

SYNERGY HOUSE BERHAD
Registration No. 202101025778 (1426078-V)

TERMS OF REFERENCE OF THE RISK MANAGEMENT COMMITTEE

1. MEMBERSHIP

- 1.1 Members of the Risk Management Committee (“the Committee”) shall be appointed by the Board amongst its Directors and shall comprise at least three (3) members, all of whom must be Non-Executive Directors, and a majority of whom must be Independent Non-Executive Directors.
- 1.2 The Chairman of the Board must not be a member of the Committee.
- 1.3 Where the members of the Committee for any reason are reduced to less than three (3), the Board shall base on the recommendation of the Nomination Committee, within three (3) months from the occurrence of the event, appoint such number of new members as may be required to make up the minimum number of three (3) members.

2. CHAIRMAN

- 2.1 The Chairman of the Committee shall be an Independent Non-Executive Director.
- 2.2 In the absence of the Chairman of the Committee, the other members of the Committee shall amongst themselves elect a Chairman who must be an Independent Non-Executive Director to chair the meeting.

3. SECRETARY

The Chairman shall appoint a secretary for the Committee and he/she will record, prepare and circulate the minutes of the meetings of the Committee and ensure that the minutes are properly kept and produced for inspection if required.

4. QUORUM AND MEETING PROCEDURES

- 4.1 The Committee shall meet at least two (2) times a year. The Chairman may request for additional meetings as he/she considers necessary.
- 4.2 If any member is unable to be physically present, he/she may choose to participate by means of a conference telephone or any other audio, or audio-visual, communication equipment which allows all persons participating in the meeting to hear and speak with each other and the person shall be deemed to be present in person and shall be entitled to vote or be counted in a quorum accordingly.
- 4.3 The quorum for the meeting shall be two (2) members.
- 4.4 The Company Secretary, in consultation with the Chairman of the Committee, shall draw up the agenda of the meeting. The agenda, together with the relevant support papers, shall be circulated at least five (5) business days, or shorter notice where it is unavoidable prior each meeting to the members of the Committee.

4.5 The Committee may, as and when deemed necessary, invite any Board members or any member of management and consultants, who the Committee thinks fit, to attend its meetings to assist and provide pertinent information as necessary.

4.6 A matter put to vote at the Committee meetings shall be decided by a simple majority of the votes. In the event of an equality of votes, the Chairman has the casting vote.

4.7 A member of the Committee who has an interest or is involved directly or indirectly in any matter under consideration by the meeting, shall abstain from deliberating and voting.

5. MINUTES

5.1 The Company shall cause minutes of all proceedings of the Committee meeting to be entered in books for that purpose. Minutes of each meeting signed by the Chairman of the meeting at which proceedings were held or by the Chairman of the next succeeding meeting.

5.2 Minutes shall be kept by the Company at the Registered Office and shall be open for inspection by any Committee member or Board member.

5.3 The minutes of each Committee meeting shall be distributed to the Board members for notation.

6. CIRCULAR RESOLUTION

6.1 A resolution in writing signed by a majority of the Committee members for the time being shall be as valid and effectual as if it had been passed at a meeting of the Committee duly called and constituted.

6.2 The resolution may consist of several documents in like form, each signed by one (1) or more Committee members. Such document may be accepted as sufficiently signed by a Committee member if is transmitted to the Company by facsimile or other electrical or digital written message, which include a signature of the said Committee member.

7. REPORTING

The Committee, through its Chairman, shall report a summary of significant matters to the Board at the next Board meeting after each Committee meeting. When presenting any recommendation to the Board for approval, the Committee will provide such background and supporting information as may be necessary for the Board to make an informed decision.

8. AUTHORITY

8.1 The Committee shall in accordance with a procedure to be determined by the Board and at the expense of the Company:-

- (a) have the resources which are required to perform its duties;
- (b) have full and unrestricted access to all information and documents within the Group to perform its duties; and
- (c) obtain external professional advice or other advice and invite persons with relevant experience to attend its meetings, if necessary.

9. DUTIES AND RESPONSIBILITIES

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

- 9.1 Ensure that an appropriate risk reporting structure is established to facilitate reporting of risks to management and the Board;
- 9.2 Oversee the Group's overall risk management framework and policies;
- 9.3 Review the risk management framework, policies and processes, which include identifying, managing, monitoring, treating and mitigating significant risks of the Group, and recommend for approval by the Board;
- 9.4 Review and assess the risk appetite and risk tolerance for the Group;
- 9.5 Review the regulatory and any other reports within the purview of the Committee;
- 9.6 Review the significant risks identified and assess the mitigating actions put in place to manage these risks;
- 9.7 Review the Statement on Risk Management and Internal Control for inclusion in the Company's Annual Report, and recommend to the Board for approval;
- 9.8 Ensure that the key risks are effectively managed in accordance with the Group's risk management policies and strategies;
- 9.9 Review the adequacy of resources in managing the risk management framework;
- 9.10 Review and deliberate reports on non-compliance findings by regulatory agencies;
- 9.11 Carry out other responsibilities, functions or assignments as may be defined by the Board from time to time;
- 9.12 Review Management's efforts to embed a risk management in all aspect of the Group's activities; and
- 9.13 Review the disclosure on the risk management and internal control in the Company's annual reports.

10. REVIEW OF THE WRITTEN TERM OF REFERENCE

- 10.1 Any amendments to this term of reference to be approved by the Board. These terms of reference will be reviewed and updated periodically in accordance with the needs of the Company and any new regulations that may have an impact on the discharge of the Committee's responsibilities.
- 10.2 The written terms of reference will be made to public on the Company's website.

Approved by the Board of Directors on 15 June 2022.