

# **NATIONAL HOUSING DEVELOPMENT CO. LTD (NHDC)**

## **PROJECT MONITORING COMMITTEE CHARTER**

### **1. Purpose**

1.1 The primary function of the Project Monitoring Committee (hereinafter referred to as 'the Committee) is to assist the Board of Directors of NHDC to closely follow up on Projects Implementation (Housing and Rehabilitation) (both ongoing and new) since the inception of the Projects.

### **2. Membership**

- 2.1 The Committee shall comprise at least three (3) members and the majority should be non-executive.
- 2.2 Only members of the Committee have the right to attend Committee meetings. However, the Committee may invite other persons (such as Chief Executive Officer, Officers from the Technical Department or other Departments such as Internal Auditor & Others) to attend all or part of any meeting, as deemed necessary and appropriate.
- 2.3 The Board shall appoint the Committee Chairperson who should as far as possible, be an independent non-executive director. In the absence of the Committee chairperson, the remaining members present shall elect one of themselves to chair the meeting.

### **3. Secretary**

3.1. The Company Secretary or any other officer of NHDC (approved by the Board/Committee) shall act as the secretary of the Committee.

### **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 enclosing an agenda of items to be discussed 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 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.

## **8. Written Resolution**

8.1. Decisions may also be taken by the way of written resolutions signed by all members of the committee and may give approval by electronic means (such as facsimile, electronic mail or other similar means of communication).

## **9. Terms of Reference**

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

- To review the existing Dashboard (as and when required);
- To consider the checklist before launching of Projects. Management to present a comprehensive checklist before proceeding with launching of any Project;
- To consider digitalisation of the Project Monitoring Reporting;
- To consider site visit reports and visual presentation of work in progress of Projects;
- To require the Internal Auditor to make site visits (ad hoc) and submit reports (independent opinion) on work in progress of Projects; and
- To consider performance reports on consultants and contractors/ service providers.

## **10. Reporting responsibilities**

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

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

## **11. Remuneration**

11.1 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.

11.2 The level and structure of remuneration for Directors shall be determined at the shareholder's meeting.

## **12. Other matters**

The Committee shall:

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

11.3 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**

12.1 The Committee has the right to call for explanation from responsible Officers (Management Team) of NHDC.

12.2. 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 21 MAY 2021.**