

Corporate Governance

ROGERS CAPITAL - Finance



Constitutive Documents

*Section: Laws &
Regulations*

Certificate CA 2001

TO WHOM IT MAY CONCERN

Kindly note that Rogers Capital Finance Ltd (the 'Company') has not adopted any constitution to date and in accordance with S41 of the Companies Act 2001 (the 'Act'), the rights, powers, duties and obligations of the Company, the Board, each director and each shareholder shall be those set out in the Act.

Yours faithfully

.....
Sharon Ah Lin
Company Secretary

Content of Induction

1. Shareholding Structure

2. Corporate Information

2.1 Company Profile

3. Statutory:

3.1 Certificate – Company governed by provisions of CA 2001

3.2 Statutory certificates

3.3 Business Registration Card

4. Duties of Directors as per The Companies Act 2001

5. Directors' and Officers' Liability Cover

6. Financials

6.1 Audited Financial Statements for period ended 30 June 2018

6.2 Dividend history (No dividend declared and paid to date)

7. Governance Structure

7.1 Senior key governance positions

7.2 Profiles of directors

7.3 Contact details of directors

7.4 Board meetings

i. Minutes of proceedings of board meetings 11 September 2018

ii. Record of latest written resolutions 01 July 2017 to date

iii. Related party transactions 01 July 2017 to date (none)

iv. Calendar of meetings

7.5 Board committees (Note: no board committees to date)

8. Relevant Legislation/Code

8.1 The Companies Act 2001

8.2 The Financial Services Act 2007

8.3 Hire Purchase and Credit Sale Act 1964

8.4 Code Civile

8.5 Electronic Transactions Act 2000

8.6 Insurance Act 2005

8.7 Data Protection Act 2017

8.8 Financial Intelligence and Anti-Money Laundering Act 2002

8.9 Value Added Tax 1998

8.10 The National Code of Corporate Governance for Mauritius (2016)

9. Website: <https://www.rogerscapital.mu/credit>

10. Trademarks

***Profile of CEO of
Rogers Capital***

RUHEE, Ashley Coomar (ACR)
Non - Executive Director
(Born in 1977)

Appointment

08 March 2017

Qualifications

- First Degree – Mathematics and Physics (Faculté des Sciences de Luminy, Marseilles)
- Masters In Engineering – Automatic Control, Electronics and Computer Engineering with specialisation in Real Time Engineering and Systems (Institut National des Sciences Appliquées, Toulouse)
- Executive education programmes at London Business School and INSEAD

Directorship List

For full directorship list, please refer to link <https://www.rogerscapital.mu/credit>

***Position Statement of
Chairman
Company Secretary***

POSITION STATEMENT OF CHAIRMAN

1. Meetings

- 1.1 Chairs effectively board and shareholder meetings and encourages attendance at such meetings.
- 1.2 Organises regular and frequent board meetings.
- 1.3 Agrees the Board agenda with the MD and Company Secretary, which addresses current and forward concerns of the business as well as strategic matters.
- 1.4 Ascertains the Board's committees are properly structured, mandated and composed.
- 1.5 Ensures that directors receive accurate, timely and clear information to enable the Board to take sound decisions, monitors effectively and provides advice to promote the success of the organisation.
- 1.6 Encourages effective discussion on complex or contentious issues at board meetings.
- 1.7 Ascertains that the decisions taken by the Board are executed.
- 1.8 Promotes constructive relations between the executive and non-executive directors.

2. Induction, Development, Succession and Performance Evaluation

- 2.1 Ascertains that new directors receive a formal induction programme.
- 2.2 Identifies the development needs of directors and procures that adequate training facilities are provided.
- 2.3 Enhances directors' confidence and encourages them to speak up and make an active contribution at meetings.
- 2.4 Oversees a formal succession plan for the Board, MD and certain senior management appointments such as the Chief Finance Officer.
- 2.5 Procures that the performance of the Board and its committees is evaluated periodically and acts on any weaknesses identified. Where appropriate, through the Nomination Committee, revisits the composition of the Board.

3. Relations with shareholders

- 3.1 Ensures effective communication with shareholders to understand their issues and concerns.

4. Other matters

- 4.1 Sets the ethical tone for the Board and the Company.
- 4.2 Holds regular briefings with the MD, the Company Secretary, and members of the executive management as appropriate, to ensure that he is fully informed about all issues on which the Board will have to make a decision.
- 4.3 With the Nomination Committee, initiates change and plans succession in Board appointments (except that of a successor as Chairman) subject to Board and shareholders' approval.
- 4.4 Ensures an appropriate balance is maintained between the interests of shareholders and other stakeholders (employees, customers, suppliers and the community).
- 4.5 Ensures the long-term sustainability of the business.

