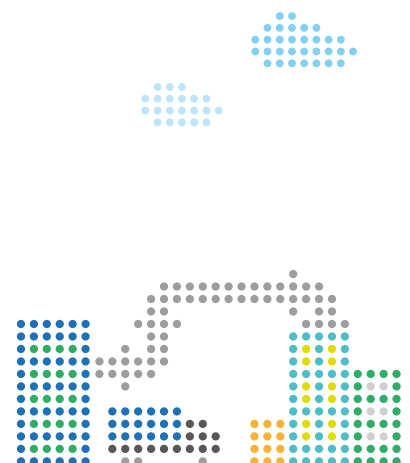
Code of Conduct & Ethics

The Group's Code of Conduct ("Code"), comprising internal corporate governance practices, policy statements and standards, serves as a guide to all its employees and officers for both legal compliance and appropriate ethical conduct.

Accessible to Board members and employees of the Group as well as its agents, representatives and consultants, the principles and standards in the Code are intended to enhance investor confidence and rapport, and to ensure that decision-making is ethically and properly carried out in the best interests of the Group. The Code is reviewed from time to time and updated to reflect changes to the existing systems or the environment in which the Group operates.

The Code sets out principles to guide employees in carrying out their duties and responsibilities to the highest standards of personal and corporate integrity when dealing with fellow employees; customers; competitors; suppliers; government agencies and officials; and the community in general. Among others, key areas covered by the Code include workplace health and safety; workplace and business conduct; safeguarding of assets of the Group and other parties; handling of confidential information and trading policy; conflict of interest; personal data obligations; and compliance with laws including a whistle blowing policy.

The Group has developed compliance education as part of the regular education programmes it administers. Under these programmes, employees are briefed on this Code and other compliance-related issues, either on its own or with the support of corporate function departments.



Supply Chain Management

Our major suppliers are the manufacturers of our Stainless Steel Distribution Business. Our suppliers are selected based on, amongst others, experience, expertise, product quality and past performances.

We have a Procurement Policy and ISO standard in place which provides procurement guidelines such as selection and evaluation of suppliers as well as ensuring adequate diversification of suppliers which results in cost-effectiveness and prevention of operational disruptions.

We generally do not enter into long term exclusive agreements with any of our suppliers as we value the flexibility to evaluate and select our suppliers in accordance with our aforementioned criteria.

