



## Board Charter

## 1.0 Background:

Department of Public Enterprises under Ministry of Heavy Industries and Public Enterprises, Govt. of India has issued detailed guidelines on Corporate Governance for Central Public Sector Enterprises (CPSEs). MMTC Board of Directors in its 384<sup>th</sup> meeting held on 31<sup>st</sup> January 2011 has approved adoption of these guidelines. The Guidelines envisage inter alia a formal statement of Board Charter clearly defining the roles and responsibilities of the Board and individual directors.

Accordingly, this Board Charter has been approved by the Board in its 392<sup>nd</sup> meeting held on 12<sup>th</sup> December 2011.

## 2.0 Composition of Board:

The composition of Board shall be in line with the DPE guidelines and Clause 49 of the listing agreement entered into with the Stock Exchanges, as amended from time to time. Presently, the requirements with regard to Composition of the Board of Directors are as under:

- (i) The Board of Directors of the company shall have an optimum combination of Functional, Nominee and Independent Directors.
- (ii) The number of Nominee Directors appointed by Government shall be restricted to a maximum of two.
- (iii) MMTTC being a listed company and being headed by an Executive Chairman, the number of Independent Directors shall be at least 50% of the total strength of the Board.

### **3.0 Responsibilities and Powers of the Board of Directors:**

The Board shall be primarily responsible for efficient management of the affairs of the company and to ensure sustainability and value creation for its stakeholders by setting strategies and policies.

Board's responsibilities shall include overseeing the functioning of the Company, monitoring legal and statutory compliance and management of risks on the basis of information provided to it.

The Board shall also be responsible for overseeing MMTC's corporate governance framework.

The operations of the Company shall be managed under the directions of the Board within the framework set out by the Companies Act, 1956 and the Memorandum & Articles of Association of the Company.

- 3.1 Subject to the provisions of the Companies Act, the Board of Directors of MMTC shall be entitled to exercise all such powers, and to do all such acts and things, as the company is authorized to exercise and do; provided that the Board shall not exercise any power or do any act or thing which is directed or required, whether by the Companies Act, 1956 or any other

# Sample Board Of Directors Charter

**Saleh Hussain**



## **Sample Board Of Directors Charter:**

The Private Company Board of Directors Book, 2nd Edition Elizabeth Hammack, 2022-01-25 THE PRIVATE COMPANY BOARD OF DIRECTORS BOOK 2ND EDITION tells you what a Board of Directors is and what it does for a company whether you are a founder of a new start up company an owner of an established family business a business person looking to join a Board of Directors a lawyer needing to know about Boards for a client or just someone curious about the subject It quickly covers basic governance concepts Director duties Board structure and composition Risk Management and Strategy Director qualities and provides sample documents for your reference and use in your Company THE PRIVATE COMPANY BOARD OF DIRECTORS BOOK 2ND EDITION provides the essential facts you need to know about what a board of directors is and what it does for a company whether you are founding a new start up company an owner of an established business a businessperson looking to join a board of directors a lawyer needing to know about boards for a client or just someone curious about the subject This book is short and succinct with facts and suggestions easily and readily applied to the situations that private company owners and directors regularly face This 2nd Edition adds more insights and includes overviews of risk management and the roles directors play as direct participants as well as overseers of the larger risk management function Quickly get up to speed on corporate governance risk management corporate ethics director duties and liabilities and more Everything you need to be a great private company director or to create a high value board of directors for a private company

