

## Statement of Main Accountabilities

	Main Accountabilities
<b>Chairperson</b>	<ul style="list-style-type: none"> <li>• Provides overall leadership to the Board</li> <li>• Ensures that the Board is effective in its tasks of setting and implementing the company's direction and strategy</li> <li>• Presides and conducts meetings effectively</li> <li>• Provides support and supervision to the Managing Director</li> <li>• Ensures that directors receive accurate, timely and clear information</li> <li>• Ensures that development needs of the directors are identified and that appropriate training is provided to continuously update the skills and knowledge of the directors</li> <li>• Maintains sound relations with shareholders</li> </ul>
<b>Directors</b>	<ul style="list-style-type: none"> <li>• Contribute to the development of the strategy</li> <li>• Analyse and monitor performance of Management against agreed objectives</li> <li>• Ensure that financial information released to the market and shareholder is accurate</li> <li>• Ensure that the Company has adequate and proper financial controls and systems of risk management</li> <li>• Actively participate in Board decision-making and constructively challenge, if necessary, proposals presented by Management</li> <li>• Provide specialist knowledge and experience to the Board</li> <li>• Remain permanently bound by fiduciary duties of care and skill</li> </ul>
<b>Managing Director</b>	<ul style="list-style-type: none"> <li>• Manages the day-to-day operations of the Company</li> <li>• Leads the elaboration and execution of the long term strategy of the Company</li> <li>• Maintains good relationships with clients and ensures clients' satisfaction</li> <li>• Identifies and monitors material risks that may affect the business</li> <li>• Advises and informs members of the Board on significant matters to facilitate decision-making</li> <li>• Monitors the operational and financial performance of the Company</li> <li>• Builds the team by empowering, monitoring &amp; managing performance of employees in order to maximise existing talents and develop new capabilities</li> </ul>
<b>Company Secretary</b>	<ul style="list-style-type: none"> <li>• Ensures compliance with all relevant statutory and regulatory requirements</li> <li>• Provides the Board as a whole and directors individually with guidance as to their roles and responsibilities</li> <li>• Assists the Chairperson in governance processes such as Board and Committee evaluation</li> <li>• Develops and circulates agendas for meetings and drafts minutes and ensures follow ups</li> <li>• Ensures that the shareholder's interests are taken care of and act as primary point of contact</li> </ul>