



STANDARD OPERATING PROCEDURES (“SOP”)
FOR
LEGAL, SECRETARIAL & COMPLIANCE

DOCUMENT VERSION CONTROL

Version	Effective Date
1	4 Feb 2010
2	27 Feb 2014
3	31 October 2015
4	31 October 2017
5	31 October 2019

APPROVED BY:

MARIA MAT SAID
GROUP COMPANY SECRETARY
& REGULATORY COMPLIANCE

<u>TABLE OF CONTENTS</u>	<u>Page</u>
Details of Document Version Control	-
Abbreviation	4
1.0 INTRODUCTION	
1.1 Applicability	6
1.2 Purpose	6
1.3 Review of the SOP	6
1.4 Reference	6
2.0 SOP FOR LEGAL	
Introduction	7
Objectives	7
Support Functions of Legal	7
Duties and Responsibilities	7
Authority Limit Policy	8
Classification of Tasks	8
Solicitors Appointment and Monitoring	9
Criteria for Appointment	9
Letter of Engagement	10
Register of Solicitors	10
Solicitor's Status Update	10
Legal Documentation	10
Non-Operating Legal Agreements	11
3.0 SOP FOR SECRETARIAL & COMPLIANCE	
Introduction	12
Objectives	12
Maintenance of Statutory Record	12
Maintenance of Common Seal	12
Share Capital	13
Registered Office	14
Statutory Return	15
Meetings	15
Shareholders Meeting	21
Member of Committees and Directors	26
Board Charter	38
Directors' Dealing	38
Public Disclosure	39
Archiving of Documents	41
Handling of Confidential Documents	42
Shareholders Suitability	44
Maker Checker Concept	44

4.0 PROCESS AND PROCEDURES

Management Committees' Meeting	46
Board and Board Committees' Meeting	48
Board Meeting of BHB's Subsidiaries	51
Board of Board Committees' Written Resolution	53
Appointment of New Director for BHB	54
Re-appointment of Director for BHB	57
Appointment of New Director of the Subsidiaries	59
Directors' Evaluation	61
Updates of Directors' Particulars and External Professional Commitments	62
Directors' Remuneration	63
Payment of LSC Expenses	64
Directors' Declaration on Credit Transactions and Exposure With Connected Parties (GP 6)	65
Change of Registered Office	65
Archiving of Softcopy Documents	66

5.0 APPENDICES

Appendix 1	67
Procedural Guidelines on Responding to Bursa Securities Queries, Clarification, Confirmation or Denial of Rumors of Report	
Appendix 2	70
Procedural Guidelines on Receiving Legal Letters	
Appendix 3	74
Procedural Guidelines on Unusual Market Activity	
Appendix 4	77
Guidelines on Acquisition of BHB Shares by Directors	
Appendix 5	78
Periodic Disclosure Pursuant to the Regulatory Requirements	
Appendix 6	81
Checklist – Integrated Annual Report/ SORMIC	
Appendix 7	102
Checklist – Annual/Extraordinary General Meeting	
Appendix 8	105
Checklist – AGM held pursuant to Extension of Time	
Appendix 9	107
Fit & Proper – Declaration Form for Key Responsible Person	

Appendix 10 Fit & proper Criteria for Directors	110
Appendix 11 Declaration by Director – Notification under Section 57, 219 And 221 of the CA 2016	112
Appendix 12 Letter of Shareholder's Suitability	117
Appendix 13 Director - Memorandum of Acceptance	118
Appendix 14 Director – Updates of Director's Particulars and External Professional Commitment	119
Appendix 15 Declaration of Independence by Independent Director	121
Appendix 16 Checklist – Conversion of Warrants to Ordinary Shares	125

[This section is intentionally left blank]

ABBREVIATION

Act or CA 2016	- Companies Act 2016
AGM	- Annual General Meeting
BAEC	- Board Audit and Examination Committee
BNRC	- Board Nomination & Remuneration Committee
Bank Islam Group	- Bank Islam Malaysia Berhad and Group
BIMB Securities Group	- BIMB Securities Sdn Bhd and Group
BHB or the Company	- BIMB Holdings Berhad
BNM	- Bank Negara Malaysia
BOD or Board	- Board of Directors
Bursa Securities	- Bursa Malaysia Securities Berhad
CCM	- Companies Commission of Malaysia
CEO	- Chief Executive Officer
COSEC	- Company Secretary
EGM	- Extraordinary General Meeting
HOD	- Head of Department
HRA	- Human Resource & Administration
LSC	- Legal, Secretarial & Compliance
Legal	- Legal Department in LSC Division
Lodger	- Representing the lodger role in the mPortal, i.e. Company Secretary
MANCO	- Management Committee
MBRS	- Malaysian Business Reporting System
MBRS Template	- A reporting template created by the mTool for MBRS submissions
MMLR	- Main Market Listing Requirements of Bursa Securities

