



# Appointment Letter For Non-Executive Independent Director

## Letterhead Spacing PRIVATE & CONFIDENTIAL

Dear

Appointment as a Non-Executive Independent Director of \_\_\_\_\_ ("the Company") On behalf of the Company, I write to confirm your appointment as a Non-Executive Independent Director of the Company (the "Appointment") with effect from ..... The terms of the Appointment, which shall be subject to the Articles of Association of the Company are set out below:

### Appointment

1. The Appointment is for a term of 5 (five) years, expiring at the conclusion of the Annual General Meeting to held in ..... (the "Termination Date").The Appointment will be subject to the Company's Articles of Association and approval of shareholders.
2. During the tenure of appointment you may be asked to serve on one or more of the Board committees including Audit, Stakeholders Relationship, Nomination and Remuneration and CSR Committees. You have been provided with copies of the terms of reference for each of those committees.
3. You are considered to be a Non-Executive Independent Director and will be identified as such in the annual report and other documents. If circumstances change, and you believe that your independence may be in doubt, you should discuss this with the Chairman, as soon as possible.

### Role

4. As a Non-Executive Independent Director, you have the same general legal responsibilities to the Company as any other Director.
5. The Board as a whole is collectively responsible for promoting the success of the Company by directing and supervising the Company's affairs. The Board: Provides entrepreneurial leadership of the Company within a framework of prudent and effective controls which enable risk to be assessed and managed;  
Sets the Company's strategic aims, ensures that the necessary financial and human resources are in place for the Company to meet its objectives, and reviews management performance;

[Appointment Letter For Non-Executive Independent Director](#) is a formal letter appointing a person as non-executive director executive director.

When a company hires a director an appointment letter that outlines the terms & conditions of the role and the said duties are given to confirm the appointment. Also, the director plays an important role in the company and this document helps in describing the expectations role.

Major elements of the Appointment letter for Non-executive directors are as under:

1. Role and duties

Director is not involved in day tom day management of the company. They support the company to strategic plan/proposal and the performance of the management.

2. Time Commitment

3. Fees or remuneration

4. Resignation or termination

5. Conflict of interest

6. Governing law

7. Board evaluation criteria

8. Code of ethics

9. Confidentiality clause

If you need an [Appointment Letter For Non-Executive Independent Director](#) uses this document. You may also find other compensation and benefits related document templates to use here:

Source: <https://www.smartbusinessbox.com/appointment-letter-for-non-executive-independent-director/>

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