*Audit Committee Essentials* Curtis C. Verschoor, 2008-04-30 Praise for Audit Committee Essentials Audit Committee Essentials is an excellent and comprehensive resource documented with key references and illustrated with real life company examples for all types of commercial and nonprofit enterprises Dr Verschoor brings into focus the intertwined impact of risk management internal controls and ethics on oversight responsibilities for both the audit committee and the entire board of directors From my personal perspective as an audit committee member and as a director of both profit and nonprofit entities this book should be required reading for corporate management boards of directors and their committees George K Gill Chairman and CEO of PetAg Inc Director and member of the Investment and Audit Committees of the United Methodist Foundation of Northern Illinois Maintaining the highest ethical standards is critical to the success of not for profits in today's world Dr Verschoor's book provides a practical highly prescriptive approach to ensuring that governance processes meet the highest expectations of managers employees volunteers contributors and other stakeholders I am very impressed with the readability of the book It definitely raises one's awareness of the need for a thought out plan that ensures strong financial and ethical credibility John S Maxson President and CEO Greater North Michigan Avenue Association Chicago Illinois A concise and readable account of the audit committee's roles and responsibilities The Sarbanes Oxley Act has changed the way all corporations now operate regardless of size In Audit Committee Essentials governance expert Curtis Verschoor explains with great detail and razor sharp precision why internal

control is so critical emphasizing financial literacy a requirement under Sarbanes Oxley as well as oversight of the financial reporting process and related controls ethics and the internal and independent audits Written for seasoned professionals as well as newly assigned board members Audit Committee Essentials is a vital tool in order to stay abreast of the rapidly changing governance requirements and responsibilities of audit committees

**Sarbanes-Oxley and the Board of Directors** Scott Green, 2005-08-05 Sarbanes Oxley and the Board of Directors is a practical down to earth guide for board members It covers everything from board basics to compliance with regulations corporate culture and values to assessing and reacting to hostile shareholder activities Complete with real world examples vignettes case studies and other information this guide helps board members CEOs CFOs and others understand their responsibilities and potential liabilities and implement effective corporate governance It covers building a strong framework for effective governance ways to protect board members specific guidance for effective corporate oversight and communications and more Sarbanes Oxley and the Board of Directors gives directors the knowledge techniques and tools to serve the company and its stockholders well

**Sarbanes-Oxley For Dummies** Jill Gilbert Welytok, 2006-02-10 Whether you re a CEO or a file clerk it s important to understand Sarbanes Oxley the post Enron legislation aimed at keeping corporations honest and ethical However with over eighty pages of dense wordy language in the statute and thousands of pages of related congressional hearings getting a firm grip of SOX can fluster even the most well informed businessperson Sarbanes Oxley For Dummies is the no nonsense plain English guide to this new law that leads you through its rules and pronouncements giving you a sense of how to anticipate future trends and traps in this area of the law With this trusty book you ll get a handle on the important aspects of the legislation how it affects you and your company and how companies can comply more cost effectively It provides you with the knowledge to Understand why SOX was created Determine what aspects of SOX apply to your company Develop meaningful standards for your company Institute cost effective compliance with SOX Manage and streamline Section 404 compliance Find specific SEC laws and pronouncements Interpret media accounts court cases and economic projections Avoid lawsuits and regulatory actions Anticipate future SEC rules and PCAOB pronouncements This book also shows you how to build an effective audit committee and makes suggestions on sensible precautions that every manager should take in order to avoid legal troubles Complete with the entire Sarbanes Oxley act and sample documents Sarbanes Oxley For Dummies helps you discover how to follow the law and protect your business

**Practical Guide to SEC Proxy and Compensation Rules,**

**6th Edition** Goodman, Fontenot, 2018-11-21 A Practical Guide to SEC Proxy and Compensation Rules Sixth Edition is designed to meet the special needs of corporate officers and other professionals who must understand and master the latest changes in compensation disclosure and related party disclosure rules including requirements and initial SEC implementing rules under the Dodd Frank Wall Street Reform and Consumer Protection Act Current comprehensive and reliable the Guide prepares you to handle both common issues and unexpected situations Contributions from the country s leading

