



TERMS OF REFERENCE OF THE COMPANY SECRETARY

The Company Secretary is responsible for:

- (a) Ensuring that the organization complies with its constitution and all relevant statutory and regulatory requirements, as well as the code of ethics and rules established by the board;
- (b) Developing the agenda of the board and board committee meetings in consultation with the Chairperson and the Managing Director;
- (c) Circulating agendas and any supporting papers in good time;
- (d) Ensuring the presentation of high-quality information to the board and its committees;
- (e) Checking that a quorum is present at meetings;
- (f) Taking minutes of board meetings and circulating the draft minutes to all members;
- (g) Ensuring that meetings and resolutions of the board are properly held and passed in accordance with the company's constitution and existing laws and regulations;
- (h) Ensuring board decisions relevant to the functions of the Company Secretary are executed;
- (i) Ensuring that the procedure for the appointment of directors is properly carried out;
- (j) Assisting in the proper induction of directors;
- (k) Providing comprehensive practical support and guidance to directors both individually and collectively with particular emphasis on supporting the non-executive directors;
- (l) Ensuring compliance with all relevant statutory and regulatory requirements as well as giving any appropriate support wherever applicable;
- (m) Reporting to the Chairperson on all board governance matters;
- (n) Communicating with shareholders, as appropriate, to ensure that due regard is paid to their interests;
- (o) Acting as a primary point of contact for all shareholders and proxy voting/corporate governance advisers.

Adopted	11 May 2018
Reviewed	7 February 2024