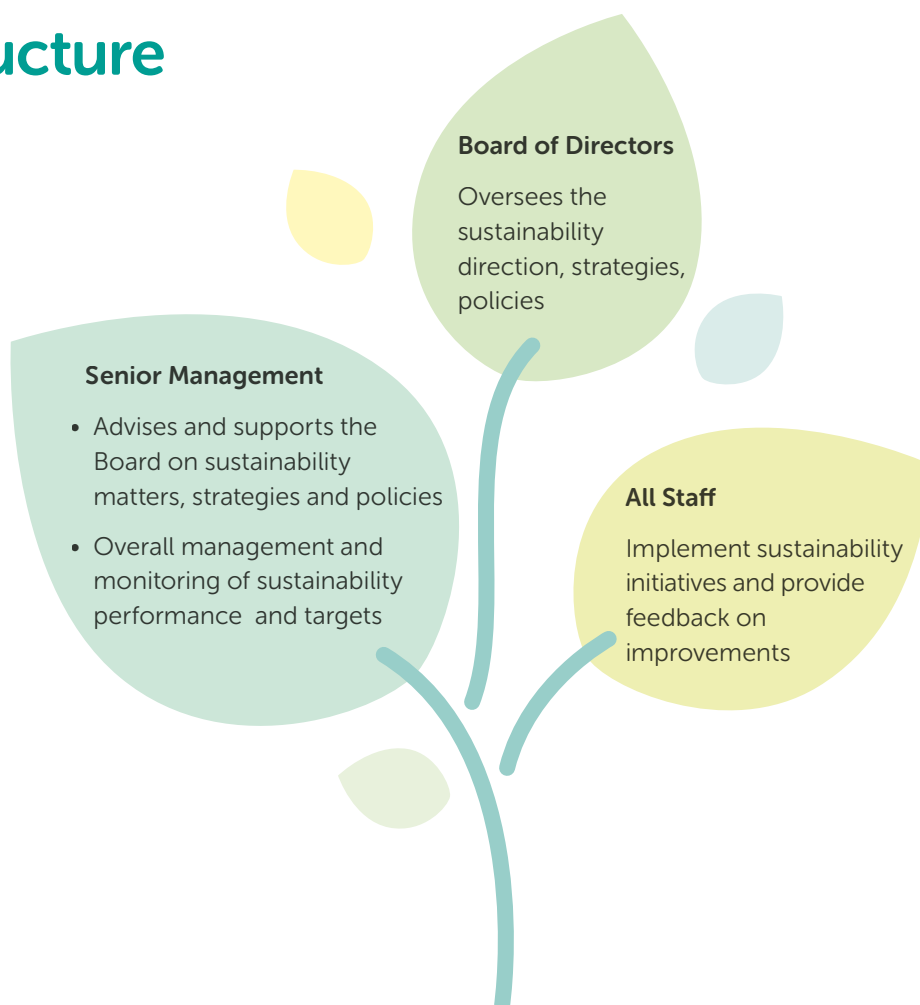
Our Directors believe that our business and profitability are not materially dependent on any industrial, commercial or financial contract with any supplier and will not be materially affected by the loss of any single supplier.



Governance Structure

Sustainability Governance is led by the Board of Directors and supported by all levels of the Group.

Sustainability is a journey. The Board, with the assistance of Audit Committee, will ensure that we have the right policies and practices in place, with appropriate targets and measurements developed, and sufficient resources dedicated to sustainability-related initiatives. We will progressively strengthen the sustainability governance structure so that there is clear accountability and oversight.



Risk Management



The Group ensures that a rigorous procedure is in place to adequately and effectively manage risks faced by its business divisions during the course of daily operations and long-term business planning. This is done by holding regular Senior Management meetings on a regular basis and including Board of Directors as required.

On a quarterly basis, the Senior Management will provide updates to the Board in areas of concern, if any, that may arise in relation to the Group's key risks factors.

In addition, the Group has also requested its internal auditors, to take such risk factors into consideration when drawing up the annual internal audit plan, so as to review and monitor the identified risk areas. In the event that the Group intends to enter into any new markets, business venture or business sector, the Group may also appoint external professional parties to review or advise on additional areas of risk factors to

consider in connection with such forays.

In order to ensure that it stays current and in compliance with applicable and relevant law and standards and/or requirements issued by regulators, the Group tracks regulatory developments on a regular basis.

The Group's Company Secretary, Corporate Lawyer and Sponsor advises the Board on changes in legal and regulatory issues while its external auditors provide changes in accounting standards to management for their consideration. The Group has engaged its external auditors to conduct at least one briefing per annum for the Board on changes in accounting standards.

To better manage compliance risk oversight, the Audit Committee has requested its internal auditors to assist the Management in evaluating and assessing the effectiveness of internal controls implemented by the Company to identify risks of non-compliance in various areas. As part

of its human resource practices, the Group ensures employee benefits are in place and healthcare insurance is taken out for eligible employees. Overall compensation and benefits structure also follows closely to the basic requirements at the Ministry of Manpower ("MOM"), and the Group keeps itself abreast through regular updates from MOM.

Whistle Blowing Policy

The Company has implemented relevant procedures, as approved by the Audit Committee and adopted by the Board, for the purposes of handling complaints, concerns or issues relating to activities or affairs of the business, customers, suppliers, partners or associates, activities or affairs of the Group or conduct of any employee, officer or Management of the Group. Staff of the Group has access to the Audit Committee Chairman and may, in confidence and on an anonymous basis, raise concerns about possible improprieties in any such corporate matters by sending an email or a letter in writing to the Audit Committee Chairman.

