



## **TERMS OF REFERENCE OF THE NOMINATION COMMITTEE**

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### **1. OBJECTIVES**

The principal objectives of the Nomination Committee (“Committee”) are as follows:

- i. To recommend to the Board, suitable candidate(s) to be appointed as director(s) (either as an executive, non-executive or independent non-executive director);
- ii. To evaluate and consider, before making any recommendations, candidate(s) proposed by the Managing Director, or any other senior executive or any director; and
- iii. To evaluate and consider suitable candidate(s) to fill seats on Committee.

### **2. COMPOSITION OF MEMBERS**

The Board of Directors shall elect the Committee members from amongst themselves, comprised exclusively of non-executive directors, a majority of whom must be independent director.

### **3. CHAIRMAN**

The Committee shall elect a Chairman from amongst its members and the elected Chairman of the Committee shall be approved by the Board of Directors. The Chairman of the Board of Directors shall not be a member of the Committee.

In the event, the elected Chairman is not able to attend the Committee meeting, a member of the Committee shall be nominated as Chairman for the meeting.

### **4. MEETINGS OF THE COMMITTEE**

#### **i. Meetings**

The Committee may meet together for the dispatch of business, adjourn and otherwise regulate their meetings, at least once a year or more frequently as deemed necessary. In the event issues requiring the Committee’s decision arise between meetings, such issues shall be resolved through circular resolution. Such circular resolution in writing shall be valid and effectual if it is signed or approved by letter, facsimile or any electronic means by all members of the Committee.

For the Committee’s meetings (except in the case of an emergency), notice with the relevant papers at seven (7) days prior to each meeting shall be given to all the NC members.

#### **ii. Quorum**

A minimum of two members shall form the quorum.



*Terms of reference of the Nomination Committee (cont'd)*

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**iii. Secretary of the Committee**

The Company Secretary shall be the secretary of the Committee.

**iv. Minutes of the Committee Meeting**

Every meeting of the Committee must be recorded either by the Company Secretary or any other person approved by the Committee to take minutes and such minutes must be signed by the Chairman of the Meeting as evidence that the meeting was duly convened and held.

**5. FUNCTIONS**

The functions of the Committee are as follows:

- i. To consider and recommend to the Board suitable candidates for appointment as Directors of the Company. In making a recommendation to the Board on the candidates for directorship, the Committee should consider the candidates:
  - a. fit and proper;
  - b. skills, knowledge, expertise and experience;
  - c. professionalism;
  - d. integrity; and
  - e. in the case of candidates for the position of Independent Non-Executive Directors, the Committee shall also evaluate the candidates' ability to discharge such responsibilities / functions as expected from Independent Non-Executive Directors.
- ii. To annually review, or as required, the correct mix of skills, business and professional experiences that should be added to the Board.
- iii. To appraise each individual Director including Independent Non-Executive Directors as well as the Group Managing Director in terms of his experience, knowledge, credibility and credentials, and assess their effectiveness and contribution in carrying out their obligations and duties as a Board member of the Company. All assessments and evaluations carried out by the Committee in the discharge of all its functions should be properly documented.
- iv. To examine the ability of each Director to contribute to the effective decision-making process of the Board and ensure that the Board of the Company is functioning actively, efficiently and effectively in all its decision making.
- v. To assess the effectiveness of the Board as a whole and the Committees of the Board.
- vi. To carry out such other functions or assignments as may be delegated by the Board from time to time.



*Terms of reference of the Nomination Committee (cont'd)*

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- vii. The Committee must review the term of office and performance of an Audit Committee (AC) and each of the AC members annually to determine whether such AC and AC members have carried out their duties in accordance with their terms of reference.

**6. AUTHORITY**

The Committee is authorised by the Board to make decisions on matters which fall within its term of reference at the cost of the Company.

**7. COMMUNICATION TO THE BOARD**

- i. The minutes of each Committee meeting shall be tabled to the Board for notation.
- ii. The Committee may from time to time submit to the Board its recommendation on matters within its purview, for the Board's decision.

**8. DISCLOSURE ON NC'S ACTIVITIES**

8.1 The Company shall provide in its annual report a statement about the activities of the NC in the discharge of its duties for the financial year.

8.2 Written TOR

8.2.1 The NC must have written TOR which deal with its authority and duties and such information must be made available on the Company's website.

**9. REVISION OF THE TOR**

9.1 Any revision or amendment of the TOR as proposed by the NC or any other party shall first be presented to the Board for its approval.

9.2 Upon the Board's approval, the said revision or amendment shall form part of this TOR and shall be considered duly revised or amended.

**10. APPROVAL**

10.1 This TOR was reviewed and approved by the Board on 26 May 2023.