



KIM HIN JOO (MALAYSIA) BERHAD

Registration No. 197801000642 (37655-U)

DIRECTORS' FIT AND PROPER POLICY

KIM HIN JOO (MALAYSIA) BERHAD [Registration No. 197801000642 (37655-U)]
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1.0 DEFINITIONS

"Company" or "KHJ"	:	Kim Hin Joo (Malaysia) Berhad
"Board"	:	Board of Directors of Kim Hin Joo (Malaysia) Berhad
"NC"	:	Nomination Committee
"Group"	:	The Company and its subsidiaries
"Responsible Persons"	:	The existing directors, key senior management or candidates for nomination or appointment or re-election as director of the Group, as the case may be
"Policy"	:	The Fit and Proper Policy of the Group

2.0 PURPOSE

The purpose of this Policy is to set out the Group's approach to the assessment of fitness and propriety of *Responsible Persons* to ensure they have the character, experience, integrity, competence and commitment of time to effectively discharge their roles and responsibilities which includes diligence, honesty and judgement to perform properly the duties of that position, in tandem with good corporate governance practices. This policy is designed to be a risk treatment plan for the risks posed to the Company from having persons who are not fit and proper acting in a responsible person position

3.0 POLICY STATEMENT

With a view to achieve sustainable development, the Group is committed to the highest standard of integrity, openness, and accountability in the conduct of its businesses and operations. This Policy is intended to address the governance of the quality and integrity of the Responsible Persons.

4.0 RESPONSIBILITY

4.1 The Board's Commitment and Responsibility

In the application of this Policy, the Board and NC are primarily responsible in ensuring that all Responsible Persons fulfil the fit and proper criteria and requirements and conduct assessment for fitness and propriety of Responsible Persons. Ultimately, the Board will make all final determination on their fitness and propriety.

4.2 The NC's Responsibility

The NC's responsibilities are set out in the Terms of Reference of Nomination Committee (as revised on 25 February 2022) and include, amongst others, the following:-

- (a) To make recommendations to the Board on the appointment of new directors and key senior management, as well as on the change in the composition of the Board Committees;

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- (b) Assess the fitness and propriety for each Responsible Person taking into consideration, amongst others:-
- the compatibility with the overall composition of the Board to match the profile and activities of the Company;
 - willingness to act or continue to act as a Director of the Company;
 - that the multiple directorships of a Director (if any) do not result in a conflict of interest with the Company, puts the director in a position where commercially sensitive information could be misused against the Company or cause the Director to be unable to provide the required time commitment to the Company; and
 - the Director is not a director or shareholder of an entity in countries that are classified as high risk under the Anti-Money Laundering, Anti-Terrorism Financing and Proceeds of Unlawful Activities Act 2001.
- (c) Reporting to the Board about any matters that are relevant to a particular assessment of a Responsible Person's fitness and propriety;
- (d) Providing information to the Board on matters concerning the criteria and procedure for fit and proper assessments including addressing any gaps in the assessment; and
- (e) Ensuring that the Group takes all reasonable steps to protect the information and documents collected for fit and proper assessments from misuse, unauthorised access, modifications or disclosure.

5.0 FIT AND PROPRIETY STANDARDS

The NC shall periodically propose potential/new candidates to the Board and for the assessment of all Responsible Persons, the NC shall be using the principles underpinning the criteria listed below to assess the suitability of the candidates prior to recommending to the Board for the appointment and reappointment as well as the fitness and propriety of the Responsible Persons.

The assessment shall have regard to the considerations set out below in paragraphs 5.1, 5.2 and 5.3 of this Policy.

5.1 Fit and Proper Criteria

For the purpose of establishing whether a person is fit and proper to hold the responsible person position, the Company shall have regard to the person's:

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- (a) Character and Integrity** – probity, honesty, personal integrity, financial integrity and reputation.
- (b) Experience and Competence** – qualifications, training and skills, relevant experience and expertise, relevant past performance or track record.
- (c) Time and Commitment** – ability to discharge role having regard to other commitments, participation and contribution in the board or track record.

The assessment to the above criteria shall have regard to the considerations set out below in paragraph 5.1.1 to 5.1.3 of this policy.