Builds and maintains stakeholders trust and confidence in the Company and in conjunction with the MD, represents the Company to key stakeholders

POSITION STATEMENT OF THE COMPANY SECRETARY

1. Ensure that the organisation complies with its constitutive documents and all relevant statutory and regulatory requirements, Code of Ethics and internal policies approved by the Board;
2. Guide the Board on how their responsibilities should be properly discharged in the best interests of the organisation;
3. Develop the agenda of the Board and Committee meetings, as well as Notice of Annual Meeting of Shareholders, in consultation with the Chairman and the MD;
4. Circulate agendas and any supporting papers as part of a Board pack in good time to the Board and its committees;
5. Ascertain that quorum of meetings is present;
6. Take minutes of Board and Committee meetings (if any) and circulating the draft minutes in a timely manner to all relevant members;
7. Ensure that meetings and resolutions of the Board and Annual Meeting of Shareholders are properly convened, held and passed in accordance with the Company's constitutive documents as well as relevant statutory and regulatory requirements;
8. Maintain interests register, conflict of interest register and related party transactions register;
9. Ensure that the procedure for the appointment of directors is properly carried out;
10. Assist in the proper induction of directors and assess the specific training needs of directors/executive management;
11. Provide comprehensive practical support and guidance to directors;
12. Devise relevant timelines, checklists and any compliance documents with regard to ad-hoc projects of the organisation;
13. Liaise with relevant regulatory bodies as and when required;
14. Draft reports as required by law, including corporate governance report to include in the Annual Report of the organisation; and
15. Communicate with shareholder(s) and ensure that due regard is paid to their interests.

a **Rogers** enterprise

Terms and Conditions
INED&NED

Rogers Capital

› Keep evolving

1. APPOINTMENT

- Appointment of Independent / Non-executive Director of Rogers Capital Finance Ltd 'RCFL' or the 'Company', either filling up a casual vacancy or appointed as an additional director to the Board of RCFL, is carried out by way of an ordinary resolution by the shareholder(s) of the Company.

2. DUTIES

- Director will faithfully and diligently perform his/her duties under the laws of Mauritius.
- A comprehensive induction pack is forwarded to newly appointed director who is encouraged to contact the Company Secretary of RCFL for additional information.

3. BENEFITS

- As a principle, the Executive and Non-Executive Directors of the Company who are employed by either the Rogers Group or the ENL Group are not entitled to any Directors' fees. For the financial period ended 30 June 2018, none of the directors perceived a fee for serving on the Board.

4. TIME COMMITMENT

- Time commitment of two to three hours per board meeting.
- Each Director is expected to spend adequate time reading the Board pack ahead of each meeting.
- Consult with the Chairman before accepting additional commitments that might affect the time able to devote to the role as [an independent / a non-executive] director of the Company.

5. OUTSIDE INTERESTS

- Director who has business interests other than those of the Company acknowledge to declare any conflicts that are apparent at the present meeting.
- In the event that director becomes aware of any potential conflicts of interest, these should be disclosed to the Chairman and Company Secretary of RCFL as soon as possible.

6. CONFIDENTIALITY

- All information acquired during appointment as director is confidential to the Company and should not be released either during appointment or following termination, to third parties without prior clearance from the Chairman.

7. INDEMNITIES AND INSURANCE

- A directors' and officers' liability insurance policy has been subscribed to and renewed by RCFL. The policy provides cover for the risks arising out of the acts or omissions of the Directors and Officers of the Company. Fraudulent, malicious or willful acts or omissions are excluded in the insurance policy.

8. DATA PROTECTION

Director consent to the Company for holding and processing information on self for legal, administrative and management purposes and in particular for the processing of any sensitive personal data (as defined in The Data Protection Act)

***Rogers Capital Finance
Ltd (the 'Company')
Register of interests***

	Name and Position	Event	Date advised of interest	Interest disclosed	Nature of potential conflict and estimated value (if known)	Action taken / recommendations
1.						
2.						
3.						
4.						

***Nomination Process
for appointment of
directors***

Whereas:

- 1) 'RCFL' means Rogers Capital Finance Ltd;
- 2) 'RCL' means Rogers and Company Limited;
- 3) 'CGC' means Corporate Governance Committee;
- 4) 'Board' means board of directors of RCFL; and
- 5) FSC means the Financial Services Commission.

Nomination Process AS IS

