



**Corporate Governance Report - 2021**

DECISION NO. (7 R.M) OF 2016

# ORIENT UNB TAKAFUL (PJSC) Corporate Governance Report

# 2021

## Table of Contents

1	<b>A statement of procedures taken to complete the Corporate Governance System during 2021 and how they are applied</b>
2	<b>A statement of ownership and transactions of the members of Board Directors and spouse and children thereof in the company's securities during 2021</b>
3	<b>Composition of the board</b>
	A- A statement of current Board of Directors (BOD).....
	B- A statement of women's representation in the board in 2021.....
	C- Directors remunerations and sitting fees .....
	1- Total remunerations paid to the Board of Directors for the year 2021.....
	2- Total remunerations proposed to be paid to the Board of Directors for the year 2021 which shall be presented in the Annual General Assembly for approval.....
	3- A Statement of the details of attendance allowances for attending the sessions of and committees derived from the BO, which were paid to the BOD members for the fiscal year 2021.....
	D- The numbers and dates of BOD meeting held during the FY 2021 as well as the attendant frequency by all the members, in person and by proxy.....
	E- A statement of the BOD` tasks and functions which were performed by the Executive Management pursuant to an authorization by the BOD to the management, stating the period and validity of the delegation.....
	F- Statement of the details of transactions made with related parties (stakeholders).....
	G- The company`s organizational structure of the company.....
	H- A detailed statement of the senior executives as the company`s organizational structure and their positions and appointment dates and the total salaries and benefits paid thereto.....
4	<b>External auditor</b>
	A- brief of the external auditor of the companies to the shareholders.....
	B- statement of the fees or costs of auditing or services provided by the external auditor.....
	C- Indication of the company's auditor reservations included in the interim and annual financial statements for the year 2021.....
5	<b>Audit Committee</b>
	A- The names of members of the audit committee, and a statement of its functions and duties assigned thereto.....
	B- The numbers and dates of the meetings held by the audit committee during the year 2021 to discuss issue related to financial statements and any other issues , and a statement of the attendance frequency in person by the committee's members.....
6	<b>Nominations and remunerations committee</b>
	A- The names of members of the Nomination and Remunerations committee and a statement of its functions and duties assigned thereto.....
	B- The numbers and dates of the meetings held by Nominations and remunerations during the year 2021, stating the frequency of attendance in person by the all the members of the committee.....
7	<b>Insiders` Trading Follow up and supervision Committee</b>
	A- Names of the members of the Insiders` Trading Follow up and supervision Committee and a statement of its functions and duties assigned thereto.....
	B- A summary of the Committee` activities in 2021
8	<b>Investment committee</b>
	A- The names of members of the Investment committee and a statement of its functions and duties assigned thereto.....
	B- A summary of the Committee` activities in 2021.....
	C- The numbers and dates of the meetings held by the Investment Committee during the year 2021.....
9	<b>Internal control system</b>
	A- The BOD`s acknowledgement of its responsibility for the Internal Control System in the Company and its review of the functioning mechanism of internal control and ensuring its effectiveness.....
	B- The name, qualifications and date of appointment of the directors of internal control department.....
	C- The name, qualifications and date of appointment of Compliance officer.....
	D- How the Internal Control department handle any significant issues in the company, or issues disclosed in the annual report and accounts.....
10	<b>Details of the violations committed during the year 2021, ant a statement of reasons thereof, and how they addressed and how they will avoid in the future.</b>

**11 A statement of the cash and in-kind contributions made by the company during the year 2021 towards the local community development and environmental conservation**

**12 General Information**

- A- A statement of the Company share price in the market by the end of each month during the year 2021.....
- B- A statement of comparative performance of the company's share with the market index and sector index to which the company belongs during year 2021.....
- C- A statement of shareholding distribution as of 31/12/2021.....
- D- A statement of shareholders who hold 5% or more of the company's capital as of 31/12/2021.....
- E- A statement of shareholder's distribution by the size of equity as of 31/12/2021.....
- F- A statement of the procedures taken with respect to control of investor's relation taken on the controls of investors' relations.....
  - i. The name and contact information of Investors' Relations Manager.....
  - ii. Link of the investor's relations webpage on the website of the company.....
- G- A statement of the special resolution to the General Assembly held in 2021 and the procedures taken with respect thereto.....
- H- Name and date of appointment for Board Secretary.....
- I- The name of board secretary and the date of his/her appointment.....
- J- A statement of the significant events that take place in the company in 2021.....
- K- A statement of the Emiratization percentage in the company as of 2021.....
- L- A statement of innovative projects and initiatives implemented by the company or which were under development during 2021.....

**Approval and signature of the report**

**Board declaration of liability for the company's internal control system is attached**

1- **A statement of procedures taken to complete the Corporate Governance System during 2021 and how they are applied**

- 1- Orient UNB Takaful (Public Joint Stock Company) was established in 2016 and registered with the Securities and Commodities Authority on 02/06/2017. It was listed on the Dubai Financial Market on 22/06/2017 and obtained the registration certificate from the Insurance Authority on 16/07/2017.
- 2- The Company has been keen to meet all the requirements specified in the decision issued by the Board of Directors of the Securities and Commodities Authority No. 7/2016 on the standards of corporate discipline and corporate governance. The company has implemented the requirements of governance as follows:
  - 1) Direct the committees emanating from the Board of Directors to carry out their work.
  - 2) The Internal Control Department shall carry out the role entrusted to it during the year ended 31/12/2021.
  - 3) Work in accordance with internal policies approved by the Board of Directors.
    - Subscription policy and risk management policy
    - Reinsurance policy
    - The Company's credit policy and the policy of making provisions for doubtful debts
    - Anti-money laundering and combating the financing of terrorism policy
    - Guide to the rules and procedures of governance
    - Political organization of relationship with stakeholders.
    - Disclosure and transparency policy
    - Rules for the transactions of insiders
    - Guide to internal control procedures.
- 3- The Board of Directors has followed the performance and work of the Director of Investor Relations Department in accordance with the regulations and laws.
- 4- The Board of Directors has followed up the performance and work of each of its committees, including the Internal Audit and Audit Committees, the Nomination and Remuneration Committee and ensuring that their work is consistent with the general rules of governance.
- 5- During 2021, a number of the company's employees attended several workshops to explain all matters related to the rules of corporate governance and institutional discipline.
- 6- The company is keen to exercise its transparency with respect to the dates and methods of disclosure of financial statements with compliance with all provisions and decisions of the Securities and Commodities Authority.
- 7- Commitment to complete the governance report including a detailed picture of the steps of applying the rules of governance as well as the annual report and all the financial statements and presenting them to the members of the general assembly before they are held long enough to enable the general assembly to review them and make their decisions.

