



## **Roles and Responsibilities of Chairman**

The roles and responsibilities of the chairman may include:

- Presiding the BoD and AGM meetings and ensuring that minutes of the meetings are properly recorded
- Summing up issues and decisions fairly, accurately and in the best interest of the company
- Consulting with the Board of Directors over any matter that gives him cause for concern
- Acting as facilitator at meetings of the Board to ensure that no director, whether executive or non-executive, dominates the discussion, that relevant discussion takes place, that the opinions of all directors relevant to the subject under discussion are solicited and freely expressed, and that Board discussions lead to appropriate decisions
- Setting the ethical tone for the Board and the Company
- Providing overall leadership to the Board
- Ensuring that good relations are maintained with the Company's major shareholders and its strategic stakeholders and presiding over shareholders' meetings
- Building and maintaining stakeholders' trust and confidence in the Company

The Board monitors and evaluates the performance of the chairman against these and other agreed objectives annually.



## **Roles and Responsibilities of CEO**

The roles and responsibilities of the CEO may include:

- Developing and recommending the Company's strategy, supported by yearly business plans and budgets, to the Board for approval
- Running the business and implementing the policies and strategies adopted by the Board
- Consistently striving to achieve the Company's financial and operating goals and objectives
- Continuing to implement the holistic strategy of the company as agreed at the Board
- Succession planning
- Ensuring that comprehensive and appropriate internal control mechanisms are recommended to and adopted by the Board to mitigate key risks
- Monitoring and reporting the Company's performance and compliance imperatives to the Board
- Ensuring that the Company complies with all relevant laws and corporate governance principles
- Ensuring that the Company applies recommended best practices relevant to the Company
- Ensuring that the assets of the company are adequately maintained and protected, and not unnecessarily placed at risk
- Serving as chief representative of the Company
- Ensuring that a long-term strategy is developed and recommended to the Board to create added value for and positive relations with stakeholders
- Representing the Board of Directors
- Maintaining and building upon the good relations with all stakeholders of the company
- Continuing to build the image of the company and
- Establishing an organisational structure that enables effective execution of the Company's adopted strategies
- Not causing or permitting any practice, activity or decision that is contrary to commonly accepted good business practice, good corporate governance or professional ethics
- Fostering a corporate culture that promotes sustainable ethical practices, encourages individual integrity and fulfils social responsibility objectives and imperatives
- Ensuring that a positive and constructive work climate conducive to attracting, retaining and motivating employees at all levels in the Company is maintained
- Setting the ethical tone in providing ethical leadership and creating an ethical environment

In addition to above, the chairman and CEO of the company are liable for all other responsibilities as set in corporate laws.