

NATIONAL HOUSING DEVELOPMENT COMPANY LIMITED (NHDC)

HOUSING ALLOCATION COMMITTEE CHARTER

1. Purpose

- 1.1 The primary function of the Housing Allocation Committee (hereinafter referred to as 'the Committee) is to advise the Board of Directors on allocation of housing units.

2. Membership

- 2.1 The Committee shall comprise of three (3) members. The Chief Executive Officer/Managing Director and the Sales, Marketing and Business Development Manager will be in attendance.
- 2.2 Only members of the Committee have the right to attend the Committee meetings. However, the Committee may invite other persons to attend all or part of any meeting, as deemed necessary and appropriate.
- 2.3 The Board shall appoint the Committee Chairperson. In the absence of the Committee chairperson, the remaining members present shall elect one of themselves to chair the meeting from those who would qualify under these terms of reference to be appointed to that position.

3. Secretary

- 3.1 The Committee shall be assisted by a Secretary.

4. Quorum

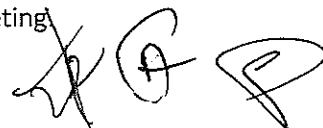
- 4.1 The quorum necessary for the transaction of business shall be any two (2) members.

5. Frequency of meetings

- 5.1 The committee shall meet as often as necessary.

6. Notice of meetings

- 6.1 Meetings of the Committee shall be called by the secretary of the Committee at the request of the Chairperson of the Committee or any member of the Committee.
- 6.2 Notice of each meeting of the Committee confirming the venue, time and date, together with an agenda of items to be discussed and supporting papers shall, other than under exceptional circumstances, be forwarded to each member of the Committee and any other person required to attend the meeting, prior to the date of the meeting



7. Minutes of meetings

- 7.1 The Secretary shall minute the proceedings and resolutions of all Committee meetings, including the names of those present and in attendance.
- 7.2 The Committee's minutes shall be circulated to the members of the Committee and to the Chairperson of the Board and may also, if the Chairperson of the Committee so decides, be circulated to the other members of the Board. Once approved and duly signed, minutes should be circulated to all other members of the Board unless it would be inappropriate to do so in the opinion of the Committee Chairperson.

8. Written Resolution

- 8.1 Decision may also be taken by way of written resolution signed by all members of the Committee.

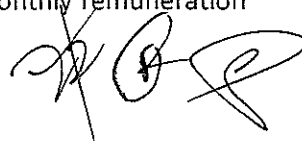
9. Terms of Reference

The Committee should carry out the following duties and responsibilities:-

- (a) To define the Company's policy pertaining to allocation of NHDC housing units;
- (b) To propose eligibility criteria towards purchasing a housing unit, taking into consideration Government policies for social housing;
- (c) To establish a transparent approach in allocating housing units;
- (d) To define and recommend to the Board catchment areas of each and every site prior to undertaking any interviews;
- (e) To recommend to the Board the list of beneficiaries of housing units based on the ranking exercise made by the NHDC following interviews of applicants;
- (f) To recommend to the Board the list of beneficiaries of housing units that have been seized and repossessed;
- (g) To examine and deliberate on any issues pertaining to allocation of houses that may be referred to it by the Board; and
- (h) To make recommendation on any other issues pertaining to the process of allocation of housing units.

10. Remuneration

- 10.1 Members of the Committee shall be paid such special remuneration in respect of their appointment as shall be recommended by the Board and ratified or approved by Shareholders. Such special remuneration shall be in addition to the monthly remuneration payable to Directors.



10.2. The level and structure of remuneration for Directors shall be determined at the Shareholders' Meeting.

11. Reporting responsibilities

11.1 The Committee Chairperson shall report to the Board on its proceedings.

11.2 The Committee shall make recommendations to the Board it deems appropriate on any area within its remit where action or improvement is needed.

12. Other matters

The Committee shall:

12.1 Have access to sufficient resources in order to carry out its duties, including access to the Company Secretary and Management for assistance as required.

12.2 Give due consideration to laws and regulations, the principles of the Code of Corporate Governance and any other applicable rules.

12.3 Arrange for periodic reviews of its own performance and as and when required, review its charter to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the Board for approval.

13. Authority

13.1 The Committee is authorised by the Board to obtain, at the Company's expense, outside legal or other professional advice on any matters within its terms of reference.

APPROVED BY THE BOARD OF DIRECTORS OF NHDC ON 14 DECEMBER 2018


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CHAIRMAN OF THE BOARD


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CHAIRMAN OF THE CORPORATE GOVERNANCE COMMITTEE


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CHAIRMAN OF THE HOUSING ALLOCATION COMMITTEE


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COMPANY SECRETARY