Estithmar Holding استثمار القابضة

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. **Ahmad Al Basha** is the Board Secretary and was appointed by the Board on **9 April 2025** 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.