

FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS

Objective	The Company shall follow a structured orientation and training programme for the independent directors to understand and get updated on the business and operations of the Company on a continuous basis
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Orientation Module for new directors upon induction	Business overview and an outline of corporate plan and annual targets	[1/2 day]	MD
	Overview of sales and marketing	[1/2 day]	Functional Heads
	Introduction to product profile and visit to technical centre	[1/2 day]	
	Operations overview	[1/2 day and more as required]	
	Financial performance and budget and control processes	[1/2 day]	
	Orientation on statutory compliances as a board member	[1/2 day]	

In addition to the above, which will be administered upon induction of independent directors, following will be covered during quarterly board meets:

On-going inputs on business and operational performance	Comprehensive rolling corporate plan – presentation and discussions with CEO and leadership team	[2 days in February each year]
	Annual management plan and budget – a formal review and discussion at the board with CEO and leadership team	[First quarter of each financial year]
	Functional excellence presentation by a conceived team in quarterly board meets	[each quarter on a roster]
	Off-site meetings with leadership team across the Company at 1 or 2 levels below top management	[once or twice a year]
	Monthly information pack on economy and business trends and performance	[Monthly]
Feedback on Board effectiveness	Independent survey by an external agency on effectiveness of board processes and follow up	[once a year]