5.1.1 Character and Integrity

In assessing the person's character and level of integrity to hold the position as director, key officers or senior management, the NC and the Board should consider matters including, but not limited to the following:

Probity

- (a) whether the person has complied with legal obligations, regulatory requirements and professional standards, government or any agencies either in Malaysia or elsewhere and has not been the subject of any legal or disciplinary proceedings either civil or criminal in nature;
- (b) whether the person has at any time shown a strong objection or lack of willingness to cooperate with regulatory authorities resulting in a failure or potential failure to comply with legal, regulatory and professional requirements and standards, including but not limited to compliance with tax requirements and obligations.

Personal Integrity

- (a) whether the person has perpetrated or participated in any business practices which are deceitful, oppressive improper (whether unlawful or not), or which otherwise reflect discredit on his professional conduct;
- (b) whether the person had been terminated, asked to resign or has resigned from the employment in the past due to personal integrity;
- (c) whether the person had abuse other positions (i.e. political appointment) to facilitate government relations for the company in a manner that contravenes the principles of good governance.

Financial Integrity

- (a) whether the person manages personal debts or financial affairs satisfactorily;

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- (b) whether the person demonstrates ability to fulfill personal financial obligations as and when they fall due;
- (c) whether the person has substantially involved in the business or company in a management which has failed, gone into receivership, insolvency or involuntary liquidation due to incompetence and deficiencies in that management;
- (d) whether the person is a director or shareholder, or has any other substantial involvement, in an entity in countries that are classified as high risk under the Anti-Money Laundering, Anti-Terrorism Financing and Proceeds of Unlawful Activities Act 2001

Reputation

- (a) in the last 10 years, there was no petition under any bankruptcy or insolvency laws filed (and not struck out) against them or any partnership in which they were partners or any corporation of which they were directors or members of key senior management;
- (b) they have not been disqualified from acting as a director of any corporation, or from taking part directly or indirectly in the management of any corporation;
- (c) in the last 10 years, they have not been charged or convicted in a criminal proceeding nor are they named subject of a pending criminal proceeding;
- (d) in the last 10 years, no judgment was entered against them, or finding of fault, misrepresentation, dishonesty, incompetence or malpractice on their part, involving a breach of law or regulatory requirement that relates to the capital market;
- (e) in the last 10 years, they were not subject to any civil proceeding, involving an allegation of fraud, misrepresentation, dishonesty, incompetence or malpractice on their part that relates to the capital market;
- (f) they were not the subject of any order, judgment or ruling of any court, government, or regulatory authority or body temporarily enjoining them from engaging in any type of business practice or activity;
- (g) they are not subject to any current investigation or disciplinary proceeding, or in the last 10 years, they have not been reprimanded or issued any warning by any regulatory authority, securities or derivatives exchange, professional body or government agency; and
- (h) no unsatisfied judgments were made against them

5.1.2 Experience and Competence

Experience and competence are demonstrated by a person who possesses the relevant education, knowledge, ability, experience and competence to understand the technical requirements of the business and the management process required to perform his role as a responsible person in the relevant capacity effectively.

In assessing the person's experience and competence, the NC and the Board should consider matters including, but not limited to the following:

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Qualifications, training and skills

- (a) whether the person has the appropriate education qualification, training that is relevant to the skill set that the director is earmarked to bring onto the boardroom (i.e. match the board skill set matrix);
- (b) whether the person has satisfactory past performance or expertise and or had experience in leading or driving governance, business performance or operations with a good past performance track record gathered from board effectiveness evaluation;
- (c) whether the person possesses general management skills as well as understanding of corporate governance and sustainability issues;
- (d) whether the person keeps knowledge current based on continuous professional development;
- (e) whether the person possesses management and leadership capabilities and a high level of emotional intelligence.

Relevant experience and expertise

- (a) whether the person possesses relevant experience and expertise with due consideration given to past length of service, nature and size of business, responsibilities held, number of subordinates as well as reporting lines and delegated authorities.

Relevant past performance or track record

- (a) whether the person had a career of occupying a high-level position in a comparable organization, and was accountable for driving or leading the organisation's governance, business performance or operations;
- (b) whether the person possesses commendable past performance record as gathered from the results of the board effectiveness evaluation.

