APPOINTMENT COMMITTEE

Terms of Reference

Responsibilities:

1. Guide and monitor the process for recruitment, appointment, election and re-election process of the members of the Board and committees.
2. Ensure that there is a formal, rigorous and transparent process for the appointment, election, induction and re-election of directors and that appointments are made, on merit, against objective criteria (to include skills, knowledge, experience, and independence and with due regard for the benefits of diversity on the Board, including gender).
3. Recommend the terms of reference and selection criteria for the different posts and committees
4. Prepare job specification.
5. Ensure that on appointment to the board, Directors receive a formal letter of appointment setting out clearly their responsibilities, remuneration and other terms and conditions..
6. Consider and advise the Board on the process for the appointment of members of the Board and committees.
7. Identify and nominate, for approval of the Board, candidates to fill Board vacancies as and when they arise
8. Regularly review the structure, size and composition (including the skills, knowledge and experience) of the Board and Committees and make recommendations to the Board with regard to any changes;
9. Ensure that a formal, rigorous and transparent procedure is in place for planning the succession of directors and senior officers, taking into account the challenges and opportunities facing the company, and the skills and expertise needed on the board in the future.
10. Before making any appointment, evaluate the balance of skills, knowledge, experience and diversity on the board and accordingly prepare a description of the role and capabilities required for a particular appointment.
11. Consider any matters relating to the selection and appointment /continuation in office / suspension/ termination of service of any director or senior officer at any time.

Composition

1. The Appointment Committee will have 3 members as follows:
   (a) Chairman - Mr Rashad Daureeawo
   (b) Managing Director – Mr Abdel Ruhomutally
   (c) Shareholder – Mr Alaoud Ruhomutally
2. The quorum will be the Chairman and one member.
3. The Appointment Committee may also co-opt additional members, if need be to enhance its effectiveness.