The Circular No (18)

To: The Joint – Stock Companies Which are Subject to the Supervision and Control of the Commission.

Based upon the Provisions of **"The Act of Sound Practices of the Companies' Management"**; **"The Rules of Corporates' Governance"** No (31)/M which was dated on 29/6/2008, and specifically The Paragraph (14-A), of The Article (8) of it which stated:

"The Board of Directors' Member must be able to allocate the appropriate time and care for his membership, while his membership must not represent any contradiction with any of his other interests.**"**

And The Paragraph (B) of The Article (8) which stated:

"The Board of Directors must appoint one of his members as a writer for the Minutes' Meetings wherein He Clarifies all the important topics and details which have been discussed and the made – up Decisions in addition to the Attendant Members, and their Votes on these Decisions.**"**

Please to work upon the following:

1) The ensure the including of the Board of Directors' Minutes' Meetings a clarification of the Agenda, the discussions' details, the Members' Opinions, the Voting in addition to the accurate time for the Meeting's beginning and its ending.
2) The writing of the Board of Directors' Decisions in special Registration, and in a sequential manner which is signed – up by each of the Chairman and Board of Directors' Members who attended the Meeting.

3) To give the necessary importance for the Meetings of the Related Committees to the Board of Directors, and the appliance of the Two previous items as for these Meetings as well.

Appreciating your Cooperation.

18/7/2024.

The Chairman

Of the Board of Commissioners;

Of Syrian Commission of Financial Markets and Securities;

Dr. Abd Al Razak Kassem.