Maker	- Representing the maker role in the mPortal, i.e. Company Secretary Assistant
MyCoID 2016	- Malaysia Corporate Identity 2016
ROD	- Registrar of Depository
SC	- Securities Commission
SOP	- Standard Operating Procedures
Takaful Malaysia Group	- Syarikat Takaful Malaysia Berhad and Group
TOR	- Terms of Reference
XBRL	- Extensive Business Reporting Language
XBRL File	- It is a Zip File generated with the Extensive Business Reporting Language

1.0 INTRODUCTION

1.1 Applicability

The purpose of this document is to establish a uniform process of the LSC Department's SOP that covers various aspects to assist the officers in discharging their duties and functions. This SOP is applicable only to BHB and its subsidiaries (other than Bank Islam group, Takaful Malaysia group and BIMB Securities group).

1.2 Purpose

This SOP aims to:

- i) Define the roles, authorities, scope of duties and responsibilities of the LSC officers
- ii) Set out the process flow and procedures in respect of each LSC functions.
- iii) To provide staff with references for basic and specific tasks;
- iv) To construct checklists and quality controls for inspection and audits;
- v) To assist in evaluating the adequacy of the procedures;
- vi) To provide historical record of the procedures applied for a specific method/processes at a given time thus allowing for the reconstruction of the method/processes at a later date; and
- vii) As part of the internal control measurement.

1.3 Review of the SOP

LSC is responsible to identify the need for development and revision of this SOP at least once every two (2) years or in such frequency as determined by the Head of Legal, Secretarial & Compliance. The Head of LSC is authorized to vary, amend, exempt or suspend any part of this SOP, if deemed necessary from time to time.

1.4 Reference

The manual adopts the best practices by the MAICSA Secretarial Practices Manual together with the relevant provisions of the Companies Act, 2016, and other legislation, rules, regulations and guidelines governing the procedures.

2.0 SOP FOR LEGAL

Introduction	This Legal's SOP is formulated to be used as a guide in the day-to-day affairs of BHB's Legal unit.
Objectives	<p>Legal aims to achieve, among others, the following objectives:</p> <ol style="list-style-type: none">To ensure that BHB complies with legal requirements in its operations;To ensure BHB's interests, rights and obligations are protected at all times;To provide professional, timely and reliable legal services in protection of the BHB's interest; andTo manage legal affairs of BHB efficiently and mitigate legal risks of BHB in support of BHB's objectives.
Support Functions of Legal	Legal is mainly responsible for providing legal services. "Legal services" include giving legal opinion, advisory function, drafting and vetting of documents. The Legal Department also provides support services, including stamping of documents, performing secretarial function, managing the BHB's panel of solicitors, attending to the appointment of the BHB's Power of Attorneys and recovery action involving ex-staff.
Duties and Responsibilities	<ol style="list-style-type: none">All HODs should refer/liaise with Legal on all legal issues and advise.Quality and appropriate information, highlighting the specific areas that require legal advice together with documents such as term sheets should be given to Legal in order to provide proper and relevant advice.The preparation or vetting of any agreement of which are precedent in nature shall be done by Legal and agreement which have certain peculiarities shall be prepared by BHB's solicitors.Legal may seek legal advice from the panel of solicitors when deemed necessary.Legal may seek legal advice from the non-panel of solicitors because of the specialized nature of the advice which are only provided by the specific solicitors, firm or firms.The appointment of non-panel solicitors shall be approved by the Head of Secretarial & Compliance.All matters handled by Legal are confidential in nature. There should be no discussions on any files except with authorized person(s) handling the matter.

8. All HODs to seek the agreement and advise (where necessary) of Legal when appointing external solicitors for any transaction/legal advice.
9. Any appointment of foreign solicitors should be made in consultation with Legal who will in turn (where necessary) liaise with BHB's panel of existing panel of solicitors for their recommendation on the proposed appointment.
10. Any termination or abortion of any agreement duly executed must be referred to Legal for the purpose of clarification on any legal repercussions arising and resulting from the termination of the said agreement.

