



# Terms of Reference of the Audit Committee



## 1. Objectives

The principal objectives of the Audit Committee (“AC”) are to assist the Board in discharging its statutory and fiduciary duties and responsibilities relating to accounting and reporting practices as well as risk management of the Company. In addition, the AC shall:-

- (a) evaluate the quality of the audits performed by the internal and external auditors;
- (b) provide assurance that the financial information presented by management is relevant, reliable and timely;
- (c) oversee compliance with laws and regulations and observance of a proper code of conduct; and
- (d) determine the quality, adequacy and effectiveness of the Company's control environment.

## 2. Composition of members

The Board shall appoint the AC members from amongst themselves, comprising no fewer than three (3) Directors, all of whom shall be Non-Executive Directors. The majority of the AC members shall be Independent Directors.

*In this respect, the Board adopts the definition of “Independent Director” as defined under the Main Market Listing Requirements of Bursa Malaysia Securities Berhad (“Bursa Securities”).*

Collectively, the AC should possess a wide range of necessary skills to discharge its duties. All members of the AC shall be financially literate and are able to understand the matters under the purview of the AC including the financial reporting process. At least one (1) member of the AC must be:-

- (a) a member of the Malaysian Institute of Accountant (“MIA”); or
- (b) if he is not a member of MIA, he must have at least three (3) years of working experience and:
  - i. he must have passed the examinations specified in Part I of the First Schedule of the Accountants Act 1967; or
  - ii. he must be a member of one of the associations of the accountants specified in Part II of the First Schedule of the Accountants Act 1967; or



(c) fulfils such other requirements as prescribed or approved by Bursa Securities.

No Alternate Director of the Board shall be appointed as a member of the AC.

No former partner of the Company's external audit firm and outsourced internal audit firm shall be appointed as a member of the AC unless the said former partner has observed a cooling-off period of at least three (3) years before being appointed as a member of the AC. The former partner herein refers to all former partners of the audit firm and/or the affiliate firm (including those providing advisory services, tax consulting and etc).

All members of the AC should undertake continuous professional development to keep themselves abreast of relevant developments in accounting and auditing standards, practices and rules.

The term of office and performance of the AC and each of its members shall be reviewed by the Nomination and Remuneration Committee annually to determine whether such AC and members have carried out their duties in accordance with their terms of reference.

### **3. Retirement and resignation**

If a member of the AC resigns, dies, or for any reason ceases to be a member resulting in non-compliance to the composition criteria as stated in paragraph 1 above, the Board shall within three (3) months of the event appoint such number of new members as may be required to fill the vacancy.

### **4. Chairperson**

The members of the AC shall elect a Chairperson from amongst their number who shall be an Independent Director and who shall not be the Chairman of the Board.

A vacancy resulting in the non-compliance with the requirement on the election of an independent Chairman of the AC must be filled within three (3) months.

The Chairperson of the AC is responsible for ensuring the overall effectiveness and independence of the Committee. Having the positions of Chairman of the Board and Chairperson of the AC assumed by the same person may impair objectivity of the Board's review of the AC's findings and recommendations.

The Chairperson of the AC together with other members of the AC should ensure among others that:-

- the AC is fully informed about significant matters related to the Company's audit and its financial statements and address these matters;

- the AC appropriately communicates its insights, views and concerns about relevant transactions and events to internal and external auditors;
- AC's concerns on matters that may have an effect on the financial or audit of the Company are communicated to the external auditors; and
- There is co-ordination between internal and external auditors.

## 5. Secretary

The Company Secretary shall be the Secretary of the AC and as a reporting procedure, the Minutes shall be circulated to all members of the Board.

## 6. Meetings

The AC shall meet regularly, with due notice of issues to be discussed, and shall record its conclusions in discharging its duties and responsibilities. In addition, the Chairperson or any member of the AC may call for additional meetings at any time at their discretion.

Upon the request of the external auditors, the Chairperson of the AC shall convene a meeting of the AC to consider any matter the external auditors believe should be brought to the attention of the Directors or shareholders.

Notice of AC meetings shall be given to all the AC members unless the AC waives such requirement.

The Chairperson of the AC shall engage on a continuous basis with the Chairman of the Board, senior management, such as the Group Managing Director, Financial Controller, the internal auditors and the external auditors in order to be kept informed of matters affecting the Company.

The Financial Controller and a representative of the internal and external auditors respectively should normally attend meetings. Other Board members and employees may attend meetings upon the invitation of the AC. The AC shall be able to convene meetings with the external auditors, the internal auditors or both, without executive Board members or employees present whenever deemed necessary and at least once a year with the external auditors.

Questions arising at any meeting of the AC shall be decided by a majority of votes of the members present, and in the case of equality of votes, the Chairperson of the meeting shall have a second or casting vote.

In the absence of the Chairperson of the AC, the other members of the AC shall amongst themselves elect a Chairperson who must be an Independent Director to chair the meeting.