compensation and proxy experts analyze Executive compensation tables Compensation disclosure and analysis Other proxy disclosure requirements E proxy rules Executive compensation under IRC Section 162 m And much more Organized for quick easy access to all the issues and areas you re likely to encounter in your daily work A Practical Guide to SEC Proxy and Compensation Rules Dissects each compensation table individually the summary compensation table the option and SAR tables the long term incentive plan table and alerts you to the perils and pitfalls of each one Walks you through preparation of the Compensation Disclosure and Analysis Explains the latest interpretations under the SEC s shareholder proposal rule and institutional investor initiatives and what they mean for the coming proxy season Helps you tackle planning concerns that have arisen in the executive compensation context including strategies for handling shareholder proposals regarding executive compensation and obtaining shareholder approval of stock option plans The Sixth Edition reflects the latest SEC and IRS regulations guidance interpretations and disclosure practices It adds a new chapter focused on developments and practices relating to required public company say on pay advisory votes pursuant to the Dodd Frank Act Another new chapter addresses director qualifications and Board leadership diversity and risk oversight disclosures This one volume guide will help you prepare required disclosures as well as make long range plans that comply fully with regulations and positions taken by the SEC more quickly and completely than ever before In addition we ve updated the Appendices to bring you the latest rules and relevant primary source material Previous Edition Practical Guide to SEC Proxy and Compensation Rules Fifth Edition ISBN 9780735598959

**Corporate Governance - Effective Performance Evaluation of the Board** Saleh Hussain,2017-03-31 The book deals with practical issues relating to Board s Performance Evaluation supplemented by easy to use checklists as to how to undertake the evaluation The book also covers the methodology of evaluating the work of board committees The Book talks about emerging practices in Corporate Governance

**Corporate Governance - Implementation Guide** Saleh Hussain,2017-03-31 The book is a comprehensive guide for implementation of Corporate Governance Practices in any form of Companies It is based on CG code of Bahrain and best practices of CG worldwide Some of the important chapters talk about Board of Directors and Committees Shareholders Risk Management and Compliance issues

**Transforming Microfinance Institutions** Joanna Ledgerwood,Victoria White,2006-08-30 In response to a clear need by low income people to gain access to the full range of financial services including savings a growing number of microfinance NGOs are seeking guidelines to transform from credit focused microfinance organizations to regulated deposit taking financial intermediaries In response to this trend this book presents a practical how to manual for MFIs to develop the capacity to become licensed and regulated to mobilize deposits from the public Transforming Microfinance Institutions provides guidelines for regulators to license and regulate microfinance providers and for transforming MFIs to meet the demands of two major new stakeholders regulators and shareholders As such it focuses on developing the capacity of NGO MFIs to mobilize and intermediate voluntary savings Drawing from worldwide experience it outlines how to manage the

transformation process and address major strategic and operational issues inherent in transformation including competitive positioning business planning accessing capital and shareholders and how to transform the MFI s human resources financial management MIS internal controls and branch operations Case studies then provide examples of developing a new regulatory tier for microfinance and how a Ugandan NGO transformed to become a licensed financial intermediary This book will be invaluable to regulators and microfinance NGOs contemplating institutional transformation and will be of tremendous use to donors and technical support agencies supporting MFIs in their transformation

*Fund Governance: Legal Duties of Investment Company Directors* Robert A. Robertson, 2001 Fund Governance Legal Duties of Investment Company Directors is a comprehensive authoritative and practical treatment of the legal obligations of mutual fund and closed end fund directors the special duties of independent directors and fund governance best practices This treatise provides detailed coverage of a fund board s legal duties under the federal securities laws and state corporate and trust law It examines the impact of statutes and regulations SEC guidance court cases and best practices in the context of fiduciary duty requirements board structure and operations audit committees advisory and distribution arrangements affiliated transactions and other aspects of fund management It also addresses the special requirements for closed end fund and money market fund directors as well as director indemnification and insurance issues Filled with insight and featuring more than 30 forms and charts Fund Governance Legal Duties of Investment Company Directors looks closely at challenging questions that often arise

Audit Committees Australian Institute of Company Directors, 2008 Role and responsibilities of Audit Subcommittees of Boards Provides a practical introduction to the role of and responsibilities of the audit committee Explains the context in which an audit committee typically operates and outlines good practice Reflects developments in audit committee practice legislation and guidance from regulatory bodies and leading global board practices since 2001 Provided by publisher

