# TERMS OF REFERENCE OF REMUNERATION COMMITTEE

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### Membership

- 1. The Committee shall be appointed by the Board from amongst the Directors consisting wholly of Independent Non-Executive Directors. It shall consist of not less than three (3) members.
- 2. The members of the Remuneration Committee shall elect a Chairman from among their numbers. The Chairman shall be an Independent Non-Executive Director.
- 3. In the absence of the Chairman of the Remuneration Committee, the remaining members present shall elect one of their numbers to chair the meeting.
- 4. The Secretary to the Remuneration Committee shall be the Company Secretary.

### **Meetings and Minutes**

- 1. The Remuneration Committee shall meet at least once a year or at such other times as the Chairman of the Committee deems necessary.
- 2. Two (2) members shall form a quorum for meetings.
- 3. Minutes of each meeting shall be distributed to each member of the Board.

#### **Functions**

- 1. Recommend to the Board the framework of remuneration package for Executive Directors' and Senior Management.
- 2. Recommend to the Board any performance related pay schemes for Executive Directors and Senior Management.
- 3. Review Executive Directors' and Senior Management scope of service.
- 4. Recommend the fees and benefits of Directors for shareholders' approval at Annual General Meeting.
- 5. Recommend meeting allowances to Directors for attendance at Board meetings and Board Committee meetings.

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- 6. Review the overall remuneration policy for Executive Directors and Senior Management and recommend to the Board any changes as necessary.
- 7. Consider the appointment of the services of such advisers or consultants as it deems necessary to fulfill its functions.

## **Procedures**

- 1. Directors do not participate in the discussion on their own remuneration.
- 2. The remuneration of Directors shall be the ultimate responsibility of the full Board after considering the recommendations of the Committee.

Revised and Approved by the Board of Directors : 13 April 2018