Authority Limits Policy

The Head of the Legal Department is authorized to, among others:

1. Handle and monitor material litigation, or legal action/arbitration where a claim is brought against BHB, or legal action where BHB makes a claim arising from a matter that does not relate to financing;
2. Consider and approve settlement proposal on litigation matters where BHB's chances in the action are not favourable, subject to such settlement does not exceed RM10,000 per case;
3. Appoint solicitors as BHB's panel based on specified criteria and delisting of panel solicitors due to non-compliance with Service Level Agreement; and
4. Approve the appointment of non-panel solicitors to handle specific assignments due to specific needs or expertise peculiar to the solicitor.

Refer to revised Authority Limits Policy GCFO/01/2015 (version date: June 2019), issued date: 31 July 2019.

Classification of Tasks

Tasks required to be performed by Legal could be classified by the urgency of the matter and the treatment to be accorded, namely :-

1. Normal Standard requests that should go through regular processes.
2. Urgent Standard requests but having critical dateline approaching that would be given urgent attention.
3. Priority Special requests other than Normal and Urgent that would be given immediate attention and full resource focus.

**Solicitors
Appointment
and Monitoring**

Legal oversees the process of selection, appointment, performance evaluation, termination, suspension and review of BHB's Panel Solicitors. The appointment of BHB's panel solicitors will be based on the approved criteria.

Firms that do not comply with BHB's criteria can also be appointed on various grounds including customer's request, referral by the solicitors and expertise in certain areas. Such firms will be treated as ad-hoc solicitors and will be subject to the minimum criteria for ad-hoc appointment.

The strategic objective is to have a pool of reliable solicitors to handle the conveyancing and litigation matters of BHB at the respective States throughout Malaysia.

On best effort basis, Legal would identify the firms with their niche areas of practice for effective deployment and job assignment.

**Criteria for
Appointment**

Particulars	Criteria
Equity Structure	For West Malaysia, at least 50% partners are Bumiputra or Muslim. For East Malaysia, at least 30% partners are Bumiputra or Muslim.
Years in practice	At least 50% of partners have been in practice for a minimum of ten (10) years.
Professional indemnity insurance coverage	At least RM5.0m.
Miscellaneous	(a) Not a sole proprietorship. (100% equity held by one of the partners is not deemed as a sole proprietorship); (b) None of the partners are adjudged bankrupt; (c) All having valid practicing certificate at all times; (d) Maintain minimum account balance of RM10k in an account maintained with BHB; (e) Any one of the partners or legal assistants to attend any training/course

	<p>in Islamic Banking & Finance, including the Symposium organized by the Association of Islamic Banking Institutions Malaysia ("AIBIM") and to submit a copy of the attendance certificate to BHB; and</p> <p>(f) To execute Service Level Agreement (SLA) with BHB upon compliance with all Bank's criteria prior to issuance of the letter of appointment.</p>
--	---

Criteria for on ad hoc appointment

Particulars	Criteria
Professional indemnity insurance coverage.	<p>Not less than RM1.0m for consumer banking customer.</p> <p>Not less than RM3.0m for commercial and corporate banking customer.</p> <p>Not less than RM5.0m for any capital market assignment.</p>

Letter of Engagement

Letter of appointment will be issued by Legal to legal firms that have complied with all appointment criteria. The appointment will be valid until terminated for so long as the solicitors complied with the criteria.

Register of Solicitors

A master register of solicitors will be maintained at Legal.

Solicitors' Status Update

Solicitors would be required to provide Legal with their latest firm profile, renewed insurance cover and practicing certificates on annual basis or as and when there were changes or updates.

A reminder will be issued on quarterly basis to those panel solicitors who are not in compliance with the criteria. Solicitors which are not in compliance with any of BHB's criteria under the engagement letter will not be given any new assignments until all requirements are fully complied.

Legal Documentation

1. All legal and contractual obligation documents for all services shall be reviewed and approved by the Legal.
2. For the purposes of the execution of any agreements duly vetted by the Legal, the fair copies of the agreements must be sent to the Secretarial & Compliance for their necessary actions in particular

the Resolutions, the affixation of common seal and obtaining the endorsement of authorized signatories.

3. BHB shall observe the requirements of Section 65(2) of the Companies Act, 2016 and the Company's M&A at all times.
4. For the affixation of the common seal, pursuant to Article 91 of the Company's AA, two signatories either a director and a company secretary or two directors are required. No witness is required where the common seal is affixed.
5. Where the affixation of the common seal is not required, two signatories are required namely the authorized persons to sign for and on behalf of the Company. The attestation of a witness is required. The Company's stamp should also be affixed. The particulars of the signatories and the witness as to the name, NRIC number and designation must be stated.
6. The original copies of the duly stamped and signed agreements should be distributed to and retained by the respective Parties involved and one by Legal.

