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**KOLLAKORN CORPORATION
LIMITED**

ACN 003 218 862

**NOMINATION AND GOVERNANCE COMMITTEE
CHARTER**

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1 OVERVIEW

- 1.1 The Nomination and Governance Committee (**Committee**) has been established by the board of directors (**Board**) of Kollakorn Corporation Limited (**Company**).
- 1.2 This charter (**Charter**) outlines the scope of the Committee's responsibilities in relation to the Company and provides a framework within which the Committee will operate

2 COMMITTEE OBJECTIVES

- 2.1 The primary function of the Committee is to assist the Board in fulfilling its responsibilities to shareholders and other stakeholders of the Company by:
- (a) ensuring that the Company has a Board of an appropriate size, composition, skills and commitment to enable it to discharge its duties effectively;
 - (b) bringing transparency and independent judgment to decisions regarding the composition of the Board;
 - (c) ensuring that the Company has developed and implemented effective corporate governance policies that reflect current industry best practice and meet the expectations of the Company's shareholders and other stakeholder; and
 - (d) monitoring the Company's compliance with those corporate governance policies.

3 NOMINATION RESPONSIBILITIES

- 3.1 In relation to its nomination function, the Committee is required to:
- (a) assess the competencies required to discharge competently the Board's duties having regard to the Company's performance, financial position and strategic direction;
 - (b) develop and disclose to shareholders a Board skills matrix setting out the mix of competencies, experience and diversity that the Board currently has or is looking to achieve in its membership;
 - (c) establish a process for identifying suitable candidates for appointment to the Board, including the Chief Executive Officer (**CEO**), having regard to the competencies required and the competencies already represented on the Board;
 - (d) undertake appropriate checks before a candidate is appointed or put forward to shareholders for election as a director;
 - (e) ensure that all information necessary to make an informed decision is provided to shareholders in relation to a proposed candidate for election as a director;
 - (f) develop and implement an induction program for all new directors and committee members which contains all such information and advice that may be considered necessary or desirable, including information regarding:
 - (i) the Company's operations and the industry sectors in which it operates;
 - (ii) the Company's financial, strategic, operational and risk management position;

- (iii) governance matters, policies and procedures; and
- (iv) the director or committee member's rights, duties and responsibilities;
- (g) ensure that the Company provides each director and senior executive with a written agreement setting out the terms of his or her employment;
- (h) regularly assess the independence of directors and report its findings to the Board;
- (i) review the time commitments required from non-executive directors and whether the existing non-executive directors are meeting that requirement;
- (j) plan for Board succession generally;
- (k) implement plans regarding the succession of the CEO, executive directors and other senior management of the Company, including in regard to maintaining the required mix of competencies, experience and diversity.

4 BOARD AND COMMITTEE PERFORMANCE

- 4.1 The Committee is required to:
- (a) develop and implement a process for periodically evaluating the skills, performance, and effectiveness of the CEO and other senior executives, the Board, its committees and its individual members; and
 - (b) ensure that continuing professional development opportunities are available for directors and committee members to develop and maintain the appropriate skills and knowledge required to perform their roles effectively.

5 GOVERNANCE RESPONSIBILITIES

- 5.1 In relation to its corporate governance function, the Committee is required to:
- (a) review developments in corporate governance best practice and advise the Board of any matters that may be relevant to the Company, or to the expectations of the Company's shareholders and other stakeholders;
 - (b) review the policies, practices and procedures of the Board and its committees in light of the corporate governance requirements set down by regulators, including the Australian Securities and Investments Commission (**ASIC**) and the Australian Stock Exchange (**ASX**);
 - (c) review on an annual basis the adequacy of the Company's corporate governance policies, practices and procedures and recommend to the Board any necessary or desirable changes;
 - (d) review on an annual basis the Company's compliance with its corporate governance policies; and
 - (e) assist the Board to prepare the company's corporate governance disclosure statements in its Annual Report.

