



**TERMS OF REFERENCE OF  
BOARD INFORMATION TECHNOLOGY COMMITTEE (“BITC”)  
BANK ISLAM MALAYSIA BERHAD (“Bank Islam” or “The Bank”)**

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**1. Introduction**

The Board Information Technology Committee (“BITC” or “the Committee”) is a Committee of the Board. The BITC is to assist the Board in overseeing the implementation of strategies of Information Technology (“IT”) and digitalisation activities of the Bank and its subsidiaries (“Bank Islam Group”) including e-banking initiatives of the Bank.

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**2. Authority**

The Committee shall have the authority to deliberate and approve on matters within its primary duties and responsibilities in line with the Authority Limits document or such limits as may be determined by the Board of Directors from time to time. During the discharge of such duties, the Committee shall have:-

- (a) Access to the full company records, properties and personnel.
  - (b) Independent professional advice and expertise necessary to perform its duties.
  - (c) Access to advice and services of any officers of the IT Division, Information Security & Governance Department, Digital Banking Department and Risk Management Division.
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**3. Primary Duties and Responsibilities**

- (a) Review and recommend to the Board, strategies, policies and framework related to IT and digitalisation activities of Bank Islam Group including e-banking services of Bank Islam;
  - (b) Review and recommend to the Board, IT blue print inclusive of IT Security in line with the IT strategies for Bank Islam's Group;
  - (c) Review any proposals relating to IT and digitalisation initiatives of Bank Islam Group before recommending to the Board;
  - (d) Review and monitor the implementation of IT and digitalisation initiatives/projects undertaken by Bank Islam Group to ensure it is in line with the Bank Islam Group's strategies and policies;
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(e) Review and recommend to the Board any appointment of such person, consultants or advisors to undertake any specific projects or assignments in relation to Bank Islam Group IT or digitalisation initiatives/projects;

(f) Undertake such other duties and responsibilities as determined by the Board of Directors of the Bank.

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**4. Composition**

(a) The Committee members shall be appointed by the Board and shall comprise of at least three (3) members including the Chairman.

(b) Any officer of the Bank shall attend the Committee meeting as and when considered appropriate by the Committee.

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**5. Secretary**

The Secretary shall be the Company Secretary of the Bank or such other person as appointed by the Committee.

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**6. Frequency of meetings**

The Committee shall meet not less than four (4) times a year, with additional meetings for particular matters, as and when required.

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**7. Notice of Meetings**

(a) Unless otherwise agreed by the members, the notice for each meeting confirming the venue, date and time together with the agenda of the meetings shall be forwarded to each member of the Committee at least three (3) days prior to the date of the meeting.

(b) In addition to the scheduled meeting, the Secretary shall convene any special meeting upon receipt of request from the Chairman/directors by giving due notice.

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**8. Quorum for meetings**

(a) The quorum for meeting shall be at least 50% of the total members.

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(b) Any member who participate in the meeting via tele-conferencing device shall be counted for the purpose of determining a quorum.

(c) A director interested in a contract or a proposed contract or arrangement shall be counted for the purpose of determining a quorum. However, he/ she must abstain from participating in discussions and decisions on matters directly involving him/ her *[extracted from the Bank's Constitution]*.

(d) In the event the Chairman is unable to attend the Board meeting, the directors present may elect any one of them to be the Chairman of the meeting.

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**9. Decision-Making** All decisions and/or approvals are to be made on unanimous basis, whilst always adhering to the quorum for meeting.

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**10. Attendance** Each member of the Committee is required to attend at least 75% of the Committee meetings held in each financial year.

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**11. Written Resolution** (a) Decision by the Committee may be made via written resolution.

(b) Decision made via written resolution is deemed effective after being executed by majority of the members of the Committee, who are present in Malaysia.

(c) All decisions and/or approvals made via written resolution shall be presented at the subsequent Committee meeting for notation.

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**12. Minutes of Meetings** (a) The Secretary shall minute the proceedings and resolutions of all meetings of the Committee. The minutes must record the decisions of the Committee, including the key deliberations, rationale for each decision made, and any significant concerns or dissenting views. The minutes must also indicate whether any member abstained from voting or excused himself from deliberating on a particular matter.

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(b) Minutes of meetings shall be submitted to the Board for notification in such format as determined by the Board.

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**13. Review of the  
Terms of  
Reference**

The Board of Directors may review the Terms of Reference of the Committee once every two years or as and when is necessary.

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