**2- A statement of ownership and transaction of the members of Board Directors and spouse and children thereof in the company's securities during 2021**

No	Name	Title / Relationship	Own shares as on 31/12/2021	Total Sale	Total Purchase
1	Mr. Yousuf Ali Ahmad Obaid Binzayed Al Falasi	Chairman	None	None	None
2	Mr. Yousuf Ali Shahdad Rahma Al Raeesi	Vice Chairman	None	None	None
3	Mr. Hussain Murad Mohamed Ali Al-Blooshi	Director	None	None	None
4	Ms. Aysha Abd-Elsalam Ebrahim Mohamed Al-bastaky	Director	None	None	None
5	Mr. Syed Muhammad Asim Syed Mujtaba	Director - CEO	None	None	None

\*\*Since the members of the board of Orient UNB Takaful (public shareholding) and their spouses and children do not own any of the shares of the company, there is no trading transactions on the company's shares from the members of the board of directors during the year 2021, whether from the members of the board of directors, their relatives or others.

**3- Composition of the board**

**1) A statement of current Board of Directors (BOD)**

No	Name	Category	Experience/Qualifications	
1	Mr. Yousuf Ali Ahmad Obaid Binzayed Al Falasi	Non-Executive/ Independent	General Manager Facilities Management, Al-Futtaim Engineering Company	Bachelor of Engineering
2	Mr. Yousuf Ali Shahdad Rahma Al Raeesi	Non-Executive/ Independent	Consultant, Legal & BS Group, ADCB	
3	Mr. Hussain Murad Mohamed Ali Al-Blooshi	Non-Executive/ Independent	Director of the Department of Security, Health and Safety At Al-Futtaim Group	Diploma of Leadership in Humanitarian and Development Work
4	Ms. Aysha Abd-Elsalam Ebrahim Mohamed Al-bastaky	Non-Executive/ Independent	Marketing Manager, Al Futtaim Engineering Company	Bachelor of Public Relations
5	Mr. Syed Muhammad Asim Syed Mujtaba	Executive/ Non-Independent	Executive Vice President of Sales and Branches at Orient Insurance Company from 2005 to 2017	Bachelor of Commerce

No	Name	Period served as BOD member of the company since his first election	Membership of other joint-stock companies	Positions in important control, governmental or trade positions	Remarks
1	Mr. Yousuf Ali Ahmad Obaid Binzayed Al Falasi	5 Years	None	None	
2	Mr. Yousuf Ali Shahdad Rahma Al Raeesi	4 Years	None	None	
3	Mr. Hussain Murad Mohamed Ali Al-Blooshi	9 months	None	None	
4	Ms. Aysha Abd-Elsalam Ebrahim Mohamed Al-bastaky	9 months	None	None	
5	Mr. Syed Muhammad Asim Syed Mujtaba	5 Years	None	None	

2) **A statement of women’s representation in the board in 2021**

The representation of female membership of the board in 2021

3) **Directors remunerations and sitting fees**

• **The remunerations paid to the members of Board of Directors for 2021**

Concerning the year 2021, all directors dispensed their remunerations and no remunerations were released.

• **Total remunerations proposed to be paid to the members of the Board of Directors for the year 2021, which shall be presented in the annual General Assembly for approval:**

Concerning the year 2021, all Directors dispensed with their remunerations for 2021, so there are no recommendations regarding the distribution of remunerations that can be presented in the Annual General Assembly Meeting.

• **A Statement of the details of attendance allowances for attending the sessions of and committees derived from the BOD, which were paid to the BOD members for the fiscal year 2021:**

All directors, including the members of board derived committees, dispensed all allowances of attendance of board meeting or board committees meeting, and no allowances were released to them.

No	Name	Allowances of attending the board committees		
		Committee	Allowance	Number of Meetings
1	Mr. Hussain Murad Mohamed Ali Al-Blooshi	Audit Committee	None	3/4
		Nomination & Remuneration	None	1/1
2	Mr. Yousuf Ali Shahdad Rahma Al Raeesi	Audit Committee	None	4/4
		Nomination & Remuneration	None	1/1
3	Ms. Aysha Abd-Elsalam Ebrahim Mohamed Al-bastaky	Audit Committee	None	3/4
		Nomination & Remuneration	None	1/1

\*\* There are no additional allowances, salaries, or fees that members of the board of directors’ charge, including those attending committees.

**A Statement of Attendance of Board Members to Board Committees:**

<u>Name</u>	<u>Audit Committee</u>	<u>Nomination &amp; remuneration</u>	<u>Investment Committee</u>	<u>Committee for Supervision of Insiders' Trading</u>
Mr. Yousuf Ali Shahdad Rahma Al Raeesi	4 Meetings	1 Meeting	Not a Member	Not a Member
Mr. Hussain Murad Mohamed Ali Al-Blooshi	3 Meetings	1 Meeting	1 Meeting	Not a Member
Ms. Aysha Abd-Elsalam Ebrahim Mohamed Al-bastaky	3 Meetings	1 Meeting	1 Meeting	1 Meeting
Mr. Syed Muhammad Asim Syed Mujtaba	Not a Member	Not a Member	1 Meeting	1 Meeting
Mr. Meenachi Sundaram (Board secretary and Committee Member)	Not a Member	Not a Member	Not a Member	1 Meeting

4) **The numbers and dates of BOD meeting held during the FY 2021 as well as the attendance frequency by all the members, in person and by proxy**

Board of Orient UNB Takaful (PJSC) held (5) meetings during the year 2021 according to the following details:

<u>Meeting</u>	<u>Date of Meeting</u>	<u>No. of Attendees</u>	<u>No. of Attendees by Proxy</u>	<u>No. of Absent Members</u>
First Meeting	2021/03/08	5	NIL	NIL
Second Meeting	2021/05/09	5	NIL	NIL
Third Meeting	2021/05/30	5	NIL	NIL
Fourth Meeting	2021/08/10	5	NIL	NIL
Fifth Meeting	2021/11/09	4	NIL	1

