## Mannai Corporation QPSC Board of Directors' Resolution on Responsibilities, Duties and Work Provisions and Procedures of the Remuneration Committee

In accordance with Article (19) of the Governance Code for Companies & Legal Entities Listed on the Main Market (the "Corporate Governance Code), the Board of Directors of Mannai Corporation QPSC (the "Board") has resolved the following:

- 1. <u>NAME OF THE RESOLUTION</u>: This resolution shall be named Mannai Corporation QPSC Board of Directors' Resolution on Responsibilities, Duties and Work Provisions and Procedures of the Remuneration Committee (the "Committee").
- 2. <u>CANCELLATION</u>: This Resolution cancels and supersedes the previous "Terms of Reference of the Remuneration Committee".
- 3. **SCOPE OF RESOLUTION**: This resolution identifies responsibilities, duties and work provisions and procedures of the Committee.
- 4. **FORMATION OF THE COMMITTEE:** The Committee shall be formed of the following:
  - 1. HE Sheikh Suhaim Bin Abdullah Bin Khalifa Al Thani, Chairman
  - 2. Mr. Mohammed Ali Mohammed Khamees Al Kubaisi, Member
  - 3. Mr. Keith John Higley, Member
- 5. <u>TERM OF THE COMMITTEE:</u> The Chairman and Members of the Committee shall be appointed for the term of the BoardBoard i.e. for a period of three years until the Annual General Assembly to be held in 2022.

## 6. RESPONSIBILITIES AND DUTIES OF THE COMMITTEE:

- 1. The Committee shall present the Remuneration Policy to the shareholders in the Annual General Assembly to be approved and made public.
- 2. Remuneration shall take into account the responsibilities and scope of the functions of the Board Members and members of Senior Executive Management as well as the performance of the company.
- 3. No Member of the Committee shall decide his own remuneration.

## 7. COMMITTEE'S WORK PROCEDURES:

- (a) **QUORUM:** The committee's meeting shall only be deemed valid if attended by its Chairman and the majority of its Members.
- (b) **COMMITTEE MEETINGS:** The Committee will meet whenever required throughout the year to review Remuneration Policy and the fixed and performance related

- remuneration of Board Members and Senior Executive Management. The Committee shall keep minutes of its meetings.
- (c) **NOTICE OF MEETINGS:** The Committee Chairman or a delegated member of the Committee may give notice of a meeting together with an agenda at three working days' notice.
- (d) The Committee may invite whomever it deems appropriate and necessary to attend part or all Committee meeting howsoever and whenever appropriate.
- (e) The Committee may, at the Company's expense, consult any independent consultant expert.
- (f) ANNUAL GENERAL MEETING: The Chairman of the Committee will attend the Annual General Meeting prepared to answer any shareholder questions on the Committee's activities.
- (g) **REPORTING:** The Committee Chairman reports formally to the Board on its proceedings. The Committee shall submit an Annual Report to the Board including its works and recommendations.

I hereunto set my hand this 29<sup>th</sup> April, 2019.

Hamad Abdulla Khalifa Al Thani Chairman