Operational Risk

Operational risks are managed on an ongoing basis. As the Group's business is generally space-intensive by nature, the Group's supply chain management is handled by the adequate sourcing of accredited suppliers as well as regular and effective management planning of its inventory stock and costs.

As part of its human resource efforts to add quality people to its workforce and retain its valued employees, the Group has implemented training and developed rigorous health and safety management programmes. The Group also provides highly incentivised working benefits which include insurance, medical and dental coverage.

The Group also has a robust Sales, Marketing and Communication strategy in place to ensure its message to stakeholders are aligned and it delivers on its sales targets. To achieve this, it has a sales strategy based on regular management review and communication with customers.

The Group monitors customer satisfaction upon conclusion of projects. The Group actively seeks to reduce its operational impact on the environment, and has stringent corporate responsibility and sustainability practices to manage its industrial waste by recycling and reusing where possible and engaging licensed waste collectors. To safeguard its legal interests, the Group hires professionals such as lawyers to provide professional advice in relation to operational risks.

For continuous operations, the Group's IT infrastructure is handled by IT professionals to ensure system reliability compliant with stringent security measures to prevent information leaks or losses. In addition, the Group's inventories are protected by adequate insurance covering all industrial risks in addition to its utilisation of on-site security device.



Financial Risk

To mitigate its liquidity risks, the Group employs a tight capital management system to ensure it has sufficient working capital to meet debt obligations and pays close attention to critical financial ratios such as inventory turnover, accounts receivable/payable, gearing and current ratio for the early detection of red flags. Information on the Group's Key Performance Indicators and ratios are reported quarterly to the Board.

To remain resilient amidst changing and increasingly diverse customer demands and an uncertain global economy, the Group constantly keeps itself abreast of market conditions, and stays close to its customers through regular visits and tracking of their purchasing patterns. This is to ensure right stock inventories are kept and is relevant to its existing and potential customers.

The Group also has a stringent credit policy that covers credit evaluation, approval and monitoring, as a safeguard to minimise all credit risks. In anticipation of unforeseen financial losses, the Group adopts hedging policies and is insured in relation to the following: workmen compensation; product liability; directors and executive officers' liability; industrial risks; marine insurance; vehicles insurance; trade credit insurance; as well as travel, health and personal accidents insurance for the Group.



Stakeholder Engagement

We identify our diverse stakeholder groups based on their level of influence to our business. We also regularly engage and consult them. Where appropriate and relevant to our business, we incorporate their feedback into the Group's plans and actions.

We use both formal as well as informal engagement methods to interact with a range of stakeholders. Our significant stakeholders and how we engage with them are summarised below:

