

## Managing Director

1. To be responsible to the Board of Directors for the general and day-to-day management of the company;
2. To advise the Board of Directors in the formulation, review and updating of strategic/ corporate plans, and to monitor implementation for the attainment of the company's business, financial and other objectives;
3. To ensure compliance with all directives and instructions from the Board of Directors;
4. To ensure compliance with all legal provisions governing the company;
5. To coordinate and supervise the work of the Chief Managers of the different Strategic Business Units and the Technical Sections;
6. To market the company's freight, passenger, agency and other services, and effectively drive business development activities to achieve growth and the company's objectives;
7. To develop and maintain a reliable and effective organization structure for proper overall planning control, co-ordination and monitoring of the company's activities;
8. To formulate policy guidelines on matters relating to the purchase and operation of vessels and the marketing of the services of the company relating to passenger, freight, ship agency, ship management and chartering;
9. To monitor such matters as acquisition, chartering, sale, operation and technical supervision/ follow-up of ships, requirement/ deployment, repair/ maintenance and leasing of ship's equipment (including containers), insurance, safety, bunker usage, drydocking, deck stores, handling & stowage of freight, cargo claims, surveys, communication requirements, compliance with maritime laws, rules & regulations, crewing and manning norms and procedures, shipboard organisation and operations, etc..., to follow-up thereon and to ensure that all expenses in relation thereto are fully justified;
10. To submit to the Board of Directors relevant reports, budgets, surveys, feasibility studies and statistics on technical and technico-commercial issues;
11. To liaise with other organisations, both locally and abroad, in relation to technical and technico-commercial matters and to represent the Company in technical forums, as requested by the Board of Directors;
12. To ensure the Company's Quality Management System is effective;

13. To implement the company policies with regard to quality, health & safety and the environment and ensure that these are communicated and understood;
14. To use ICT in the performance of his duties; and
15. To perform such duties and functions as may be assigned by the Board of Directors;

## Company Secretary

The Company Secretary is responsible for:

1. Ensuring that the organisation complies with its constitution and all relevant statutory and regulatory requirements, Codes of ethics and rules established by the Board;
2. Providing the Board as a whole and directors individually with detailed guidance as to how their responsibilities should be properly discharged in the best interests of the organisation;
3. Developing the agenda of Board and Board committee meetings in consultation with the Chairperson and the Managing Director;
4. Circulating agendas and any supporting papers in good time;
5. Ensuring the presentation of high-quality information to the Board and its committees;
6. Checking that quorum of meetings is present;
7. Taking minutes of Board meetings and circulating the draft minutes to all members;
8. Ensuring that meetings and resolutions of the Board are properly held and passed in accordance with the Company's articles of association;
9. Ensuring that the procedure for the appointment of directors is properly carried out;
10. Assisting in the proper induction of directors, including assessing the specific training needs of directors/executive management; and
11. Providing comprehensive practical support and guidance to directors both as individuals and as a collective with particular emphasis on supporting the non-executive directors.