

## Secretary of Board of Directors

The Company Secretary is the focal point for communication with the Board of Directors and senior management and plays a key role in the administration of important corporate governance matters.

**Mr. Wessam Alhaj Ali** is the Board and Board Committees' Secretary and was appointed by the Board on 18 January 2024 and reports to the Board in relation to secretarial responsibilities. The Company Secretary has the following key responsibilities:

- Organize director's meetings in accordance with procedures to be agreed upon from time to time by the Board Chair and the Board.
- Prepare notices, agendas of meetings, and supporting reports and documentation in a timely manner.
- Attend Board meetings and undertake secretarial responsibilities, including organizing minute-taking responsibility at each meeting.
- In conjunction with the CEO and other senior management, carry out instructions of the Board and give practical effect to the Board's decisions.
- Report to the Board with respect to all corporate secretarial responsibilities.
- Arrange/organize shareholders' meetings.

### **Qualifications:**

Mr. Wessam holds a Degree in Law from Philadelphia University in Jordan and a Masters in Law from Qatar University.