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# MEMBERSHIP OF THE BOARD OF DIRECTORS

COMMENCEMENT OF NOMINATION PROCESS

# Sukoon’s Board of Directors has the honor to inform the shareholders of the opening of nomination for the Board of Directors membership during the period from 8 a.m. on Monday 23rd December 2024 to 6 p.m. on Tuesday 7th January 2025.

# Any person who meets the conditions of nomination for the Board membership may nominate himself/herself for the membership by an application to be submitted to the Management of the company. The application shall comply with the following guidelines:

# The number of members to be elected to the Board of Directors is 7 members. The following conditions shall be respected in all cases for the Board membership:

# At least 1/3 of the Board members must be independent members.

# Majority of Board members shall be UAE Nationals.

# All Board members must be non-executive; and

# At least one Board member must be female.

# Nominations for Board membership shall remain open for period of (10) days, at least, from the date of the announcement, in accordance with the requirements of Article (9) of the Chairman of Authority’s Board of Directors’ Decision no. (3/ Chairman) of 2020 concerning Joint Stock Companies Governance Guide and as amended from time to time.

# Whoever nominates himself/herself for membership to the Board shall satisfy the conditions set forth in the Federal Decree-Law No. (32) of 2021 regarding Commercial Companies and the Chairman of Authority’s Board of Directors’ Decision no. (3/Chairman) of 2020 concerning Joint Stock Companies Governance Guide and as amended from time to time. in addition to the Central Bank of the UAE’s Circular No.24/2022 on the corporate governance Regulations and Standards for Insurance companies.

# The nomination application shall contain the documents referred to in Article (10) of the Chairman of Authority’s Board of Directors’ Decision no. (3/ Chairman) of 2020 concerning Joint Stock Companies Governance and Guide and as amended from time to time.

# The candidate may not, after closing the nomination, relinquish his/her nomination to another person. No application will be accepted after closing the nomination.

# Sukoon will publish the list of names and nomination data of the candidates on the company’s website after the receipt of the Central Bank approval and no later than 2 days before the company’s Annual General Assembly.

# The Securities and Commodities Authority and Dubai Financial Market shall be provided with a list of the candidates’ names after closing the nomination.

# All approved candidates will then be presented to the Company’s AGM for final voting and ratifying of the new Board of Directors.

# Applications should be sent by courier to the following address – Sukoon Insurance, Omar bin Al Khattab Street, next to Al Ghurair Centre, Deira, Emirate of Dubai, UAE (Attention: Louise O’Donnell, Company Secretary) – or via email at [BoardSecretary@sukoon.com](mailto:BoardSecretary@sukoon.com).

# Required documents for nomination for membership of the Board of Directors

# The candidates are required to submit the list of documents mentioned below along with their nomination application, before Tuesday 7th January. Only the candidates who submit all the required documents before the mentioned deadline will be considered for the election.

## Identification

1. Copy of passport and / or any other passports held (with Unified number page for UAE Nationals)
2. Driving license.
3. Copy of Emirates ID (2 sides)
4. UAE residence visa
5. Coloured photograph (passport size and with white background)
6. Complete Family Book. (UAE national)

## Clearances

1. No objection/National Service Letter from the UAE Ministry of Defense for UAE Citizens under the age of forty (40) – UAE national
2. Valid certificate of good conduct (police clearance) addressed to the Central Bank

## Qualifications, Membership and Declarations

1. Comprehensive, current resume or curriculum vitae of the Applicant which includes detailed information on qualifications and work experience of the Person, addresses and phone numbers.
2. Attested academic certificates, qualification and training certificates and any other professional certificates.
3. Declaration and Undertaking form (signed): Form B (click on the link: <https://www.sukoon.com/-/media/oic/oic-media/oic-documents/hidden-documents/form-b-declaration-and-undertaking.docx>)
4. Appointment form: Form C (click on the link: <https://www.sukoon.com/-/media/oic/oic-media/oic-documents/hidden-documents/form-c-appointment-form.pdf>)
5. Introductory Statement (signed): Form D (click on the link: <https://www.sukoon.com/-/media/oic/oic-media/oic-documents/hidden-documents/form-d-introductory-statement.pdf>)
6. Nomination form (signed): Form E (click on the link: <https://www.sukoon.com/-/media/oic/oic-media/oic-documents/hidden-documents/form-e-nomination-form.docx>)
7. Any other information or documents requested by the Central Bank.