Not-for-Profit Audit Committee Best Practices Warren Ruppel, 2006-02-10 How can not for profit organizations be sure they play by the rules when the rules aren t clear Due to recent very public accounting scandals and the resulting Sarbanes Oxley Act and other regulations public companies have strict guidance on financial governance and accounting including the functions and responsibilities of audit committee members Though not for profit organizations are subject to increased scrutiny there has been no detailed guidance for their audit committees This book fills the void and helps not for profit organizations answer these questions In today s skeptical environment how can responsible financial governance and reporting reassure wary donors and supporters and perhaps give the organization a competitive advantage How should the audit committee be structured Which Sarbanes Oxley requirements if any should the audit committee adopt Which best practices best fit the organization s structure and financial reporting needs Complete with checklists sample questions and an index for quick reference Not for Profit Audit Committee Best Practices covers Different types and unique characteristics of not for profit organizations The audit committee s role in preventing and detecting fraud Important internal controls and the internal audit

function The relationship of the audit committee and the independent auditor This heads up hands on guide helps audit committee members select and structure appropriate best practices and function in the most effective manner for their unique not for profit organizations It s also a valuable reference for board members managers independent auditors and advisors of not for profit organizations

**Brink's Modern Internal Auditing** Robert R. Moeller,2005-01-07 Brink s Modern Internal Auditing Sixth Edition is a comprehensive resource and reference book on the changing world of internal auditing including Sarbanes Oxley compliance issues Sixth edition of a very well respected auditing resource Provides an overview of the role and responsibilities of the internal auditor Includes discussion of the Sarbanes Oxley Act and the impact it has on auditing particualry concerning controls Provides expanded coverage of fraud and business ethics Includes guidance on reporting results effectively Provides in depth discussion of internal audit and corporate governance

**COSO Enterprise Risk Management** Robert R. Moeller,2011-07-26 A fully updated step by step guide for implementing COSO s Enterprise Risk Management COSO Enterprise Risk Management Second Edition clearly enables organizations of all types and sizes to understand and better manage their risk environments and make better decisions through use of the COSO ERM framework The Second Edition discusses the latest trends and pronouncements that have affected COSO ERM and explores new topics including the PCAOB s release of AS5 ISACA s recently revised CobiT and the recently released IIA Standards Offers you expert advice on how to carry out internal control responsibilities more efficiently Updates you on the ins and outs of the COSO Report and its emergence as the new platform for understanding all aspects of risk in today s organization Shows you how an effective risk management program following COSO ERM can help your organization to better comply with the Sarbanes Oxley Act Knowledgeably explains how to implement an effective ERM program Preparing professionals develop and follow an effective risk culture COSO Enterprise Risk Management Second Edition is the fully revised invaluable working resource that will show you how to identify risks avoid pitfalls within your corporation and keep it moving ahead of the competition

**Financial Statement Fraud** Zabihollah Rezaee,Richard Riley,2009-09-11 Practical examples sample reports best practices and recommendations to help you deter detect and prevent financial statement fraud Financial statement fraud FSF continues to be a major challenge for organizations worldwide Financial Statement Fraud Prevention and Detection Second Edition is a superior reference providing you with an up to date understanding of financial statement fraud including its deterrence prevention and early detection You will find A clear description of roles and responsibilities of all those involved in corporate governance and the financial reporting process to improve the quality reliability and transparency of financial information Sample reports examples and documents that promote a real world understanding of incentives opportunities and rationalizations Emerging corporate governance reforms in the post SOX era including provisions of the SOX Act global regulations and best practices ethical considerations and corporate governance principles Practical examples and real world how did this happen discussions that provide valuable insight for corporate directors and

