

Mandate

Company Secretary - FDC

1. Facilitating the efficient administration of Board meetings including their planning, calling, conducting and record-keeping consistent with the law, and with the Company's articles and by-laws;
2. Ensuring that the conduct of the general meetings is consistent with the law, the PCB regulations and with the Company's articles and by-laws;
3. Supporting effective Board administration and serving as liaison between the Directors and Management;
4. Providing the Board as a whole and directors individually with detailed guidance as to how their responsibilities should be properly discharged in the best interests of the Company;
5. Assisting and advising the Chairperson of the Board and reporting to the Board on the Company's compliance with the corporate governance requirements, this Code and other internal corporate rules and policies, the Company charter and by-laws and any other relevant laws or regulations;
6. Assisting the Board in reporting the Company's compliance with this Code of Corporate Governance in the Annual Report and on the Company's web site;
7. Monitoring and arranging procedures for compliance with relevant regulatory and legal requirements, providing clarifications to the Board regarding the requirements of laws, this Code, rules of corporate conduct for the Company, charter and other legal acts, and introducing to newly elected Board members this Code and the legal acts regulating the Company's corporate governance and provides any clarifications requested by the Board;
8. Ensure timely, accessible and accurate filing of corporate statutory records as required by the law (Board meeting minutes), PCB and by the Company's articles and by-laws; and
9. Sign the minutes of Board meetings and ensure that the minutes are signed by the Board Directors present at the meeting.
10. Send the Board Meeting attendance to PCB quarterly.
11. Act as the key person in the application of corporate governance in a Company.
12. Act as the focal point of contact with a Company for institutional and other shareholders.
13. Ensure that the Company complies with its constitution and all relevant statutory and regulatory requirements, codes of conduct and rules established by the Board.
14. Coordinating and arranging induction and training programs for directors.
15. Make arrangements to send the relevant documents required documents to the Registrar of Companies. This shall include – name registration documents, changes to the AoA and MoA, changes to the share structure, changes to the company share capital, sharing changes to the company directors and secretaries registers, information relating to registered office, company financials