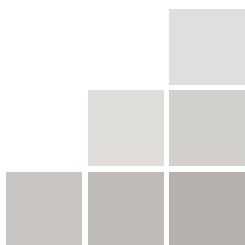


The United Basalt Products Ltd.

# **Job Description Company Secretary**





<b>Title</b>	Company Secretary
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<b>Name</b>	Bhooneshi Nemchand
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**The Company Secretary reports to the Chairperson of the Board on all Board governance matters and to the Group Finance Manager in relation to other responsibilities. The Company Secretary has the overall responsibility for ensuring the effectiveness and efficiency of the following activities:**

- Coordinate and attend the various Board meetings and committees
- Develop the agenda of board and board committee meetings in consultation with the chairperson and the CEO
- Take minutes of board meetings and circulate the draft minutes to all members
- Ensure that meetings and resolutions of the board are properly held and passed in accordance with the regulations
- Follow up on Board and committee papers including agendas, minutes, discussion papers, proposals for Board members
- Ensure records of members' and directors' meetings are kept in compliance with the Companies Act
- Assist in the proper induction of directors, including assessing the specific training needs of directors and executive management
- Providing the Board as a whole and directors individually with guidance as to its duties, responsibilities and powers.
- Ensure that the Group complies with its constitution, relevant statutory and regulatory requirements and the established code of ethics
- Review existing policies and ensure that they are kept up to date and duly approved by Management
- Monitor compliance with all relevant legal and regulatory requirements
- Share and collaborate with the Group's employees
- Align personal objectives with the Group's objectives
- Take responsibility for self-development and acquiring new competencies
- Ensure good standards of safety, hygiene and cleanliness are adhered and maintained at all times
- Act as primary point of contact for all shareholders and corporate governance advisors
- Provide prompt and efficient customer service to internal and external stakeholders on all issues, complaints and queries

*This description has been designed to indicate the general nature and level of work performed by employees for this position. It may not contain a comprehensive inventory of all duties, responsibilities and qualifications required for an employee to do this job. The employee may be required to perform any other cognate duties as may be required by Chairperson. The actual duties and responsibilities may vary based on assignment and projects.*

