

# **PLASTRADE TECHNOLOGY BERHAD**

(Company No. 591077-X)

(Incorporated in Malaysia)

## **Board Policy On Time Commitment**

### **Introduction**

Principle 4, Recommendation 4.1 of the Malaysian Code of Corporate Governance provides that the Board should set out expectations on time commitment for its members and protocols for accepting new directorships.

The *Board of Directors* has approved the following policy applicable to all board members in respect of their time commitments and obligations as a Director.

### **Overview**

The *Board of Directors* is responsible for managing the business and affairs of the PTB Group. In order to ensure the Board's ability to have an effective oversight and carry out its responsibilities, all members of the Board must be committed and devoted to discharge his responsibilities. Every effort should be made by each Director to meet the following time commitment.

### **Time Commitments**

1. Attendance of at least 50% of all scheduled Board and Committee Meetings.
2. Attendance of at least one (1) Continuing Education Program and such training programmes as may be prescribed by Bursa Malaysia from time to time.
3. Investment of time to:
  - prepare for meetings including reading and understanding the financial statements, Board and Committee papers, reports and analysis, reviewing agendas etc.
  - participate actively in all Board and Committee deliberations, to actively question, analyse and challenge Management's views and promote high standards of governance.
  - support the Board, Committee and Management's programs in relation to the PTB's business and operations where appropriate including site visits, management briefings and major Company events etc.
  - share their opinions and expertise in their respective field/area and utilise their network to promote and advance the PTB's vision and mission.
  - fulfill their statutory and fiduciary obligations.
4. Where a Director becomes aware for some personal reasons that he is not able to devote time to attend Board/Committee meetings, the Chairman or Senior Independent Non-Executive Director should be consulted to determine the best course of action which includes an approved leave of absence by the Board or resignation as a Director.

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**Acceptance of Directorships**

1. Each Director is required to observe the restrictions provided under Rule 15.06 of Bursa's ACE Market Listing Requirements which restricts Directors of listed issuers from holding more than 5 directorships in listed issuers.
2. As stated in PTB's Board Charter, it is the responsibility of each Director to notify the Board before accepting any other directorships in other listed issuers/subsidiaries of listed issuers.

Considerations such as time commitments and conflicts of interest that may arise should be carefully considered and weighed.

**Review**

This Policy was last reviewed and revised on N/A.