5.1.3 Time and Commitment

In assessing the person's time and commitment, the NC and the Board should consider matters including, but not limited to the following:

Ability to discharge role having regard to other commitments

- (a) whether the person is able to devote time as a board member, having factored other outside obligations including concurrent board positions held by the director across the company and other listed or non-listed companies (including not-for-profit organisation);

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- (b) whether the person has the ability to discharge the role and responsibility of the position, has the passion as a director and exhibits actively the ability to articulate views independently, objectively and constructively in board meetings;
- (c) whether the person exhibits open mindedness to the views of others and can make a considered judgement after hearing the views of others.

Participation and contribution in the board or track record

- (a) demonstrates willingness to participate actively in board activities;
- (b) demonstrates willingness to devote time and effort to understand the businesses and exemplifies readiness to participate in events outside the boardroom;
- (c) manifests passion in the vocation of a director;
- (d) exhibits ability to articulate views independently, objectively and constructively;
- (e) exhibits open mindedness to the views of others and ability to make considered judgement after hearing the views of others.

6.0 ASSESSMENT PROCESS

6.1 ASSESSMENT PROCESS

The process for assessing the fitness and propriety of the Responsible Persons entails the following steps:

- Identification of skills applicable/required for new candidates;
- Selection of candidates/annual evaluation of existing directors;
- "Fit and Proper" assessment by the NC based on criteria in paragraph 4 above;
- Interaction with candidate(s) and between existing directors;
- NC's evaluation, deliberation and confirmation that the Responsible Person is fit and proper for purposes of the Board and the Group per **Appendix**;
- Recommendation by NC for the Board's approval; and
- Decision by the Board on the recommended appointment/evaluation of the new or existing director, as the case may be.

All Responsible Persons (and potential Responsible Persons) will be provided with a copy of this policy prior to their appointment and at the commencement of any further assessment.

6.2 FIT AND PROPER CRITERIA AND PRUDENT JUDGEMENT

The Company will make its decision based on the provision of information as outlined within this policy. The Company will also make reasonable enquiries to obtain relevant information that can be taken into account in making a fit and proper assessment, in addition to the self-assessment forms completed by the responsible persons and potential responsible persons. The information

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can include a person's formal qualifications and attainments, curriculum vitae, referee reports obtained as part of a recruitment process, and any other publicly available information that is relevant to the fit and proper criteria.

6.3 FAILURE TO BE FIT AND PROPER

Where a person is found to be not fit and proper due to lack of character, diligence, honesty, integrity or judgement, or is found to be misleading or deceptive, the responsible person is required to resign or their appointment is terminated immediately.

6.4 DISCLOSURE OF INFORMATION RELEVANT TO A FIT AND PROPER ASSESSMENT

All responsible persons are required to disclose to the Company all information that may be relevant to a fit and proper assessment. The Company will take all reasonable steps to ensure compliance with Personal Data Protection Act 2010 in collecting and using the information about responsible persons collected as part of the assessment process.

Conflict of interest are required to be disclosed by all responsible persons on appointment and ongoing basis, or for directors, being provided with the opportunity to declare any interests at each Board meeting.

7.0 DOCUMENT RETENTION AND REPORTING

The Company will maintain on file information related to the fit and proper assessment of all current and recently past Responsible Persons.

8.0 REVIEW OF THIS POLICY

The NC will review this Policy, as appropriate, periodically, to ensure its effectiveness including an assessment of the Responsible Persons to be conducted by an independent third party at least once in 3 years. The NC will discuss any revisions that may be required and recommend any such revisions to the Board for consideration and approval.

9.0 DISCLOSURE OF THIS POLICY

This Policy will be published on the Company's website for public information.

10.0 APPROVAL

This Policy was reviewed and approved by the Board on 23 June 2022.

APPENDIX

**DECLARATION OF FITNESS AND PROPRIETY OF A * RESPONSIBLE PERSON ("RP") &
PERFORMANCE EVALUATION SHEET BY NOMINATION COMMITTEE ("NC")**

NAME OF COMPANY: KIM HIN JOO (MALAYSIA) BERHAD ("Company")

Performance Period:

RP Name & Position on Board:

**as defined in the Fit and Proper Policy of the Company ("Policy")*

Guidelines and Specifications

- The fit and proper assessments on each RP within the scope of the Policy shall be conducted both prior to initial appointments and annually by [internal parties] or whenever the Company becomes aware of information that may materially compromise the RP's fitness and propriety.
- Where applicable, the fit and proper assessments (both self-assessment by RP and NC's performance evaluation) must be supported by relevant information/documentation in relation to the RP being assessed. The factors listed below shall be assessed individually.
- Probity, personal and financial integrity and reputation are values that can be demonstrated through personal qualities such as honesty, integrity, diligence, independence of mind and fairness as well as pledges/declarations by the RP. These qualities are seen over time and demand a disciplined and on-going commitment to high ethical standards as demonstrated by the RP.
- Experience and competence are qualitative criteria demonstrated both evidentially in written form and through the RP's performance and testimonials.
- Time commitment by a RP is represented by both pledges and declarations on any other commitments outside of the Company and Group ("Group" as defined in the Policy).