Stakeholder Group	Engagement Method	Key Topics and Concerns	Our Response
Customers	<ul style="list-style-type: none"> • Enquiry and feedback channels • Direct customer meeting 	<ul style="list-style-type: none"> • Quality of products and services • Cost-competitiveness • Operational efficiency 	<ul style="list-style-type: none"> • Manage our key account • Conduct regular internal management review to ensure customers' needs are fulfilled • Provide timely feedback
Suppliers	<ul style="list-style-type: none"> • Quotations • Periodic discussion • Factory visits 	<ul style="list-style-type: none"> • Fair and transparent business conduct • Continued engagement • Quality of products supply • On time payments 	<ul style="list-style-type: none"> • Set quarterly reviews on key suppliers • Manage the expectations of suppliers and customers
Employees	<ul style="list-style-type: none"> • Performance appraisals • Seminars and training sessions • Internal memos 	<ul style="list-style-type: none"> • Training & career development • Health and safety • Staff welfare 	<ul style="list-style-type: none"> • Provide more training • Ensure effective human resource policies and staff welfare
Investors	<ul style="list-style-type: none"> • Annual Report • Annual General Meeting • SGX Announcements and press releases on SGX and our corporate website simultaneously 	<ul style="list-style-type: none"> • Finance results • Key developments • Investor relations 	<ul style="list-style-type: none"> • Provide half yearly result announcements and dedicated investor relations website • Practise good corporate governance • Ensure sustainable business growth
Government and Regulators	<ul style="list-style-type: none"> • Calls and meetings when required • Relevant government association memberships • Frequent communication with relevant parties 	<ul style="list-style-type: none"> • Compliance with regulatory requirements 	<ul style="list-style-type: none"> • Ensure compliance with applicable laws • Relevant government association memberships • Participate in networking sessions and talks held by the government to understand industry regulations and share our perspectives
Local communities	<ul style="list-style-type: none"> • Community engagement activities • Responsible business practices 	<ul style="list-style-type: none"> • Clean and safe environment • Community projects • Participation in corporate social responsibility activities 	<ul style="list-style-type: none"> • Collaborations with different community groups • Support community programmes

Materiality Assessment

The Board has been fully involved in the identification and prioritisation of material topics and has provided resources to manage the governance of sustainability.

We conducted a high-level benchmarking exercise on a universe of topics to shortlist the key topics where our company created significant economic, environmental and social impacts. We took into consideration the material topics and future challenges of our industry as identified by our peers and competitors. This include relevant laws, regulations and international agreements of strategic significance to our Group.

Our material issues are identified based on the significance of economic, environmental, social impacts and the degree of influence they have on stakeholder assessments and decisions. We develop our material topics through stakeholder feedback, new trends in sustainability, challenges facing the industries, experts' views and our own business goals. We therefore focus our sustainability efforts and reporting on these issues.

The Group currently does not have any quantitative targets on each of the identified factors. Notwithstanding the same, the Group will formulate a target for the respective factors in the next sustainability report.

Material Topic	Material Factor
Economic	Economic Performance
Social	Diversity and equal opportunity Employment Training and education Local communities
Environmental	Energy consumption Recycling, Reuse and Reduce



ECONOMIC

Economic Performance

AnnAik firmly believes that focus on financial sustainability is critical and we are fully committed to the highest standards of corporate governance.

The Group's basic principle is that long-term profitability and shareholders' value is ensured by taking into account the interests of all

stakeholders, such as shareholders, employees, suppliers and society as a whole.

For a detailed breakdown of the Group's 2018 financial results, please refer to the relevant sections in AnnAik Limited Annual Report 2018.

	Amount (SGD'000)
Direct economic value generated	56,766
Economic value distributed*	(55,411)
Economic value retained	1,355

*Note: Economic value distributed refers to the total sum of our company's operating costs, employee wages and benefits, payments to providers of capital, and community investment.



SOCIAL

Our People

AnnAik understands that people are key assets to the Group. To create an engaging and holistic environment where our people are able to deliver their best work, AnnAik is committed to offering equal opportunities, staff benefits and career development for all persons and genders. The Group

does this to attract and retain good people in our company.

Equal Opportunities

AnnAik is committed to ensuring equality of opportunities, which means treating people fairly and without bias. Discrimination due to gender, age,

racial, religious, social class or nationality is not tolerated in our workplace. We recruit individuals with the necessary competencies, experience and qualifications without any discrimination.

As at 31 December 2018, AnnAik has **55 employees**⁽¹⁾.

Item	Composition	Male		Female		Total	
		No	%	No	%	No	%
Gender		30	55	25	45	55	100
Age	Under 30	5	9	8	15	13	24
	31 ~ 40	6	11	8	14	14	25
	41 ~ 50	7	13	5	9	12	22
	Above 50	12	22	4	7	16	29
Education Background	Primary School	3	6	2	3	5	9
	Secondary School	11	20	13	24	24	44
	College	4	7	5	9	9	16
	Degree	7	13	4	7	11	20
	Master	4	7	1	2	5	9
	PhD	1	2	0	0	1	2
Employment Contract	Permanent	30	55	25	45	55	100

⁽¹⁾ Only Singapore division employees have been included in this report

Benefits for Full Time Employees

AnnAik provides benefits to full-time employees in the form of Medical, Accidental, Life, Hospitalisation, Travelling insurance, Dental, and training course.