6 AUTHORITY AND ACCESS

- 6.1 The Committee has authority to investigate any activity within this Charter and any other matters specifically brought to its attention by the Board.
- 6.2 The Committee has authority to engage appropriate independent advisers as necessary to assist in carrying out its duties.
- 6.3 In discharging its role, the Committee shall have unrestricted access to:
- (a) all books and records of the Company; and
 - (b) all staff, including the Company's managers to seek information and explanations from them; and
 - (c) the Company's auditors, both internal and external, including the right to seek explanations and information from them without management being present.

7 COMPOSITION

- 7.1 The Board will determine all appointments to the Committee, rotations, resignations and eligibility for re-election in accordance with the ASX Listing Rules, the *Corporations Act 2001 (Cth)* and any other applicable general law.
- 7.2 The Committee will be comprised of at least 3 members, being:
- (a) the chairperson (**Chair**); and
 - (b) at least two other directors of the Company,
- a majority of whom must be independent, non-executive directors.
- 7.3 The Chair must be an independent, non-executive director who is not the chairperson of the Board.
- 7.4 The Committee will appoint a secretary (**Secretary**).
- 7.5 The Committee must be of a sufficient size and possess the requisite skill and independence to effectively discharge its obligations.

8 COMMITTEE MEETINGS

- 8.1 Frequency and attendance at meetings
- (a) The Committee will meet at least twice per year and more frequently as required to perform its functions.
 - (b) The Chair must call a meeting if requested to do so by any member of the Committee, the external auditor or the chairman of the Board.
 - (c) If the Chair is absent from a meeting, the members present shall have authority to choose one of their number to chair that particular meeting.
 - (d) Committee meetings may be held by technological means which allow members to participate without being physically present in the same place.

- (e) As necessary or desirable, the Committee may invite management, auditors, external advisors, or any other persons to attend and contribute to meetings.

8.2 Voting at meetings

- (a) Each member of the Committee will have one vote.
- (b) In the case of an equality of votes, the Chair does not have a casting vote in addition to his or her deliberative vote.

8.3 Conflicts

- (a) No Committee member will participate in the review of their own performance.
- (b) No Committee member will be present for discussions at a Committee meeting on, or vote on a matter regarding, his or her election, re-election, or removal.

8.4 Quorum

- (a) A quorum shall be any two Committee members.

8.5 Minutes

- (a) The Secretary must keep minutes of all Committee meetings.
- (b) The minutes of each Committee meeting must be approved by the Chair and distributed to all Committee members.

8.6 Agenda and documents

- (a) The agenda and supporting papers are to be delivered to Committee members by the Secretary in advance of each meeting.

9 REPORTING TO THE BOARD

9.1 Following each Committee meeting the Chair will report to the Board on any matter that should be brought to the Board's attention and on any recommendation of the Committee that requires Board approval or action, and provide the Board with sufficient information upon which to make a decision in that regard.

9.2 The minutes of each Committee meeting are to be tabled at the next Board meeting.

9.3 At the end of each reporting period, the Committee must disclose to the Board:

- (a) the number of times that it met during the period and the individual attendances of its members at those meetings;
- (b) the details and results of any performance evaluations that were undertaken during the period in accordance with the requirements of clause 4.1(a) of this Charter;
- (c) the names of the directors considered by the Committee to be independent directors; and
 - (i) if a director has an interest, position, association or relationship of a type which might be perceived as impacting upon their independence, but the Committee is of the opinion that it does not compromise the independence of the director:

- (A) the nature of the interest position association or relationship in question; and
- (B) an explanation of why the Committee is of that opinion; and
- (d) the length of service of each director.

10 REVIEW OF THIS POLICY

10.1 The Committee will review this Policy at least annually to ensure that it accords with best practise and remains consistent with the Committee's authority, objectives and responsibilities.

10.2 This Policy may be amended from time to time by resolution of the Board.

Date: 1st November 2019

Signed:



Chairperson of the Board of Directors of **Kollakorn Corporation Limited**