## **7. Minutes**

Minutes of each meeting shall be kept at the registered office and distributed to each member of the AC and also to the other members of the Board. The AC Chairperson shall report on the proceedings of each meeting to the Board.

The minutes of the AC meeting shall be signed by the Chairperson of the meeting at which the proceedings were held or by the Chairperson of the next succeeding meeting.

## **8. Quorum**

In order to form the quorum for the AC Meeting, a majority of members present must be Independent Directors.

## **9. Circular Resolutions**

A resolution in writing signed by a majority of the AC members for the time being shall be as valid and effectual as if it had been passed at a meeting of the AC duly called and constituted. Any such resolution may consist of several documents in like form each signed by one (1) or more AC members. Any such document may be accepted as sufficiently signed by an AC member if transmitted to the Company by telex, telegram, cable, facsimile or other electrical or digital written message to include a signature of an AC member.

## **10. Reporting**

The AC shall report to the Board of Directors, either formally in writing, or verbally, as it considers appropriate on the matters within its terms of reference at least four (4) times a year, but more frequently if it so wishes.

The AC shall report to the Board of Directors on any specific matters referred to it by the Board for investigation and report.

## **11. Authority**

The AC shall, in accordance with a procedure to be determined by the Board and at the expense of the Company,

- (a) have explicit authority to investigate any matter within its terms of reference, the resources to do so, and full access to information. All employees shall be directed to co-operate as requested by members of the AC;

- (b) have full and unlimited/unrestricted access to all information and documents/resources which are required to perform its duties as well as to the internal and external auditors and senior management of the Company and Group;
- (c) obtain independent professional or other advice and to invite outsiders with relevant experience to attend, if necessary;
- (d) have direct communication channels with the internal and external auditors and person(s) carrying out the internal and external audit functions or activities (if any); and
- (e) where the AC is of the view that the matter reported by it to the Board has not been satisfactorily resolved resulting in a breach of the Listing Requirements, the AC shall promptly report such matter to Bursa Securities.

## 12. Duties and Responsibilities

The duties and responsibilities of the AC are as follows:-

- (a) To consider the appointment and re-appointment of the external auditors, the audit fee and any question of resignation or dismissal, including the review of any letter of resignation from the external auditors and whether there is reason (supported by grounds) to believe that the external auditors are not suitable for re-appointment;
- (b) To establish policies governing the circumstances under which contracts for the provision of non-audit services can be entered into and procedures that must be followed by the external auditors;
- (c) To discuss with the external auditors before the audit commences, the audit plan, particularly the nature and scope of the audit, and ensure co-ordination where more than one audit firm is involved;
- (d) To review with the external auditors the evaluation of the system of internal controls and the audit report;
- (e) To review the assistance given by the Company's management to the external auditors;
- (f) To discuss problems and reservations arising from the interim and final audits, and any matter the auditor may wish to discuss (in the absence of management, where necessary);
- (g) To review the external auditors' management letter and management's response;
- (h) To do the following, in relation to the internal audit function:-

- review the adequacy of the scope, functions, competency and resources of the internal audit function, and that it has the necessary authority to carry out its work
  - review the internal audit programme and results of the internal audit process and, where necessary, ensure that appropriate actions are taken on the recommendations of the internal audit function
  - review the internal audit plan, consider the internal audit reports and findings of the internal auditors, fraud investigations and actions and steps taken by Management in response to audit findings
  - review and decide on the budget allocated to the internal audit function
  - review any appraisal or assessment of the performance of members of the internal audit function
  - approve any appointment or termination of the internal auditors;
- (i) To review the quarterly and year-end financial statements of the Company before submission to the Board, focusing particularly on –
- any change or implementation of major accounting policies and practices
  - significant matters highlighted including financial reporting issues, significant judgements made by management, significant and unusual events or transactions, and how these matters are addressed
  - significant adjustments arising from the audit
  - the going concern assumption
  - compliance with applicable financial reporting standards and other legal requirements
- (j) To consider any related party transactions and conflict of interest situation that arose, persist or may arise within the Group including any transaction, procedure or course of conduct that raises questions of management integrity and the measures taken to resolve, eliminate, or mitigate such conflicts;
- (k) To report its findings on the financial and management performance, and other material matters to the Board;
- (l) To consider the major findings of internal investigations and management's response;

- (m) To verify the allocation of employees' share option scheme ("ESOS") in compliance with the criteria as stipulated in the by-laws of ESOS of the Company, if any;
- (n) To monitor the integrity of the Company's financial statements;
- (o) To assess the suitability, objectivity and independence of the Company's external auditors;
- (p) To monitor the performance of the Company's internal audit function to ensure it is effective and able to function independently;
- (q) To monitor the Company's compliance with relevant laws, regulations and code of conduct;
- (r) To review the adequacy and effectiveness of risk management, internal control and governance systems;
- (s) To consider and examine such other matters as the AC considers appropriate; and
- (t) To consider other matters as defined by the Board.

Version Number	Board's approval Date	Effective Date
2.0	31 May 2023	31 May 2023