**Non-Operating
Legal
Agreements**

1. All non-operating agreements must be routed for clearance by the Legal to ensure compliance with BHB's policies and consistency of practices.
2. All original copy of Non-Operating Legal Agreements duly vetted and stamped will be kept by Secretarial & Compliance as the custodian.
3. Non-operating agreements include the followings:-
 - i. Share Subscription Agreement
 - ii. Shareholders' Agreement
 - iii. Sale and Purchase Agreement
 - iv. Non-Disclosure Agreement
 - v. Software terms
 - vi. Trademarks / Patents
 - vii. Stamp Act 1949 (First Schedule)
4. The aforesaid list is not exhaustive of the agreements which require the prior approval of the Legal.

3.0 SOP FOR SECRETARIAL & COMPLIANCE

Introduction This SOP has been designed as a practice guide that covers various aspects to assist the officers of Secretarial & Compliance in discharging their duties and functions.

Objectives This Manual aims to:-

1. Define the role, authorities, scope of duties and responsibilities of the Secretarial & Compliance Officers; and
2. Set out the process flow and procedures in respect of each of Secretarial & Compliance functions.

Maintenance of Statutory Record The Secretarial & Compliance must maintain the statutory records of the BHB and its subsidiaries and keep them at its registered office. The Secretarial & Compliance is to ensure that the statutory records are updated from time to time.

Section 47 (1) of the CA 2016 required the company to keep the following books, documents, records and registers at its registered office:-

- (a) Notice of registration issued under section 15 or previously known as certificate of registration;
- (b) The constitution of the company;
- (c) Certificates given under the CA 2016 or corresponding previous written law;
- (d) All registers, books, records and documents under CA 2016;
- (e) Minutes of all meetings of members and resolutions of members;
- (f) Minutes of all meeting and resolution of the board and committees of the Board;
- (g) Copies of all written communication to all members of all holders of the same class of shares;
- (h) Copies of all financial statements and group financial statement;
- (i) The accounting records of the company;
- (j) Copies of all instruments creating or evidencing charges.

The Secretarial Department should notify the CCM of any changes to the address of the place where the statutory records (except for the minutes and resolution of the board and its committee) are kept within 14 days of such changes.

A surprise inspection will be conducted by an officer of at least grade Manager of above once in every six (6) months i.e., twice a year.

Maintenance of Common Seal The Common Seal of the Company shall only be used with the authority of the Board.

Affixation

Affixation of common seal shall only be done upon prior approval by the Board. In cases where affixation has to be done before obtaining relevant approval from the Board, the Secretarial & Compliance must ensure that ratification from the Board is sought.

The Secretarial & Compliance must ensure every instrument in which the seal is affixed shall be signed by a director and countersigned by the secretary or by a second director or by some other person appointed by the directors for that purpose, in accordance with the Company's Constitution.

Custodian

The Secretarial & Compliance must ensure that the Common Seal is kept at the registered office.

Share Capital

1. Increase of Share Capital

The following procedures shall apply for increase in share capital via allotment of new shares:

1. Receive confirmation from Finance Division on the receipt of remittance on the payment of shares and the details calculation of the new shares.
2. Lodge with CCM the Return of Allotment of Shares ("ROA") through the MyColD 2016 Portal within 14 days.
3. Upon CCM's approval on the ROA, the Secretarial & Compliance is to update the Register of Member ("ROM") through the MyColD 2016 Portal within 14 days.
4. Update the Register of Members in register book.
5. Prepare the share certificate and it is to be officially sealed and signed by director and the Company Secretary within 60 days.
6. Ensure the duly signed counterfoil of the share certificate is returned to Secretarial & Compliance and kept it in the share certificate book.

2. Reduction of Share Capital

Section 115 of the CA 2016 provides that a company may reduce its share capital by way of:-

- a) a special resolution and confirmation by the court in accordance with section 116 of the CA 2016; or
- b) a special resolution supported by a solvency statement in accordance with section 117 of the CA 2016.