**A Statement of Attendance of Board Members to Board Meetings:**

<u>Name</u>	<u>Meeting/Meeting Date</u>				
	<u>First Meeting 08/03/2021</u>	<u>Second Meeting 09/05/2021</u>	<u>Third meeting 30/05/2021</u>	<u>Fourth Meeting 10/08/2021</u>	<u>Fifth Meeting 09/11/2021</u>
Mr. Yousuf Ali Ahmad Obaid Binzayed Al Falasi	Attended	Attended	Attended	Attended	Not Attended
Mr. Yousuf Ali Shahdad Rahma Al Raeesi	Attended	Attended	Attended	Attended	Attended
Mr. Syed Muhammad Asim Syed Mujtaba	Attended	Attended	Attended	Attended	Attended
Mr. Hussain Murad Mohamed Ali Al-Blooshi	Not a member	Attended	Attended	Attended	Attended
Ms. Aysha Abd-Elsalam Ebrahim Mohamed Al-bastaky	Not a member	Attended	Attended	Attended	Attended
Mr. Mohammad Rami Safouh Raslan	Attended	Not a member	Not a member	Not a member	Not a member
Mr. Zuhair Ishaq Sulaiman Mohamed Abushousha	Attended	Not a member	Not a member	Not a member	Not a member

**Number of times of personal attendance of board members:**

Mr. Yousuf Ali Ahmad Obaid Binzayed Al Falasi	4 times
Mr. Yousuf Ali Shahdad Rahma Al Raeesi	5 times
Mr. Syed Muhammad Asim Syed Mujtaba	5 times
Mr. Hussain Murad Mohamed Ali Al-Blooshi	4 times
Ms. Aysha Abd-Elsalam Ebrahim Mohamed Al-bastaky	4 times
Mr. Mohammad Rami Safouh Raslan	1 time
Mr. Zuhair Ishaq Sulaiman Mohamed Abushousha	1 time



**The numbers and dates of BOD decisions by circulation during the FY 2021**

2 Meetings were held by Circulation as follows:

- 1- First Meeting                      Dated: 23/03/2021
- 2- Second Meeting                      Dated: 08/09/2021

- 5) **A statement of the BOD` tasks and functions which were performed by the Executive Management pursuant to an authorization by the BOD to the management, stating the period and validity of the delegation**

The Company's board assigned the company's executive management to assume the following duties and competences:

Name of authorized person	Delegation authority	Duration of Delegation
Syed Muhammad Asim Chief Executive Officer "Managing Director"	<p>All the necessary powers to carry out the administrative and technical requirements of the company, including for example:</p> <ul style="list-style-type: none"> <li>-Daily management of the company.</li> <li>-Annual budget arrangement.</li> <li>-Put the necessary insurance for the company.</li> <li>-Appointing and isolating employees, consultants and contractors and determining their duties and rewards inside and outside the country.</li> <li>-Representing the company in all natural and legal entities, ministries, committees, committees, boards, references, civil departments, companies and private entities. Signing all contracts, transactions, correspondence and documents related to the company's business.</li> <li>-Follow up the establishment, processing and operation of new branches and premises and take the procedures of its establishment.</li> </ul> <p>In general, the Company is represented in all the activities required for the conduct of its business and activities or related to and related to its practice within the United Arab Emirates and other countries.</p>	The executive management of the company shall carry out the functions and responsibilities entrusted to it under a delegated authority from the Board of Directors, subject to continuous review by the Board. These powers shall remain in force unless they are canceled or undermined by the Board of Directors.

6) **Statement of the details of transactions made with related parties (stakeholders)**

Related parties comprise of shareholders, associate companies, and directors and key management personnel of the Company, together with entities controlled, jointly controlled or significantly influenced by those parties. Pricing policies and terms of these transactions are approved by the Company's shareholders.

Significant transactions with related parties included in the statement of profit or loss and other comprehensive income are as follows:

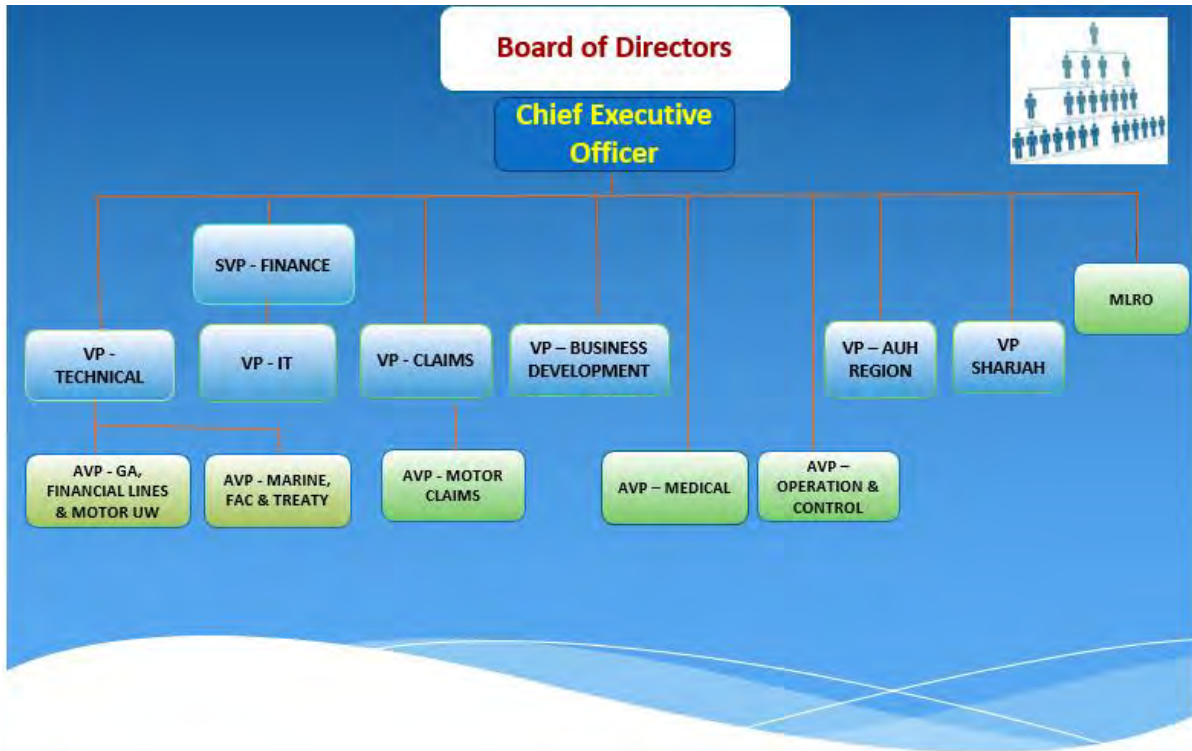
Gross written contribution	401,387,108
Retakaful contribution	306,246,256
General and administrative expenses	21,094,826
Claims reported	47,005,780
Due from related parties	20,350,642
Due to related parties	20,509,553

