



Pureprofile

PUREPROFILE LTD.

167 522 901

NOMINATION AND REMUNERATION  
COMMITTEE CHARTER

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## 1 Overview

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- 1.1** The Nomination and Remuneration Committee (**Committee**) has been established by the board of directors (**Board**) of Pureprofile Ltd. (ACN 167 522 901) (**Company**).
- 1.2** This charter (**Charter**) outlines the scope of the Committee's responsibilities in relation to the Company and provides a framework within which the Committee will operate

## 2 Committee objectives

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- 2.1** The primary function of the Committee is to assist the Board in fulfilling its responsibilities to shareholders and other stakeholders of the Company by:
- (a) ensuring that the Company has a Board of an appropriate size, composition, skills and commitment to enable it to discharge its duties effectively;
  - (b) having remuneration policies that are appropriate to attract, retain and motivate high quality directors and executives who will generate value for shareholders and ensuring they are consistent with the Company's strategic goals and human resources objectives; and
  - (c) recommending remuneration strategies that are fair and reasonable having regard to the performance of the Company and the relevant director or executive.

## 3 Nomination responsibilities

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- 3.1** In relation to its nomination function, the Committee is required to:
- (a) assess the competencies required to discharge competently the Board's duties having regard to the Company's performance, financial position and strategic direction;
  - (b) develop and disclose to shareholders a Board skills matrix setting out the mix of competencies, experience and diversity that the Board currently has or is looking to achieve in its membership;
  - (c) establish a process for identifying suitable candidates for appointment to the Board, including the Chief Executive Officer (**CEO**), having regard to the competencies required and the competencies already represented on the Board;
  - (d) undertake appropriate checks before a candidate is appointed or put forward to shareholders for election as a director;
  - (e) ensure that all information necessary to make an informed decision is provided to shareholders in relation to a proposed candidate for election as a director;
  - (f) develop and implement an induction program for all new directors and committee members which contains all such information and advice that may be considered necessary or desirable, including information regarding:
    - (i) the Company's operations and the industry sectors in which it operates;
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- (ii) the Company's financial, strategic, operational and risk management position;
  - (iii) governance matters, policies and procedures; and
  - (iv) the director or committee member's rights, duties and responsibilities;
- (g) ensure that the Company provides each director and senior executive with a written agreement setting out the terms of his or her employment;
- (h) regularly assess the independence of directors and report its findings to the Board;
- (i) review the time commitments required from non-executive directors and whether the existing non-executive directors are meeting that requirement;
- (j) plan for Board succession generally; and
- (k) implement plans regarding the succession of the CEO, executive directors and other senior management of the Company, including in regard to maintaining the required mix of competencies, experience and diversity.

## 4 Remuneration responsibilities

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- 4.1** The Committee is responsible for reviewing and making recommendations to the Board in relation to:
- (a) the Company's remuneration framework for directors, including the process by which any pool of directors' fees approved by shareholders is allocated to directors;
  - (b) the remuneration packages to be awarded to senior executives;
  - (c) incentive compensation, including any equity-based remuneration plans;
  - (d) superannuation arrangements for directors and senior executives;
  - (e) whether there is any gender or inappropriate bias in remuneration for directors and senior executives; and
  - (f) whether the Company is in compliance with relevant provisions of the ASX Listing Rules and Australian corporations law.

## 5 Board and committee performance

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- 5.1** The Committee is required to develop and implement a process for periodically evaluating the skills, performance, and effectiveness of the CEO and other senior executives, the Board, its committees and its individual members.

## 6 Authority and access

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- 6.1** The Committee has authority to investigate any activity within this Charter and any other matters specifically brought to its attention by the Board.
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- 6.2** The Committee has authority to engage appropriate independent advisers as necessary to assist in carrying out its duties.
- 6.3** In discharging its role, the Committee shall have unrestricted access to:
- (a) all books and records of the Company; and
  - (b) all staff, including the Company's managers to seek information and explanations from them; and
  - (c) the Company's auditors, both internal and external, including the right to seek explanations and information from them without management being present.

