

CORPORATE SECRETARY

Ms. Carmi G. Muli is the Corporate Secretary of the Company. She is also the Executive Secretary and the Corporate Secretary of Kazama Grameen Microfinance Inc. (KGMI). She was formerly the Account Officer of KGMI from 2007 to 2009 and appointed as Executive Secretary of the company on September, 2009. She was formerly a HR Assistant of RL Vercons Merchants Corporation in 2006. She obtained her Bachelor of Science in Business Administration Major in Management degree from Bataan Peninsula State University. She has a Career Service Sub Professional Eligibility.



Her trainings attended Related to Corporate Governance are the following:

- Governance & AMLA Orientation
- Orientation: Governance, Human Resource & MIS
- Orientation on the Template Articles of Incorporation and By Laws and Manual on Good Governance
- Corporate Secretary as Corporate Governance Professional

As the Corporate Secretary, she should:

- a. Be responsible for the safekeeping and preservation of the integrity in the minutes of the meetings of the Board and its committees, as well as the other official records of the corporation;
- b. Be loyal to the mission, vision and objectives of the corporation;
- c. Work fairly and objectively with the Board, Management and stakeholders;
- d. Have appropriate administrative and interpersonal skills;
- e. If s/he is not at the same time the corporation's legal counsel, be aware of the laws, rules and regulations necessary in the performance of his/her duties and responsibilities;
- f. Have a working knowledge of the operations of the association;
- g. Inform the members of the Board, in accordance with the bylaws, of the agenda of their meetings and ensure that the members have before them accurate information that will enable them to arrive at intelligent decisions on matters that require their approval;
- h. Attend all Board meetings, except when justifiable causes, such as, illness, death in the immediate family and serious accidents, prevent him/her from doing so; and
- i. Ensure that all Board procedures, rules and regulations are strictly followed by the members.