In prior years, AnnAik introduced the Employee Share Option Scheme to

motivate employees to have long-term careers with us. This reward scheme contributes a win-win situation for both our organisation and our employees.

In addition to the government regulated leaves, the Group also provides childcare leaves for

employees with children. During the reporting period, 3 male employees and 7 female employees have taken Child care, Paternity and Maternity Leaves respectively. The aforementioned employees are currently employed under the Group.

Training & Education

In current modern business environment, AnnAik recognises the need to continuously upgrade our employees' skillsets to compete in this competitive business environment.

Every year, AnnAik organises several training courses which include the new employee induction programme, professional skills refresher and advancement programme and supporting qualification training and technical management education. These programmes are implemented through lectures, knowledge exchange, external training and so on.

External training or programmes included, but not limited, are as follows,

1. AED Training Session
2. Drafting and Vetting Commercial Contracts
3. Effective Strategic Resource Management for Finance Directors and Managers
4. Fire Drill Briefing and Evacuation
5. Import / Export Documentation and Procedures
6. LED 5 – Audit Committee Essentials
7. LED 6 – Board Risk Committee Essentials
8. Occupational First Aid Course
9. Psychological First Aid Course
10. Visual Storytelling For The Digital Age
11. WSQ Apply Workplace Safety and Health In Process Plant

Local Community

Recognising that the well-being of our community has a strong correlation to ours and to sustain our community engagement in FY2018, the Group has jointly supported the following events.



Bishan Park Gardening organised by "National Parks Board" in the month of August at Bishan Park to enhance the greenery by planting a variety of shrubs that would improve the environmental scenery and attract pollinating insects such as butterflies.



Beach Clean Up 2018 organised by "National Environment Agency" in the month of June for Singapore annual month-long clean up festival, "Keep Clean, Singapore!" at East Coast Park to help sustain a beautiful natural environment so as to make the beach and barbeque areas suitable for one's enjoyment.

ENVIRONMENTAL

Environmental Protection

AnnAik conducts business in a manner that respects the environment by minimising the Group's carbon footprint, reducing its consumption of resources and expanding its recycling initiatives. The Management has started to put in place best practices to support vendors that are eco-friendly rather than purely basing on initiatives that generate savings to the Group.

Energy Consumption

The Group has implemented various good practices to reduce energy consumption in Singapore office and warehouse as follows.

1. Old electronic equipment are replaced with equipment that are energy saving and environmental friendly
2. All staff are reminded to switch off lighting, air conditioner and other electrical appliances when not in use
3. Reminders to set air conditioning at certain temperature to reduce energy consumption

In the future, we are looking to implement additional initiatives to minimise our energy consumption.

In order to achieve continuous improvement in our environmental goals, AnnAik's commitments are as follows.

1. Only "Green" vendor and restaurant are used for any corporate event requiring food and beverages
2. Reduce paper usage by using recycled paper for internal purposes, implementing paperless working environment e.g. e-invoices and e-statements to customer.
3. All stationery used are from eco-friendly brand or from certified environmentally friendly vendor such as Environmental Quality Partner, Singapore Green Label & FSC certified, and Programme for the Endorsement of Forest Certification.
4. Any waste paper, scrap metal and old electronics equipment will be collected and sent to recycling company.