**Compensation of Key Management Personnel**

Short term benefits	1,847,619
End of service	277,564

<b>Related Parties</b>	<b>Nature of Relationship</b>	<b>Type of Transactions</b>	<b>Value of the Transactions</b>
<b><u>Due From related parties</u></b>			
Orient Insurance PJSC	Shareholder	Insurance & Reinsurance	-
Al Futtaim Motors	Part of same group as Orient Insurance PJSC	Insurance	8,602,223
Al Futtaim Willis Co	Part of same group as Orient Insurance PJSC	Insurance & Reinsurance	6,351,894
Other Related Parties	Part of same group as Orient Insurance PJSC	Insurance	5,396,525
<b><u>TOTAL Due from Related Parties</u></b>			<b>20,350,642</b>
<b><u>Due To related parties</u></b>			
ADCB	Shareholder	Insurance	-
Orient Insurance PJSC	Shareholder	Inter Company Transactions	17,684,485
Al Futtaim Auto Centre	Part of same group as Orient Insurance PJSC	Repair Charges for Motor Claims	2,305,920
Al Futtaim Trading Enterprises	Part of same group as Orient Insurance PJSC	Repair Charges for Motor Claims	392,604
Other Related Parties		Inter Company Transactions	126,544
<b><u>TOTAL Due to Related Parties</u></b>			<b>20,509,553</b>

7) The company's organizational structure:



8) A detailed statement of the senior executives as the company's organizational structure and their positions and appointment dates and the total salaries and benefits paid thereto

No	Name	Title	Date of appointment	Total salaries and allowances paid in 2021 (AED)	Total bonuses paid in 2021 (AED)
1	Syed Muhammad Asim	Chief Executive officer	01/04/2017	995,804	Not paid yet
2	Meenachi Sundaram	Senior Vice president Finance	09/04/2017	462,687	Not paid yet
4	Rehman Saeed	Vice president Technical	18/04/2017	346,860	Not paid yet
5	Biju Anthappen	Vice President Abu Dhabi Branch	28/04/2020	323,500	Not paid yet
6	Eyad Amer Khalil Faraj	Vice President Sharjah Branch	08/11/2020	305,500	Not paid yet
<b>Total</b>				<b>2,434,351</b>	

\*\*No Bonuses were paid for 2021, and the expected time of release of the Bonuses is 30/04/2022.

#### 4- External auditor

##### A. Brief of the external auditor of the companies to the shareholders

KPMG assumes the external auditing works of the company. It is one of the international auditing companies that has branches in most countries of the world and is trusted by many leading international companies. It is auditing company approved in the state and assumes auditing of the company's account since 2018. According to the follow up of auditing works of the company during those years, the external auditor performed his works honestly, independently, and neutrally, and appointment was made in accordance with the company's general meeting dated 23/03/2021.

##### B. Statement of the fees or costs of auditing or services provided by the external auditor

During the year 2021, the Company paid AED 190,000 as fees to the external auditor. This amount was paid against the quarterly audit of the Company's accounts, the final annual review and the verification of the financial statements of the Company and whether there is a violation of the provisions of the Articles of Association of the Company and/or the Corporate Law, During the financial year ended 2021, as part of the fees, the auditor shall attend the Annual General Meeting of the Company, as well as express his opinion on the budget during that meeting and verify the procedures followed for the announcing/holding of this meeting.

Name of Auditing Company and Partners' Name	KPMG <b>Partner Name:</b> Adil Abid
Number of years spent as external auditor of the company	4
Number of years Partner auditor spent auditing the company's accounts	4
Total auditing fees of financial statements for 2021 (AED)	160,000
The fees and costs of special services other than auditing of financial statement in 2021	70,000
Details and nature of other services provided	Authority Supervision Requirements
Statement of the other special services submitted by another external auditor than the company's auditor during 2021	None

##### C. Indication of the company's auditor reservations included in the interim and annual financial statements for the year 2021

As per quarterly, half yearly and annual reports, we did not recognize any reservation from external auditors.

#### 5- Audit Committee

I, **Chairman of the Audit Committee**, acknowledge my responsibility for the Audit committee system at the company, review of its work mechanism and ensures its effectiveness.

**A. The names of members of the audit committee, and a statement of its functions and duties assigned thereto**

The audit committee consist of the following board members:

Mr. Yousuf Ali Shahdad Rahma Al Raeesi	Head of Committee	Independent / Non-Executive
Mr. Hussain Murad Mohamed Ali Al-Blooshi	Member	Independent / Non-Executive
Ms. Aysha Abd-Elsalam Ebrahim Mohamed Al-bastaky	Member	Independent / Non-Executive

**Functions and duties of audit committee:**

- a- To set and implement the policy of entering into contract with the external auditor and refer the board report that defines the matters it finds necessary to take measure in their respect and to present recommendations of the steps to be taken.
- b- To follow up and control the independence and objectivity of external auditor, and to discuss him about the nature, scope and effectiveness of auditing in accordance with the approved auditing standards.
- c- To control the safety of the company's (Annual, semi-annual and quarterly) financial statements and reports and to audit them as part of its normal work during the year, after closure of accounts in any quarter, and shall focus on the following:
  - Any changes to the accounting policies and practices.
  - Highlighting the sides which are subject to the management's assessment
  - Material amendments that result from auditing.
  - Assuming continuity of the company's work.
  - Compliance with the accounting standards to be decided by the Authority.
  - Comply with the rules of listing, disclosure and other legal requirements related to preparation of financial reports.
- d- Coordinating with the company's board, executive department, financial manager or manager in charge of the same duties in the company for performance of its duties. The committee shall meet with the company's auditors at least once per year.
- e- Consider any important and extraordinary items that are contained or may be contained in those reports and accounts and draw the due attention to any matters to be raised by the company's financial manager or the manager who assumes the same duties, compliance officer or auditors.
- f- Review the financial control and internal control systems and risk management of the company.
- g- Discuss the internal control system with management and assure its performance of the duty of creating effective internal control system.

- h- Consider the key results of investigation of the internal control matters to be assigned by the board or initiated by the committee and management's approval.
- i- Assure coordination between the company's auditors and external auditor and assure availability of the necessary resources to the internal auditing staff and review and control the effectiveness of this staff.
- j- Review the financial and accounting policies and procedures of the company.
- k- Review the external auditor's letter and work plan and any essential inquiries to be raised by the auditor to the executive department in connection with the accounting records, financial accounts or control systems and recuse and approve them.
- l- Assure the board's timely response to the inquiries and essential matters raised in the external auditor's letter.
- m- Set the controls that enable the company's employees to report any potential violations in the financial reports, internal control or other matters confidentially and the steps that guarantee independent and fair investigations of those violations.
- n- Control the company's compliance with the rules of professional conduct.
- o- Guarantee application of the rules of work of its duties and the capacities assigned thereto by the board.
- p- Present report to the board on the matters contained in this item.
- q- Consider any other topics to be defined by the board.

