

## Section 7: Company Secretariat Function

The Company Secretary is an independent, competent, qualified and experienced individual who has proven competencies and experience in the relevant laws. The Board assesses the company secretary's performance. This is part of its annual performance assessment process.

The Company Secretary provides appropriate guidance, advice, orientation, induction and training to Directors and public officers on their roles, duties and responsibilities and ensures compliance with laws in the interest of good governance. All Directors have access to the advice and services of the company secretary, as well as external legal advice as and when required.

Some of the Company Secretary's key responsibilities include the following:

- Ensuring the Board is kept informed of all laws, regulations and corporate governance developments relevant to the company, and ensuring that statutory deadlines are complied with.
- Preparing and/or reviewing the Shareholder's Compact, delegations of authority, terms of reference of the Board and Board committees, work plan and schedules, as well as the agenda for Board and committee meetings in conjunction with the chairperson.
- Maintaining statutory records, registers, minute books and related documents.



Pan Africa Shopping Centre, Alexandria