## 7 Composition

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- 7.1** The Board will determine all appointments to the Committee, rotations, resignations and eligibility for re-election in accordance with the ASX Listing Rules, the *Corporations Act 2001 (Cth)* and any other applicable general law.
- 7.2** The Committee will be comprised of at least 3 members, being:
- (a) the chairperson (**Chair**); and
  - (b) at least two other directors of the Company,
- a majority of whom must be independent, non-executive directors.
- 7.3** The Committee may elect one of their number, who is an independent Director, as the Chair.
- 7.4** The Committee will appoint a secretary (**Secretary**).
- 7.5** The Committee must be of a sufficient size and possess the requisite skill and independence to effectively discharge its obligations.

## 8 Committee meetings

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### 8.1 Frequency and attendance at meetings

- (a) The Committee will meet as required to perform its functions.
- (b) The Committee may adjourn its meetings.
- (c) The Chair must call a meeting if requested to do so by any member of the Committee, the external auditor or the chairman of the Board.
- (d) If the Chair is absent from a meeting, the members present shall have authority to choose one of their number to chair that particular meeting.
- (e) Committee meetings may be held by technological means which allow members to participate without being physically present in the same place.
- (f) As necessary or desirable, the Committee may invite management, auditors, external advisors, or any other persons to attend and contribute to meetings.

### 8.2 Voting at meetings

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- (a) Each member of the Committee will have one vote.
- (b) Questions arising at a meeting of the Committee are to be determined by a majority of votes of the members involved and voting.
- (c) In the case of an equality of votes, the Chair does not have a casting vote in addition to his or her deliberative vote.

### **8.3 Conflicts**

- (a) No Committee member will participate in the review of their own performance.
- (b) No Committee member will be present for discussions at a Committee meeting on, or vote on a matter regarding, his or her election, re-election, or removal.

### **8.4 Quorum**

- (a) A quorum shall be any two Committee members.

### **8.5 Minutes**

- (a) The Secretary must keep minutes of all Committee meetings.
- (b) The minutes of each Committee meeting must be approved by the Chair and distributed to all Committee members.
- (c) The minutes of each Committee meeting are to be tabled at the next Board meeting.
- (d) The Committee must bring to the Board's attention all matters of importance and sufficient information to facilitate informed decision making.

### **8.6 Agenda and documents**

- (a) The agenda and supporting papers are to be delivered to Committee members by the Secretary in advance of each meeting.

## **9 Reporting to the board**

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**9.1** Following each Committee meeting the Chair will report to the Board on any matter that should be brought to the Board's attention and on any recommendation of the Committee that requires Board approval or action, and provide the Board with sufficient information upon which to make a decision in that regard.

**9.2** At the end of each reporting period, the Committee must disclose to the Board:

- (a) the number of times that it met during the period and the individual attendances of its members at those meetings;
  - (b) the details and results of any performance evaluations that were undertaken during the period in accordance with the requirements of clause 1.1 of this Charter;
  - (c) the names of the directors considered by the Committee to be independent directors; and
    - (i) if a director has an interest, position, association or relationship of a type which might be perceived as impacting upon their independence, but the
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Committee is of the opinion that it does not compromise the independence of the director:

- (A) the nature of the interest position association or relationship in question; and
- (B) an explanation of why the Committee is of that opinion; and
- (d) the length of service of each director.

## 10 Review of this policy

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- 10.1** The Committee will review this Policy at least annually to ensure that it accords with best practise and remains consistent with the Committee's authority, objectives and responsibilities.
- 10.2** This Policy may be amended from time to time by resolution of the Board.

This charter was approved and adopted by the Board on 3<sup>rd</sup> April 2017



Signed:

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Chairperson of the Board of Directors of Pureprofile Ltd.