**B. The numbers and dates of the meetings held by the audit committee during the year 2021 to discuss issue related to financial statements and any other issues, and a statement of the attendance frequency in person by the committee's members**

Meeting	Date of Meeting	Agenda
First Meeting	08/03/2021	Review the company's annual financial results for the year ended 31/12/2020
Second Meeting	09/05/2021	Review the Company's financial results for the first quarter ended 31/03/2021 and review and evaluate the internal control and risk management system
Third Meeting	10/08/2021	Review the Company's financial results for the first quarter ended 30/06/2021 and review and evaluate the internal control and risk management system
Fourth Meeting	09/11/2021	Review the Company's financial results for the first quarter ended 30/09/2021 and review and evaluate the internal control and risk management system

Name	Meeting/Meeting Date				No. of Times Attended
	First Meeting 08/03/2021	Second Meeting 09/05/2021	Third meeting 10/08/2021	Fourth Meeting 09/11/2021	
Mr. Yousuf Ali Shahdad Rahma Al Raeesi	Attended	Attended	Attended	Attended	4 Out of 4
Mr. Hussain Murad Mohamed Ali Al-Blooshi	Not A Memebr	Attended	Attended	Attended	3 Out of 4
Ms. Aysha Abd-Elsalam Ebrahim Mohamed Al- bastaky	Not A Memebr	Attended	Attended	Attended	3 Out of 4
Mr. Mohammad Rami Safouh Raslan	Attended	Not A Memebr	Not A Memebr	Not A Memebr	1 Out of 4
Mr. Zuhair Ishaq Sulaiman Mohamed Abushousha	Attended	Not A Memebr	Not A Memebr	Not A Memebr	1 Out of 4

## 6- Nominations and Remunerations committee

I **Chairman of the Nominations and Remunerations committee**, acknowledge my responsibility for the Nominations and Remunerations committee system at the company, review of its work mechanism ad ensures its effectiveness.

### A. The names of members of the Nomination and Remunerations committee and a statement of its functions and duties assigned thereto

The nominations and remunerations committee consist of the following board members:

Mr. Yousuf Ali Shahdad Rahma Al Raeesi	Head of Committee	Independent / Non-Executive
Mr. Hussain Murad Mohamed Ali Al-Blooshi	Member	Independent / Non-Executive
Ms. Aysha Abd-Elsalam Ebrahim Mohamed Al-bastaky	Member	Independent / Non-Executive

### Functions and duties of nominations and remunerations committee:

- 1- To assure independence of the independent directors on continuous basis. If the committee found that a director missed the conditions of independence, the company shall refer the matter to the company's board.
- 2- Prepare the policy of remunerations, benefits, incentives and salaries of the company's board and annually reviewing it. The committee shall assure that the remunerations and benefits granted to the senior executive department of the company is reasonable and suitable to the company's performance.
- 3- Define the company's needs of competences on the level of senior executive department and employees and basis of choice of them.
- 4- Prepare the human resources and training policy of the company and control application and review of it on annual basis.
- 5- Organize and follow up the procedures of nomination to the board membership in accordance with the applicable laws and regulations and the provisions of the Securities and Commodities Authority Board Resolution No 7/R.M of 2016.

**B. The numbers and dates of the meetings held by Nominations and remunerations committee during the year 2021, stating the frequency of attendance in person by the all the members of the committee**

Meeting	Date of Meeting	Agenda
First Meeting	09/11/2021	<ul style="list-style-type: none"> <li>Review the functions of the Committee in accordance with Article 47 of the decision of the Board of Directors of the Securities and Commodities Authority No. 7/R.M of 2016 on the standards of corporate discipline and corporate governance</li> <li>To verify the status of the independent members of the Board and the extent to which the members are independent.</li> <li>Review the policy of candidacy for membership of the Board of Directors, as outlined in the previous corporate governance guide.</li> <li>Annual review of the policy of granting bonuses and benefits to the Board members and employees of the company.</li> <li>Annual review of the company's needs for the competencies of executive management and staff and the basis of their selection</li> <li>Annual review of HR policy and training.</li> <li>Annual review of the Board structure</li> </ul>

Name	Meeting/Meeting Date	No. of Times Attended
	First Meeting 09/11/2021	
Mr. Yousuf Ali Shahdad Rahma Al Raeesi	Attended	1 Out of 1
Mr. Hussain Murad Mohamed Ali Al-Blooshi	Attended	1 Out of 1
Ms. Aysha Abd-Elsalam Ebrahim Mohamed Al-bastaky	Attended	1 Out of 1

**7- Insiders' Trading Follow up and supervision Committee**

I, **Chairman of the Committee for Supervision of Insiders' Trading**, acknowledge my responsibility for the Insiders' Trading Follow up and Supervision committee system at the company, review of its work mechanism and ensures its effectiveness.

**A. Names of the members of the Insiders` Trading Follow up and supervision Committee and a statement of its functions and duties assigned thereto**

The committee for Supervision of Insiders' Trading activities consist of the following board members:

Ms. Aysha Abd-Elsalam Ebrahim Mohamed Al-bastaky	Head of Committee	Independent / Non-Executive
Mr. Syed Muhammad Asim Syed Mujtaba	Member	Independent / Executive
Mr. Meenachi Sundaram Raja Raman	Member	Independent / Non-Executive



**B. A summary of the Committee’s activities in 2021**

**First: Competences and duties of Insiders’ Trading Follow Up and Supervision of the Committee**

- 1- Review and control of the customer trading policies, including the periodic changes to be made thereto.
- 2- Receive and review the reports of trading operations done by customers.
- 3- Study and grant prior approval of the requests of trading of shares, bonds and securities (possession/ purchase/ and other authorized activities).

**Second: Duties of Insiders` Trading Follow Up and Supervision of the Committee shall undertake the following duties:**

- 4- Meet at least twice per year to follow up and supervise the customer transactions.
- 5- Review and control the trading policy of customers on annual basis in accordance with the rules of transactions and transparency and carry out the periodic changes, if necessary, to be in line with the changes of governing laws and decisions.
- 6- Receive and review the trading reports prepared by customers (by the end of each quarter) and carry out periodic control of the customer transactions in Dubai Financial Market to guarantee customer compliance with the trading policy of the company and assure validity of the declarations submitted by customers.
- 7- Receive the previous requests of securities trading and evaluate them in terms of compliance with the governing legislation and procedures, and to grant approval and advise the specific decision whereby trading is allowed to customers and notify the official authorities with those requests.
- 8- Report to Dubai Financial Market and Securities and Commodities Authority the violations of trading policy requirements for customers to take the necessary decision and take the disciplinary measures against violators.
- 9- Draft the declarations of customers and supervise the contracts with external and temporary customers.

**C. The numbers and dates of the meetings held by Insiders` Trading committee during the year 2021, stating the frequency of attendance in person by the all the members of the committee**

Meeting	Date of Meeting	Agenda
First Meeting	09/11/2021	The committee reviewed the list of Trades on the Company’s stock, during the year and noted that there have not been any transactions done on the trade of the company’s stocks, and that the stock share is stable on the price of 100 AED.  Accordingly, the Committee submitted its report that there were no transactions made by any of the related parties.

Name	Meeting/Meeting Date	No. of Times Attended
	First Meeting 09/11/2021	
Ms. Aysha Abd-Elsalam Ebrahim Mohamed Al-bastaky	Attended	1 Out of 1
Mr. Syed Muhammad Asim Syed Mujtaba	Attended	1 Out of 1
Mr. R. Meenachi Sundaram	Attended	1 Out of 1

## 8- Investment committee

I, **Chairman of the Investment Committee**, acknowledge my responsibility for the Investment committee system at the company, review of its work mechanism and ensures its effectiveness.

### **A- The names of members of the Investment committee and a statement of its functions and duties assigned thereto**

The Investment committee consists of the following board members:

Mr. Hussain Murad Mohamed Ali Al-Blooshi	Head of Committee	Independent / Non-Executive
Ms. Aysha Abd-Elsalam Ebrahim Mohamed Al-bastaky	Member	Independent / Non-Executive
Mr. Syed Muhammad Asim Syed Mujtaba	Member	Independent / Executive

### **B- A summary of the Committee's functions and duties**

- Review, supervise and Approve the company's investments.
- Review, supervise and Approve the dates of benefits for the company's investments.
- Review, supervise and Approve the legal deposits and the Agency's deposits.
- Ensure that the company's investment officers follow the standards and controls contained in the decisions of the regulatory bodies and abide by them.

### **C- The numbers and dates of the meetings held by the Investment Committee during the year 2021**

Meeting	Date of Meeting	Agenda
First Meeting	09/11/2021	Review of the company's investment portfolio

Name	Meeting/Meeting Date	No. of Times Attended
	First Meeting 09/11/2021	
Mr. Hussain Murad Mohamed Ali Al-Blooshi	Attended	1 Out of 1
Ms. Aysha Abd-Elsalam Ebrahim Mohamed Al-bastaky	Attended	1 Out of 1
Mr. Syed Muhammad Asim Syed Mujtaba	Attended	1 Out of 1

## 9- Internal control system

### **A- The BOD's acknowledgement of its responsibility for the Internal Control System in the Company and its review of the functioning mechanism of internal control and ensuring its effectiveness**

The internal control department of the company exercises its works in accordance with the provisions of article (8) of the Securities and Commodities Authority board resolution No 7/R.M of 2016 to be sufficiently independent to assume its duties and track the board directly, and he shall be responsible for the internal control system and its follow up, revision and effectiveness as provided in the attached declaration issued by the company's board.

### **Work mechanism of the company's internal control department**

The company adopted application of the international standards for achievement of internal control to achieve the required purposes at the utmost efficiency and least economic cost. The company's internal control work mechanism includes the following:

- Reasonableness and consistency of information and data.
- Compliance of the policies plans and procedures with the regulations, laws and instructions.
- Protection of the company's assets.
- Compliance of activities, operations and programs with the specific strategic objectives and purposes, and assurance of the supervisory authority's compliance with the plans and objectives.
- Assurance of preventive control to prevent occurrence of any undesired occurrences and correct the improper acts and adoption of desired practices and encourage repetition of performance of them.
- Assure the safety and efficiency of internal control items represented in:
  - 1- Control authority
  - 2- Assessment of risks
  - 3- Internal control activities
  - 4- Information and communications
  - 5- Control and inspection
- Represented in the head of internal control department, the internal control department assumes the following:
  - Preparation of annual control plan in coordination with the auditing committee and heads of appropriate departments and heads of other departments of the company.
  - Implementation of the internal control plan which is set and approve in addition to implementation of any other duties or projects required by the board.
- The internal control manager shall refer detailed reports to the board on evaluation of the internal control system and shall highlight the notes and raise suggestions to bridge any gap that may arise in the internal control system on regular periodic basis when necessary and at any time he decides in accordance with the requirements of the control best practices.

**B- The name, qualifications and date of appointment of the directors of internal control department**

Mr. **Kamal Batcha Sowkath Ali** is responsible for the internal control function of the company and was appointed by the company on 11/04/2017

**Academic Qualifications:**

- Bachelor of Accounting
- Higher Diploma in auditing companies
- Diploma in computer applications
- Diploma in Management Sciences
- Diploma of the Indian Institute of Insurance (AIII)

**Work Experience:**

More Than 25 years' experience in auditing insurance companies within the UAE.

- From 2017 till date - Director of the Internal Control Department of Orient UNB Takaful.
- From 2003 till 2016 - Director of the Internal Control Department of Orient Insurance.
- From 1996 till 2003 - Accountant of Dubai Branch - United Insurance Company -Dubai

**C- The name, qualifications and date of appointment of Compliance officer**

The Director of the Internal Control Department, **Mr. Kamal Batch Sowkath Ali**, acts as Compliance Officer, commissioned by the Board of Directors to ascertain the extent to which the Company and its employees comply with the laws, regulations and regulations issued.

**D- How the Internal Control department handle any significant issues in the company, or issues disclosed in the annual report and accounts**

The internal control department works for a specific mechanism, which is the direct dependency of the board of directors. In the event of a major problem, the company will be referred to the chairman to take the necessary steps to prevent the problem from escalating. During 2021, the company did not encounter any problems because the company deals in accordance with the generally acceptable principles and practices in accordance with the provisions of law.

**E- Number of Reports issued by the Internal Control Department to the Company's Board of Directors**

Two Reports have been issued by the Internal Control Department to the Company's Board of Directors.

- Compliance Officer Report on AML & CFT for the Year 2020 as at 31/12/2020
- Suspicious Transactions Reporting for the Year ended 2020 on 31/05/2021

**10- Details of the violations committed during the year 2021, and a statement of reasons thereof, and how they addressed and how they will avoid in the future**

Through the data that was submitted and continuous follow up by the board committees and internal control department, and the external auditor, it was found that there are no financial or administrative violations of 2021 .

**11- A statement of the cash and in-kind contributions made by the company during the year 2021 towards the local community development and environmental conservation**

Orient UNB Takaful (Public Shareholding) follows an environmental and social policy that stems from its interest in maintaining the integrity of the local environment by reducing the use of pollution-friendly tools, reducing the amount of waste recycled and reusing, and optimizing the use of resources. In addition to this, Orient UNB Takaful (Public Shareholding) is actively practicing its social role by joining a number of governmental and private associations to enhance the external communication elements and to comply with the general development plans of the State.

As for the company's contribution during the year 2021, due to the recent establishment, the company has not disbursed any amounts.

**12- General Information**

**A. A statement of the Company share price in the market by the end of each month during the year 2021**

During the year 2021 there have not been any transactions done on the trade of the company's stocks, and the stock share is stable on the price of 100 AED during the year.

Table that indicates the stock price during the fiscal year 2021 that indicates the maximum and minimum price by the end of each month:

Month	Highest price		Lowest price	
January	AED	100	AED	100
February	AED	100	AED	100
March	AED	100	AED	100
April	AED	100	AED	100
May	AED	100	AED	100
June	AED	100	AED	100

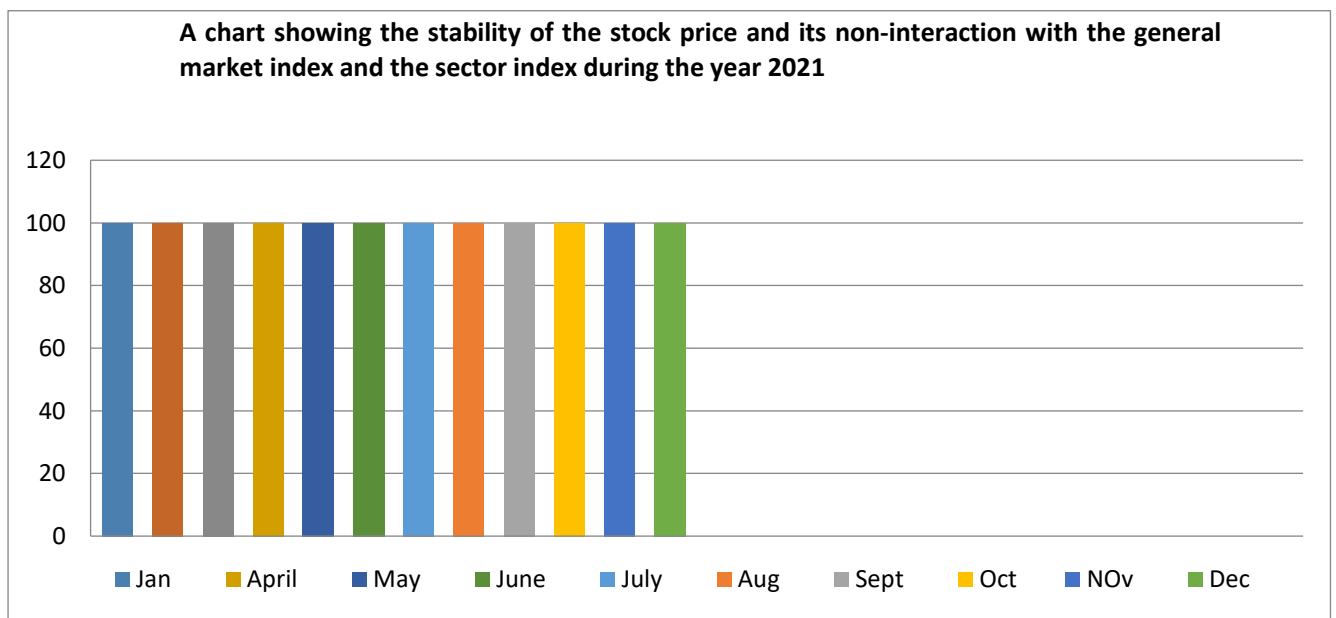
Month	Highest price		Lowest price	
July	AED	100	AED	100
August	AED	100	AED	100
September	AED	100	AED	100
October	AED	100	AED	100
November	AED	100	AED	100
December	AED	100	AED	100

**B. A statement of comparative performance of the company's share with the market index and sector index to which the company belongs during year 2021**

During the year 2021 there have not been any transactions done on the trade of the company's stocks except the following

- A deal on March 16, 2021 for 281,124 shares with an amount of AED 22,068,234 (AED 78.5 per share )
- A deal on March 16, 2021 for 700,000 shares with an amount of AED 54,950,000 (AED 78.5 per share )

Except for the above deals, the stock share is stable on the price of 100 AED during the year. Therefore the share price remained constant without any interaction with the general market index or with sector index.

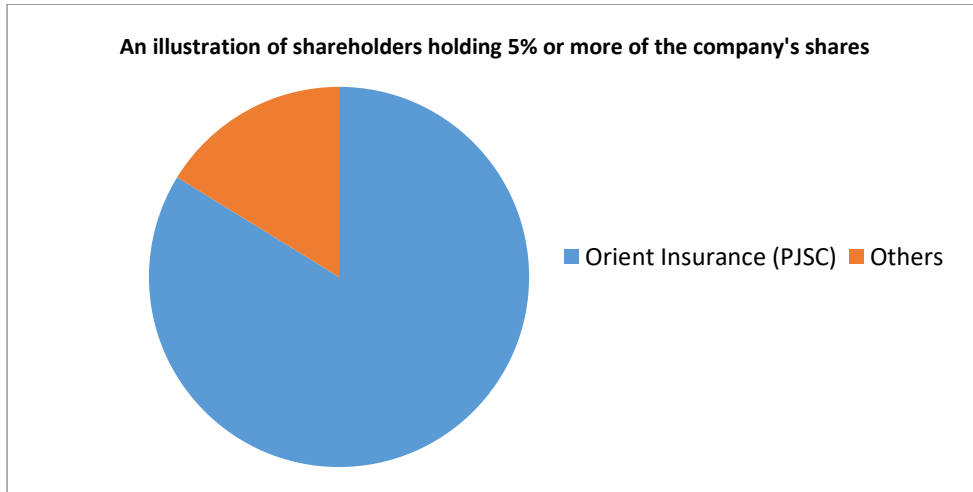


**C. A statement of shareholding distribution as of 31/12/2021**

No	Shareholder's classification	Percentage of own shares			
		Individuals	Companies	Government	Total
	Local	15.944%	83.9062%	None	99.85%
	Arab	0.10%	None	None	0.10%
	Foreign	0.05%	None	None	0.05%
	Total	16.094%	83.9062%	None	100%

**D. A statement of shareholders who hold 5% or more of the company's capital as of 31/12/2021**

No	Name	Number of own shares	Percentage of own capital shares
1	Orient Insurance (PJSC)	1,678,124	83.9062%



**E. A statement of shareholder's distribution by the size of equity as of 31/12/2021**

No	Shareholding (share)	Number of shareholders	Number of own shares	Percentage of own capital shares
1	Less than 50,000	16	321,876	16.094%
2	50,000 to less than 500,000	None	None	None
3	500,000 to less than 5,000,000	1	1,678,124	83.9062%
4	Over 5,000,000	None	None	None
<b>TOTAL</b>		<b>17</b>	<b>2,000,000</b>	<b>100%</b>

**F. A statement of the procedures taken with respect to control of investor's relation taken on the controls of investors' relations**

In compliance with the decisions issued in this regard, the Senior Vice-President Finance has been appointed as an Investor Relations Officer due to the availability of the required conditions of familiarity with the regulations and laws and the ability to communicate with investors.

**The name and contact information of Investors' Relations Manager**

Mr. **Meenachi Sundaram Raja Raman** is the Investors Relation Officer

Phone: +971 4 6017585      Mobile: +971582162212

Fax: +971 4 6017555      E-mail: [Sundaram.rajaraman@orientunbtakaful.ae](mailto:Sundaram.rajaraman@orientunbtakaful.ae)

Link of the investor's relations webpage on the website of the company:

[www.orientunbtakaful.ae](http://www.orientunbtakaful.ae)

**G. A statement of the special resolution during the General Assembly held in 2021 and the procedures taken with respect thereto****GA Meeting on 18.08.2021 - Change in Shareholding Structure & Proposed Change in the Name of the Company**

During March 2021, Orient Insurance Co PJSC acquired the following shares: --

- 700,000 Shares held by ADCB at a price of AED 78.50 per share
- 281,124 Shares held by Al Wifaq Finance Co at a price of AED 78.50 per share

Following the above acquisition, and after obtaining necessary approvals from SCA and Central Bank of the UAE – Insurance Division, the shareholders of the Company, during the General Assembly Meeting held on 18.08.2021 approved the following: --

1. Change in the Name of the Company from Orient UNB Takaful (PJSC) to Orient Takaful (PJSC) by amending Article 2 of the Company's Articles of Association
2. Amending the rest of the articles of the statute in accordance with the legislative amendments to the Federal Companies Law No. (2) of 2015 pursuant to Federal Decree-Law No. (26) of 2020, and the legislative amendments to Federal Law No. (6) of 2007 regulating insurance business under the Federal Decree-Law No. (24) for the year 2020 and in accordance with the amendments to the governance decisions.

**GA Meeting on 07.12.2021 – Letter of Intent for acquisition received from Orient Insurance Co PJSC**

During October 2021, the Company received a Letter of Intent from Orient Insurance Co PJSC to acquire shares in Orient UNB Takaful PJSC representing 16.09% of Company shares.

The Company, in accordance with the regulations and after obtaining the necessary approvals from SCA and Central Bank of the UAE – Insurance Division, conducted a General Assembly meeting on 07.12.2021, in which the shareholders decided to postpone the discussion on the subject until the completion of the evaluation report in accordance with the requirements of the Securities & Commodities Authority, with the new date for the GA meeting to be announced in co-ordination with the Authority.



#### **H. Name and date of appointment for Board Secretary**

Board Secretary Mr. Meenachi Sundaram Raja Raman

Date of Appointment: 13/11/2017

Qualifications: CMA, AICWA, AIII, CAIIB, PGDCS, B.Sc

Experiences: Senior Vice President - Finance

Board secretary Certification from Hawkamah / DFM

#### **Statement of Board Secretary duties:**

- Ensuring effective Corporate Governance.
- Ensure meeting attendance, effective communication and execution of meetings inputs/outputs and accurate maintenance of relating documentation and records.
- Call-out for agenda items and agenda preparation for Board and Committee meetings as well as the Annual General Assembly meeting with adequate notice.
- Discreet handling of confidential information.
- Represent the organization in a professional manner

#### **I. A statement of the significant events that take place in the company in 2021**

#### **GA Meeting on 18.08.2021 - Change in Shareholding Structure & Proposed Change in the Name of the Company**

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**J. A statement of the Emiratization percentage in the company as of 2021**

- The Emiratization rate at the end of **2017** was 12%. The company has achieved the required points according to the points system approved by the Insurance Authority.
- The Emiratization rate at the end of **2018** was 12%. The company has achieved the required points according to the points system approved by the Insurance Authority.
- The Emiratization rate at the end of **2019** was 12%. The company has achieved the required points according to the points system approved by the Insurance Authority.
- The Emiratization rate at the end of **2020** was 12%. The company has achieved the required points according to the points system approved by the Insurance Authority.
- The Emiratization rate at the end of **2021** was 12%. The company has achieved the required points according to the points system approved by the Insurance Authority.

**K. A statement of innovative projects and initiatives implemented by the company, or which were under development during 2021**

Due to the recent establishment of the company, there are no innovative projects or initiatives.



Kamal Batcha Sowkath Ali  
**Internal Control Department Head**  
Date:



Yousef Al Raeesi  
**Chairman of the Audit Committee**  
Date:



Yousef Al Raeesi  
**Chairman of the Nomination & Remuneration Committee**  
Date:



Yousuf Ali Ahmad Obaid Binzayed Al Falasi  
**Chairman of the Board**  
Date:

Date: 25/02/2022

Orient UNB Takaful (PJSC) Board of Directors Declaration for its responsibility for the  
company's Internal Control System

Board of Orient UNB Takaful (PJSC) declares its responsibility for the internal control system of the company and effectiveness of the internal control system. The board assures that it has reviewed the works of Internal Control Committee of the Company and the duties assigned thereto in accordance with the related board resolutions of the Securities and Commodities Authority and the internal control duties.

In witnesses hereof, the board issued this declaration.



Yousuf Ali Ahmad Obaid Binzayed Al Falasi  
**Chairman of the Board**