The Board of Directors of the Company ("Board") and NC must consider the following factors based on the RP's self-assessment in assessing the RP's level of probity, personal and financial integrity, reputation, competence and experience as well as time commitment. The NC has the discretion from time to time to amend, supplement and/or restate this Appendix A as the NC deems fit.

Part 1 – To be completed by the RP

This declaration is to be completed by the RP. The RP must ensure that the information set out in this declaration is complete and accurate.

<i>Self-assessment of fitness and propriety – probity, personal & financial integrity and reputation</i>		Y/N	If Yes - please provide relevant details (attach supporting documents if required)
1.	Have you or any business you were involved in (whether as an owner or have a controlling interest in) been the subject of any proceedings of a disciplinary or criminal nature, or been notified of any impending proceedings or of any investigations, which might lead to such proceedings either by a regulatory body, professional body, government or any agencies, a court or tribunal, whether publicly or privately either in Malaysia or elsewhere ?		

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<i>Self-assessment of fitness and propriety – probity, personal & financial integrity and reputation (Con't)</i>		Y/N	If Yes - please provide relevant details (attach supporting documents if required)
2.	Have you contravened any of the requirements and standards of or been disqualified by any regulatory body, professional body, government body or its agencies?		
3.	Have you engaged in any business practices or been questioned on aspects of professional conduct or business ethics which are deceitful, oppressive or otherwise improper (whether unlawful or not), or which otherwise reflect discredit on your reputation?		
4.	Have you been dismissed, asked to resign or have resigned from employment or from a position of trust, fiduciary appointment or similar position because of questions about your honesty and integrity?		
5.	Have you been involved in any business or other relationship which could materially pose a conflict of interest or interfere with the exercise of your judgment when acting in the capacity of a RP which would be disadvantageous to the interest of the Company and/or Group?		
6.	Have you been associated, in ownership or in a management capacity, with a company, partnership or other business association that has been refused registration, authorisation, membership or a license to conduct any trade, business or profession, or has had that registration, authorisation, membership or license revoked, withdrawn or terminated?		
7.	Have you been a director of, or directly concerned in the management of, any corporation which is being or has been wound up by a court or other authority competent to do so within or outside Malaysia?		
8.	Have you, at any time, ever shown a strong objection or lack of willingness to cooperate with regulatory authorities resulting in a failure or potential failure to comply with legal, regulatory and professional requirements and standards, including compliance with tax requirements and obligations?		
9.	Have you, at any time, shown strong objection or a lack of willingness to maintain effective internal control systems and risk management practices?		
10.	Have you been directly or indirectly involved in or been in control of an organisation which has been involved in the solicitation/giving of bribery and corrupt activities, notwithstanding if such activities are as part of the operations of the business?		

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Self-assessment of fitness and propriety – probity, personal & financial integrity and reputation (Con't)		Y/N	If Yes - please provide relevant details (attach supporting documents if required)
11.	Are you or have you ever been an undischarged bankrupt?		
12.	Do you have any suspended payments or have you ever compounded any payments with your creditors, whether within or outside Malaysia?		
13.	Are there any bankruptcy proceedings pending or are being initiated against you presently?		