AnnAik energy consumption for FY2017 and FY2018

	2017	2018
Electricity Consumption (kWh)	166,814	169,662

GRI Index

GRI Standard Disclosure Number	Disclosure Title	Report Section	Page Reference
GRI102: General Disclosures			
Organisational Profile			
102-1	Name of the organisation	Organisation Profile	Pg 3
102-2	Activities, brands, products, and services	About AnnAik	Pg 2
102-3	Location of headquarters	Organisation Profile	Pg 3
102-4	Location of operations	Organisation Profile	Pg 3
102-5	Ownership and legal form	Organisation Profile	Pg 3
102-6	Markets served	Organisation Profile	Pg 3
102-7	Scale of the organisation	Organisation Profile	Pg 3
102-8	Information on employees and other workers	Organisation Profile	Pg 3
102-9	Supply chain	Supply Chain Management	Pg 5
102-10	Significant changes to the organisation and its supply chain	None in FY2018	
102-11	Precautionary principle or approach	AnnAik Limited does not specifically address the principles of the precautionary approach	
102-12	External initiatives	Organisation Profile	Pg 3
102-13	Membership of associations	Organisation Profile	Pg 3
Strategy			
1102-14	Statement from senior decision maker	Board Statement	Pg 1
Ethics and Integrity			
102-16	Values, principles, standards, and norms of behaviour	Our Vision	Pg 4
Governance			
102-18	Governance structure	Governance Structure	Pg 5

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GRI Standard Disclosure Number	Disclosure Title	Report Section	Page Reference
GRI102: General Disclosures			
Stakeholder Engagement			
102-40	List of stakeholder groups	Stakeholder Engagement	Pg 9
102-41	Collective bargaining agreements	Not applicable as none of our employees are covered by collective bargaining agreements	
102-42	Identifying and selecting stakeholders	Stakeholder Engagement	Pg 9
102-43	Approach to stakeholder engagement	Stakeholder Engagement	Pg 9
102-44	Key topics and concerns raised	Stakeholder Engagement	Pg 9
Reporting Practice			
102-45	Entities included in the consolidated financial statements	Annual report 2018	
102-46	Defining report content and topic boundaries	About this report	Inside front cover
102-47	List of material topics	Materiality Assessment	Pg 10
102-48	Restatements of information	Not applicable as this is the first report based on GRI standards	
102-49	Changes in reporting	Not applicable as this is the first report based on GRI standards	
102-50	Reporting period	About this report	Inside front cover
102-51	Date of most recent report	About this report	Inside front cover
102-52	Reporting cycle	About this report	Inside front cover
102-53	Contact point for questions regarding the report	About this report	Inside front cover
102-54	Claims of reporting in accordance with the GRI Standards	About this report	Inside front cover
102-55	GRI content index	GRI Index	Pg 15-17
102-56	External assurance	AnnAik Limited has not sought external assurance for this reporting period and may consider it for future periods.	

GRI Standard Disclosure Number	Disclosure Title	Report Section	Page Reference
GRI102: General Disclosures			
Management Approach			
103-1	Explanation of the material topic and its Boundary	Materiality Assessment	Pg 10
103-2	The management approach and its components	Materiality Assessment	Pg 10
103-3	Evaluation of the management approach	Materiality Assessment	Pg 11-14
Topic Specific GRI Standard Disclosures			
GRI 201: Economic Performance			
201-1	Direct economic value generated and distributed	Economic Performance	Pg 11
GRI 302: Energy			
302-1	Energy consumption within the organization	Energy Consumption	Pg 14
GRI 401: Employment			
401-2	Benefits provided to full-time employees that are not provided to temporary or part-time employees	Benefits for Full Time Employees	Pg 12
GRI 404: Training and Education			
404-2	Programs for upgrading employee skills and transition assistance programs	Training & Education	Pg 12
GRI 405: Diversity and Equal Opportunity			
405-1	Diversity of governance bodies and employees	Equal Opportunities	Pg 12
GRI 413: Local Communities			
413-1	Operations with local community engagement, impact assessments, and development programs	Local Community	Pg 13



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