

Statement of Main Accountabilities

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