Self-assessment of fitness and propriety – experience and competence (Part A)		Comments
1.	What is the extent of your past experience which is similar to the business of the Company and the Group's geographic footprint? Please give your comments on the value-add you can contribute if there is no similar experience/background.	
2.	What is the level of applicability of your professional qualifications/competence including the ability to understand the technical requirements, risk and management of the Company's business required for this position as a RP? Please provide evidence of past experiences and proof of your qualifications to support your assessment.	
3.	What previous/recent training courses have you attended which is of relevance and required for this position as RP? Please provide evidence of training certifications to support your answer	

[Section B below is not applicable to first time candidates for directorship]

Using the rating scale below, the RP to indicate a self-assessment of a demonstration of experience and competence by ticking the appropriate box:

1 = Not at all (Poor)

2 = Seldom (Below average)

3 = Most of the time (Average)

4 = Always (Above average)

Self-assessment of fitness and propriety – experience and competence (Part B)		Rating				Comments
		1	2	3	4	
1.	Provides unique insight to issues presented and shares personal knowledge – has valuable skills and requisite knowledge and skills, and shares information					

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Self-assessment of fitness and propriety – experience and competence (Part B) Con't		Rating				Comments
		1	2	3	4	
2.	Constructively challenges and contributes to the development of strategy.					
3.	Receives feedback from Board and/or committee and incorporates feedback obtained into decision-making process in an objective manner					
4.	Defends own stand through constructive deliberations at Board and/or committee meetings, where necessary					
5.	Takes initiative to demand for additional information, where necessary and follows up on areas of concern					
6.	Tests quality of information and assumptions					
7.	Offers practical and realistic advice to Board and/or committee discussions					
8.	Tackles conflicts and takes part in proposing solutions					
9.	Provides logical honest opinions on issues presented and is not afraid of expressing disagreement on matters during the meeting, if any					
10.	Contributes to risk management initiatives					
11.	Prioritises context of issues to be in line with objectives					
12.	Probes management to ensure management has taken, and/or suggests management to take into consideration the varying opportunities and risks whilst developing strategic plan (this plan may or may not be in writing as long as minutes of meeting provide a discussion of such strategy)					
13.	Probes management when there are red flags/concerns which could, amongst others, indicate possible non-compliance of regulatory requirements					

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14.	Understands individual roles and responsibilities and ensures contribution is contemporary with developments					
5.	Articulates in a non-confrontational and comprehensible manner					
16.	Scrutinises the performance of management in meeting agreed goals and objectives and monitors reporting of performance					
17.	Satisfied with sufficient probing that the Company's financial information is accurate and financial controls and systems of risk management are robust and defensible					
18.	Encourages others to get things done, is decisive and action-oriented ⁹					

<i>Self-assessment of fitness and propriety – time and commitment</i>		Comments/Answers
1.	How many boards are you sitting on presently?	
2.	How do you prepare (how much time do you allocate) for Board meetings and what is your value add to the Board and/or committee meetings?	
3.	Are you receptive to the views of others which may differ from your own?	
4.	How open are you to make a considered judgement after hearing the views of others? Give examples on current or previous board	
5.	How much time and effort are you willing to devote to understand the Company better and its business objectives?	
6.	Are you prepared to participate in events outside the boardroom such as site visits in order to achieve the objectives of the Board?	

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General Declaration of Integrity by RP:-

I, [TO INSERT RP NAME], [TO INSERT POSITION ON THE BOARD], declare that:

1. the information provided in this declaration (including any attachments) is true, complete and correct;
2. I hereby confirm that:
 - (i) I am not prohibited from being a director of a company or in any way, whether directly or indirectly, be concerned or take part in the management of a company in Malaysia pursuant to a court order made under the Companies Act 2016 and have not obtained any leave of the court under the same section;
 - (ii) I am able to commit adequate and sufficient time towards my responsibilities as a RP;
 - (iii) Under any law relating to any civil or criminal matters:-
 - (a) there has not been any order of detention, supervision, or deportation made against me; and
 - (b) there has not been any form of restriction or supervision by bond or otherwise, imposed on me;
 - (c) to my knowledge, there has been no penalty and no reprimand issued against me by a supervisory authority (in or outside Malaysia); and
 - (iv) I will always act with integrity and in good faith as a RP;
3. I have not held the position of a director or been directly concerned in the management of any company which has been convicted of an offence under any written law designed to protect members of the public against financial loss due to dishonesty, incompetence or malpractice during the tenure of my office;
4. I am a person of probity, personal and financial integrity and good reputation;
5. I possess the appropriate skills, experience and have sufficient knowledge pertaining to the relevant provisions in the Anti-Money Laundering and Terrorism Financing Act 2001 to effectively fulfil the role and responsibilities of the position; and
6. I have managed my affairs properly and prudently.