If no application for cancellation of the resolution is made under subsection 118(2) for the reduction of the share capital to take effect, Secretarial & Compliance must lodge with the CCM the "Notice of Reduction of Share Capital" after the end of six (6) weeks and before the end of eight (8) weeks from the date of the resolution together with the following documents:

1. A copy of the resolution.
2. A copy of the solvency statement under subsection 117(3) of the CA 2016, if applicable.
3. A statement made by the directors confirming that the requirements under subsection 117(1) of the CA 2016 and the solvency requirements under subsection 117(3) of the CA 2016, if applicable, have been complied with, and that no application for cancellation of the resolution has been made.
4. A copy of the notice of the reduction of share capital referred to subsection 117(10) of the CA 2016.

Registered Office

Section 46 of the CA 2016 requires every company to have a registered office within Malaysia. The registered office of a company need not be the place of business of the company.

1. Display of Company's Name at the Registered Office/Place of business

The Secretarial & Compliance to ensure that name of the company is prominently displayed at the registered office.

2. Change of Registered Office Address

For change of registered office address the following procedures apply:

- a. Prepare BOD resolution in relation to the change of the registered address of the company.
- b. Lodge with CCM the "Notification of Change in the Registered Address" under section 46(3) of the CA 2016 through the MyCoID 2016 Portal within 14 days.
- c. Notify all stakeholders of the new address.

- d. Transfer the statutory books and records to the new registered address within a month of the change.
- e. To announce to Bursa Securities as required under paragraph 9.19(9) of the MMLR.

Statutory Returns To ensure that all returns required to be filed with the Registrar of Companies and Bursa Securities are prepared and filed within the prescribed time.

- **Annual Return**

Section 68(1) of the CA, 2016 provides that every company shall lodge with the CCM an annual return for each calendar year not later than 30 days from the anniversary of its incorporation date. In order to ensure compliance with the CA, 2016, Secretarial & Compliance is required to perform the following:

- The annual return shall contain all the particulars as stipulated in Section 68(3) of the CA 2016.
- Track the anniversary date of BHB and its subsidiaries.
- Prepare the Annual Return form by using the MBRS template. Once the Annual Return has been finalized, the Maker shall upload the XBRL File onto the MBRS Submission Portal.

Upon successfully uploading the XBRL File onto MBRS Submission Portal, the authorised Lodger will make the necessary lodgement (i.e. "Approve" or "Reject"). The Lodger will required to provide the digital signing credentials from POS Digicert to proceed with the payment fee (i.e. RM150.00 for private company and RM500.00 for public company) imposed by CCM.

- Upon lodgment with CCM, ensure safekeeping of the above mentioned documents in "Annual Return & AFS" file.

- **Semi Annual Return (applicable to BHB only)**

A listed issuer must submit to the Bursa Securities returns as at 30th June and 31st December of each calendar year within 2 months from the said dates respectively, which include such information as may be prescribed by Bursa Securities from time to time by way of an electronic template provided by Bursa Securities.

Paragraph 8.10 of the MM LR

Meetings

1. Types of Meetings

Board and Board Committees

- i) Board of Directors Meeting
- ii) Board Nomination & Remuneration Committee Meeting

- iii) Board Audit & Examination Committee Meeting
- iv) Board Risk Committee Meeting

Management Committee

- i) Group Management Committee Meeting
- ii) Group Risk Management Committee Meeting
- iii) Group Malaysian Financial Reporting Standard Committee Meeting
- iv) Sustainability Steering Committee Meeting
- v) MFRS Committee Meeting

The Secretarial & Compliance is required to observe the statutory requirements and/or the Terms of Reference ("TOR") in respect of the abovesaid Board/Board Committees as well as Management Committees in order to ensure :-

1. Compliance and proper governance;
2. Proper coordination of meetings;
3. Validity of meetings i.e. sufficient quorums to constitute meetings and authority;
4. Members are able to make an informed/timely decisions;
5. Proper dissemination of resolutions/decisions; and
6. Proper follow up on the decisions made.

2. Duties of Secretarial & Compliance in respect of meetings

Secretarial & Compliance is required to ensure the following are being complied with when convening a meeting:

i) Management Committee Meetings

Preparations prior to the meetings :

1. Schedule the meeting based on the availability of quorum.
2. Send the meeting request to committee members, observers and relevant officers :
 - a) stipulating venue and time of the meeting;
 - b) stating the deadline for submission of papers; and
 - c) requesting for agenda of the meeting.
3. Request for agenda of the meeting from the relevant officers and ensure the appropriateness of the agenda based on the authority and the committee.