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*Mergers, Acquisitions, and Corporate Restructurings* Patrick A. Gaughan, 2007-12-10 Modern restructuring techniques for a global business landscape Corporate restructurings are an indispensable tool in building a new generation of re engineered companies with the power and resources to compete on a global playing field Written from a practical and historical perspective Mergers Acquisitions and Corporate Restructurings Fourth Edition carefully analyzes the strategies and motives that inspire M As the laws and rules that govern the field as well as the offensive and defensive techniques of hostile acquisitions In this thoroughly revised Fourth Edition author and business valuation expert Patrick Gaughan provides a fresh perspective on M As in today s global business landscape and how your company can reap the benefits from the various forms of restructurings available Packed with the most up to date research graphs and case studies Mergers Acquisitions and Corporate Restructurings Fourth Edition explores Recent takeover trends including the role of private equity firms and hedge funds Most effective offensive and defensive tactics in hostile bids A review of the effect of shareholder wealth on a variety of takeover actions Modern historical and global perspectives on the field The various forms of downsizing including divestitures spinoffs and equity carve outs Bankruptcy as an effective restructuring technique Latest developments in corporate governance Pros and cons of joint ventures and strategic alliances Primary methods used to value public and private companies

*Corporate Secretary's Answer Book* Cynthia M. Krus, 2004 The Corporate Secretary s Answer Book is the only comprehensive single volume reference to address the specific tasks corporate secretaries face on a daily basis in a Q A format Every topic is conveniently listed for easy reference with an index organized by commonly used terms With all of this valuable know how located within one volume corporate secretaries will be able to find the best way to proceed with any particular matter quickly and confidently The Corporate Secretary s Answer Book also includes sample forms and checklists that offer step by step guidance to completing each phase of the corporate secretary s duties throughout the year especially under Sarbanes Oxley including Conduct of Shareholder Meeting Guidelines Annual Meeting Script Minutes of Incentive Committee Meeting Establishing a Special Litigation Committee of the Board Audit Committee Charter Corporate Governance Listing Standards Corporate Governance Guidelines Corporate Disclosure and much more

*Family Business Succession* K. LeCouvie, J. Pendergast, 2017-07-03 The first ever comprehensive guide to family business succession planning This book covers everything from what family business ownership is and how to structure ownership bylaws to business structure leadership transition and how a founder exits the business Drawing on original research case studies and white papers Family Business Succession is a thorough complete and required reading for every family member working in a



family business      *Annual Directors' Institute on Corporate Governance* ,2006      Authentic Governance Hubert Rampersad, , Ph.D.,Saleh Hussain, MBA,2014-01-16 Over the past years we have heard and read plenty about how executives should behave more responsibly in the light of corporate governance Despite all these efforts many implementations of corporate governance provide no protection from potentially catastrophic ethical failures This book emphasizes the introduction of a new corporate governance blueprint for addressing these concerns in a more authentic organic and holistic way It is a roadmap toward a high performance ethical culture By way of this innovative system Dr Hubert Rampersad and Saleh Hussain MBA are launching a revolutionary concept that actively has human capital embedded in corporate governance in a manner that creates a stable basis for the personnel s trustworthiness integrity and engagement and ethical corporate excellence Featuring numerous case examples and practical tools and exercises this book will help the reader learn to Develop implement and cultivate authentic personal governance and corporate governance effectively Create conditions for sustainable corporate governance Increase their personal effectiveness Develop their personal integrity effectively and become a better human being Develop ethical personal leadership Develop a highly engaged workforce based on high ethical standards Create a high performance culture and enhance the competitiveness of their organization Create conditions for an organizational climate marked by self guidance creativity passion and ethical behavior Develop a culture in which personal integrity and business ethics is a way of life      The Compensation Committee Handbook James F. Reda,Stewart Reifler,Michael L. Stevens,2014-04-21 New and updated information on the laws and regulations affecting executive compensation Now in a thoroughly updated Fourth Edition The Compensation Committee Handbook provides a comprehensive review of the complex issues challenging compensation committees that face revised executive compensation disclosure regulations issued by the SEC as well as GAAP and IFRS rulings and trends This new and updated edition addresses a full range of functional issues facing compensation committees including organizing planning and best practices tips Looks at the latest regulations impacting executive compensation including new regulations issued by the SEC as well as GAAP and IFRS rulings and trends Covers the selection and training of compensation committee members Explores how to make compensation committees a performance driver for a company Guides documentation requirements and timing issues The Compensation Committee Handbook Fourth Edition will help all compensation committee members and interested professionals succeed in melding highly complex technical information and concepts with both corporate governance principles and sound business judgment

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