Signature : _____

Date : _____

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Part 2 - To be completed by the Board/NC based on the self-assessment of the RP's performance in Part 1 above

BOARD / NC ASSESSMENT

In assessing the RP's, the Board and NC must consider the following factors referred to as the Fit & Proper Criteria:

1. probity, personal and financial integrity and reputation;
2. experience and competency; and
3. time and commitment

Probity, personal & financial integrity and reputation

<i>Evaluation of fitness and propriety of the RP – probity, personal & financial integrity and reputation</i>		Please tick (√)		Comments
		YES	NO	
1.	Is not a major shareholder of the Company.			
2.	Is not a family member of any executive director, officer or major shareholder of the Company.			
3.	Acts with integrity, in good faith and best interest of the Company and Group.			
4.	Has not been engaged as an adviser by the Company under such circumstances as prescribed by Bursa Malaysia Securities Berhad ("Bursa") or is not presently a partner, director (except as an Independent Director) or major shareholder, as the case may be, of a firm or company which provides professional advisory services to the Company under circumstances as prescribed by Bursa Securities.			
5.	Has not engaged in any transaction with the Company under such circumstances as prescribed by Bursa or is not presently a partner, director or major shareholder, as the case may be, a firm or company (other than subsidiaries of the Company) which has engaged in any transaction with the Company under such circumstances as prescribed by Bursa.			
6.	Have not been directly or indirectly involved in or been in control of an organisation which has been involved in the solicitation/giving of bribery and corrupt activities, notwithstanding if such activities are as part of the operations of the business.			
7.	Have not been the subject of any proceedings of a disciplinary or criminal nature, or been notified of any impending proceedings or of any investigations, which might lead to such proceedings either by a regulatory			

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	body, professional body, government or any agencies either in Malaysia or elsewhere.			
8.	Have not been dismissed, asked to resign or has resigned from employment or from a position of trust, fiduciary appointment or similar position because of personal integrity.			
9.	Has the RP been and will be able to fulfil his financial obligations, whether in Malaysia or elsewhere, as and when they fall due? (to conduct independent third party checks, i.e. CTOS and bankruptcy search)			
10.	Has the RP been the subject of a judgment debt which is unsatisfied, either in whole or in part, whether in Malaysia or elsewhere? (to conduct independent check)			

Experience and Competency

<i>Evaluation of fitness and propriety – experience and competency</i>		Please tick (✓)		Comments
		YES	NO	
1.	Is the RP competent in his/her field of expertise and does he/she have the necessary qualifications?			
2.	Have we verified his/her academic and professional qualifications? <i>(to conduct independent third party checks)</i>			
3.	What previous experience/background does the RP possess to add value to the Board?			
4.	Does the RP have the ability to discharge the role and responsibility of the position?			
5.	Does the RP work constructively with peers, the company secretary and senior management?			
6.	Does the RP always offer insight to matters presented with requisite knowledge and shares relevant information?			
7.	Is the RP decisive and action oriented? Does the RP always encourage others to get things done.			
8.	Does the RP have a good behavior that engenders mutual trust and respect within the Board?			
9.	Does the RP communicate effectively with shareholders and listen their feedback?			

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Time and Commitment

<i>Evaluation of fitness and propriety – time and commitment</i>		Please tick (√)		Comments
		YES	NO	
1.	Has the RP attended all board/committee meetings?			
2.	Does he/she contribute effectively and constructively during board/committee meetings?			
3.	Does he/she provide positive/negative feedback?			
4.	Has he/she attended the required training as a director to enhance his/her skills? <i>(to attach the list of training courses/certificates)</i>			
5.	Has the RP been and/or will he/she be able to devote the required time to serve the role? <i>(based on time spent by the RP to prepare for the meetings and number of attendances at meetings)</i>			
6.	Has the RP shown commitment towards his/her position on the Board by his/her participation and contribution or track record?			

We have performed third party verification checks, i.e. CTOS, bankruptcy search and world check including with the Malaysian courts and police on any pending cases/reports lodged against the RP and reviewed the evidence/tasks the RP has performed including qualifications and past experience, the RP's commitments to other boards and hereby verify that the RP named above meets the Fit and Proper Criteria and will report and present the same to the Board for approval.

Recommended by the Chairman of NC:

Signature : _____

Date : _____

Approved by the Chairman of the Board:

Signature : _____

Date : _____