4. Arrange the agenda by giving priority to papers for approval unless otherwise requested by the Committee.
5. Determine quality control of the papers by ensuring :
 - a) submission within the deadline;
 - b) adequate information in the papers;
 - c) papers have been vetted and signed by the HODs; and
 - d) papers are based on the standard format.
6. Based on agenda, follow up on papers that are still pending.
7. Email draft minutes of the meeting to the members.
8. Follow up on matters arising (if any).
9. The papers will be distributed as follows :-
 - (a) Softcopy of the papers **will be uploaded** into the designated server at least 5 days before the meeting and notify the members and observers of the respective committee(s) accordingly; and
 - (b) **Hardcopy papers will be provided to** the Chairman of the respective committees, **upon request** based on the same timeline as above.
10. Request for slide presentation(s) and upload the slide presentation(s) in laptop at the meeting room (if any).
11. Re-confirm the availability of quorum and inform the secretary.
12. Prepare the attendance book and reservation for parking space (where required).
13. Prepare meeting room facilities – refreshment, lap top presentation and recorder.

During the meetings:-

1. Advise the Chairman of the availability of quorum before commencement of the meeting.
2. Meetings are recorded to facilitate preparation of minutes.
3. Advise the Chairman to go through the agenda.
4. Advise the Chairman of any circumstances of conflict of interest and to advise the relevant members to abstain from voting.
5. Record all reservations/concerns/dissenting views.

After the meetings:-

1. Print confirmed minutes (subject to any amendments) for the Chairman's signature within 5 days after the meeting.
2. File copy of the minutes in the minutes books within 14 days after the meeting.
3. Disseminate decisions of the meeting to the relevant officers (where their representative is not present during the meeting).
4. Draft minutes by recording all decisions of the meeting. Reflect attendance record in the minutes.
5. Follow up on decisions where relevant (for reporting of matters arising).
6. Ensure the papers are safely kept together with other relevant documents.

Circular Resolutions

Decisions can be made via circular resolution if it is stated in the TOR. A circular resolution if signed by members constituting a quorum shall be valid unless otherwise stated in the TOR.

When passing the circular resolution, Secretarial & Compliance must ensure the following:

1. Sufficient information of the resolution to be passed.
2. Ensure the validity of the circular resolution :
 - a) in accordance with the TOR; and
 - b) conform with the requirement of quorum.
3. Disseminate the decision via circular resolution to the department concerned (If necessary)
4. The respective Committees to be notified of the passing of the circular resolutions at the next meeting of the committee and the same to be recorded in the minutes.
5. Keep a copy of the circular resolution.

ii) Board and Board Committees Meetings

Preparations prior to meetings:-

Board and Board Committees meetings are scheduled in advance early of the calendar year, so as to allow members of the Board/Board Committee to plan ahead their schedule.

1. Schedule the meeting based on the availability of quorum.
2. Send the meeting request to Board/ Board Committee members, HODs, permanent invitees and relevant officers :
 - a) stipulating venue and time of the meeting;
 - b) stating the deadline for submission of papers; and
 - c) requesting for agenda of the meeting.
3. Request for agenda of the meeting and ensure that the appropriateness of the agenda based on the authority.
4. Arrange the agenda by giving priority to papers for approval unless otherwise requested by the Board/Board Committee.
5. Obtain the CEO and thereafter the Chairman's concurrence on the final draft of the agenda.
6.
 - a) Determine quality control of the papers by ensuring :
 - b) submission within the deadline;
 - c) adequate information in the papers;
 - d) papers have been vetted and signed by the HODs; and
 - e) papers are based on the standard format.
7. Seek clearance from the CEO and the CFO on the draft minutes and matters arising.
8. Upon receipt of the meeting papers, circulate the papers to the Board/ Board Committee members and permanent invitees at least five (5) days (including Saturday, Sunday & Public holiday) before the meeting.
9. The meeting papers must be put in a sealed envelope to ensure confidentiality. Notify the Board/Board Committee members on the delivery of the papers.
10. Softcopy of the papers must be uploaded into the designated server at least 5 (five) days before the meeting. The notification e-mail must be delivered to all Board/Board Committee members at least five (5) days before the meeting.
11. Late Submission papers (if any),
Follow-up on any late submission papers with the respective HODs or officers and send hardcopy to the Board members and upload the softcopy into the designated server.
12. Prepare Attendance Book and reservation for parking space.
13. Save slides presentation softcopies in laptop at the meeting room.
14. Prepare meeting room facilities – ensure refreshment, laptop presentation and recorder are in order.