



Singapore Institute of Directors

**Board Appointment Service (BAS)
Company Questionnaire**

1. Company Profile

- 1 Name :
- 2 SID Corporate Membership Number (if applicable):
- 3 Contact person:
- 4 Designation:
- 5 Phone number:
- 6 Mobile phone number:
- 7 Email:
- 8 Address:
- 9 Business Sector & Industry:

2. Employment Status of Candidate(Select one)

We prefer a candidate who:

- 1 Is a professional director
- 2 Has other full time employment
- 3 No preference

3. Age Group(Select one)

- 1 We prefer a candidate of the following age group _____.
- 2 We have no preference

4. Gender(Select one)

- 1 We prefer a female candidate
- 2 We prefer a male candidate
- 3 We have no preference

5. Citizenship(Select one)

- 1 We prefer a Singapore Citizen
- 2 We can accept either a Singapore Citizen or Singapore Permanent Resident
- 3 We have no preference

6. Completion status of SID-SMU Executive Certificate Program(Select all applicable boxes)

We prefer a candidate who has completed the following modules:

- 1 Not necessary
- 2 Roles of Directors
- 3 Assessing Strategic Performance
- 4 Finance for Directors
- 5 Completed all three modules



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7. Completion status of SID-SMU Executive Diploma Program(Select all applicable boxes)

We prefer a candidate who has completed the following modules:

- 1 Not necessary
- 2 Strategic Marketing for Director
- 3 Strategic HRM
- 4 Strategic Leadership & Change Management
- 5 Completed all three modules

8. Completion status of SGX-SID Listed Company Director Program(Select all applicable boxes)

We prefer a candidate who has completed the following modules:

- 1 Not necessary
- 2 Listed Company Director Essentials-Understanding the Regulatory Environment in Singapore
- 3 Audit Committee Essentials
- 4 Nominating Committee Essentials
- 5 Remuneration Committee Essentials
- 6 Risk Management Essentials
- 7 Completed all five modules

9. Completion status of SGX-SID Growing Enterprise Management Program (Select all applicable boxes)

We prefer a candidate who has completed the following modules:

- 1 Not necessary
- 2 Practical Guides for Effective Board
- 3 Practical Guides for Enterprise Risk Management
- 4 Practical Guides for Corporate Actions
- 5 Practical Guides for Strategic & Financial Planning to Improve Governance
- 6 Completed all four modules

10. Language Proficiency(please indicate)

- 1 We prefer a candidate who can speak the following languages

- 2 We prefer a candidate who can write the following languages

11. Academic Qualification(Select all applicable boxes)

We prefer a candidate to have at least the following education:

- 1 O-Level and below
- 2 A-Level or High School Certificate
- 3 Polytechnic Diploma
- 4 University Graduate
- 5 Post Graduate Degree (Master, Doctor, PhD)
- 6 Professional Qualification/Membership (e.g. CPA, Lawyer, Architect, Engineer, Medical Doctor, etc.)



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12. Skill Base(Select all applicable boxes)

We prefer a candidate to have the following skills:

- 1 Accounting, Controls & Finance
- 2 Administration & General Management
- 3 Banking & Treasury
- 4 Business Development
- 5 HR
- 6 IT
- 7 Legal
- 8 Procurement/Logistics
- 9 Production/Operations
- 10 Public Relations
- 11 Quality Control
- 12 R&D
- 13 Risk Management
- 14 Sales & Marketing
- 15 Training/Teaching
- 16 Others, please specify: _____

13. Sector/Industry Experience(Please indicate)

We prefer a candidate to have the following sectors and industries experience:

14. Experience in Listed Companies or Public Entities

1 We prefer a candidate with the following years of experience(**Select one**) in a listed company or public entity, as a Board Director, CEO, CFO or equivalent rank, Corporate Secretary, Sponsor, Accountant/Auditor, Legal & Financial Advisor:

- a Not necessary
- b Minimum _____ years of experience

2 Number of Directorships in Listed Companies or public entities (**Select one**)

We can accept a candidate with the following maximum number of current directorship:

- a None
- b One
- c Two
- d Three
- e Four
- f Five
- g Six
- h Seven
- i Eight
- j More than eight



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3 We prefer a candidate to have the following experience in listed companies or public entities
(Select all applicable boxes):

- a AC Chairman
- b AC Member
- c Board Chairman
- d Board Deputy Chairman
- e Board Executive Director
- f CEO
- g Lead Independent Director
- h NC Chairman
- i NC Member
- j Non Executive Director & Non Independent Director
- k RC Chairman
- l RC Member
- m Risk Management Committee Chairman
- n Risk Management Committee Member
- o Senior management (reporting to CEO/Board)
- p Corporate Secretary
- q Sponsor, Accountant/Auditor, Legal & Financial Advisor
- r Independent Director
- s Not necessary

15. Corporate Management Experience(Select all applicable boxes)

We prefer a candidate to have the following senior management experience:

- 1 Board Chairman/Deputy Chairman
- 2 CEO/President
- 3 COO/Senior Vice President/Vice President
- 4 Chief Investment Officer
- 5 Chief Information Officer
- 6 Chief Risk Officer
- 7 Head-Internal Audit
- 8 Head-Legal
- 9 CFO/FD/Equivalent
- 10 Executive Director
- 11 Managing Director
- 12 General Manager
- 13 Financial Controller/Finance Manager
- 14 Professional Advisors
- 15 Not Necessary



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16. Size of operation(Select one)

We prefer a candidate to have experience in managing an organization of the following staff strength:

- 1 Less than 100
- 2 100 to 500
- 3 500 to 1,000
- 4 More than 1,000
- 5 Not necessary

17. Country/Regional Experience(Please indicate)

We prefer a candidate with experience in the following countries/regions:

18. Special Contribution(Select all applicable boxes)

We prefer a candidate who can contribute to the following areas:

- 1 Academic & Research
 - 2 Accounting/Internal Controls/Risk Management
 - 3 Banking/Financial experience & contacts
 - 4 Business contacts
 - 5 Business turn-around/restructuring
 - 6 Corporate governance
 - 7 Information Technology
 - 8 Legal training & experience
 - 9 Operational Planning
 - 10 Public Sector/Government experience & contacts
 - 11 Strategic Planning
 - 12 Others, please specify:
-

19. In summary, we prefer a candidate with the following Attributes(Please specify as required):

1 Primary(must have) Attributes:

- a _____
- b _____
- c _____
- d _____
- e _____

2 Secondary(preferably have) Attributes:

- a _____
- b _____
- c _____
- d _____
- e _____

SID

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BOARD APPOINTMENT SERVICE ("BAS")

Company's Undertaking

To: Singapore Institute of Directors

In consideration of the Singapore Institute of Directors ("the Institute") providing to ourselves, the "Company", the BAS service, we hereby:

1. acknowledge that the Institute is providing such a service as a benefit extended to its members and the Company, and is not providing a professional executive search and placement service to the Company and no representation is made to the Company, directly or indirectly, by the Institute in respect of the BAS service;
2. accept and agree that in forwarding the names, personal and other information of its members to or sharing any opinion with the Company the Institute is not giving any reference or making any recommendation or representation, express or implied, to the Company in respect of the parties concerned;
3. agree and undertake to keep in confidence all information and material supplied by the Institute to the Company in respect of its members; and to use such information and material for the sole purpose of considering and evaluation of the parties concerned for appointment as directors;
4. agree and undertake not to disclose to any party or publish in any form or manner without the Institute's prior written consent the confidential information and material supplied by the Institute in respect of any of its members;
5. hold the Institute free from liability whatsoever in respect of providing such service to the Company and introducing its members for consideration by the Company for appointment as directors; and
6. keep the Institute fully indemnified against all direct or indirect losses, damages and liabilities of whatsoever nature it may suffer or incur in connection with making available to the Company such service, including legal costs on a full indemnity basis, whether or not such losses, damages or liabilities arise from a breach by the Company of this Undertaking or arises out of negligence.

We, the Company (_____), have read and accepted the above terms and conditions in this Undertaking:

Director, Name and Signature
Date:

Witness, Name and Signature
Date: