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**Trevor W Porter, FCIS, FCIBM
Chartered Company Secretary & Chartered Business Manager**

Curriculum vitae and personal profile: February 2010

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Current appointment:

From January 2001 - present

Employer: Murray & Roberts Materials Retirement Fund, Johannesburg, South Africa
Appointment: Principal Officer (CEO), Secretary to the Board of Trustees and Alternate Trustee
Reporting to: Chairman of the Board of Trustees

General description of the Fund and specific work responsibilities:

The Fund was funded by the employer to 2000. From 2001 all members except those required to staff the Fund were transferred to the employer main pension fund. Pensioners remained in the Fund. Withdrawal of employer funding was negotiated. The Fund became private and self-administered with 900 pensioners and dependants and 2 contributing members.

My present appointment was made specifically by the Board of Trustees to:

1. make recommendations for the future direction, operation and closure of the Fund;
2. maintain cost per pensioner at acceptable levels for a pensioner only Fund;
3. establish, implement and maintain good corporate governance standards including internal and external audit controls applicable to a Board of Trustees, the Fund administration and all those external organisations doing business with the Fund;
4. as required to meet with the Financial Services Board of South Africa (FSB), in particular the Chief Actuary and Legal Services officers, to seek sanction and approval for the proposed and future form and administration of the Fund;
5. ensure the orderly and correct transfer of members and pensioners to their respective new pension funds and/or outsourced option;
6. update Rules for the Fund for approval and registration by the FSB;
7. set up a member and pensioner elections of a the Board of Trustees;
8. design a streamlined staffing and administration system, including reviews of member and pensioner communication, computerisation, database, payroll, foreign exchange and information technology;
9. maintain appropriate controls over all expenditure and implement online banking procedures and controls;
10. review and recommend the appointment of an investment manager and agree terms and conditions of appointment;
11. keep a continuous review of investment portfolios and property holdings and report performance and investment returns;
12. review all Fund assets (including fixed property and other assets) and liabilities in liaison with the Fund appointed Actuary and the investment manager and develop a Fund asset/liability model to measure the expected life of the Fund;
13. keep an ongoing and flexible working plan for the ultimate closure of the Fund.

General scope of working experience in present appointment:

Actuarial: working with Fund actuary on data for valuations (required by South African law every three years) and other "interim" valuations as required

Computers: Windows to Vista, MS Excel & Word, Accpac and payroll, Windows Server 2007

Corporate governance: using control guidelines from King 1, 2 & 3, Institute of Chartered Secretaries & Administrators (UK and South Africa), FSB pension funds guidelines (e.g. PF180), the Institute of Retirement Funds, the Principal Officers' Association, the National Association of Pension Funds (UK) and the Pensions Regulator (UK)

Database & payroll: records based on Paradox and Microsoft SQL databases

Foreign exchange: compliance with legislation and regulations issued by the SA Reserve Bank and provision of quarterly reports to the Bank

Legal: attendance at cases with pension funds adjudicator to resolve disputes (all prior to 2001)

Insurance: policy formation and renewals of fidelity guarantee and general insurance; calculation of risk benefits for life and disability re-insurance

Property: building, purchase, rental and sale of freehold & leaseholds

Risk management: compilation of reports and guidelines measuring risk and formulation of disaster recovery and management programmes

Secretarial: agenda, minutes and reports to directors (e.g. property holding companies and joint ventures) and trustees, including financial and management accounts, statistics, special reports on legislation, governance and risk

Surpluses: investigations and reporting of a nil scheme (as required by South African pensions legislation in 2002)

Taxation: calculation of retirement fund and value added tax (up to 2007) and de-registration of the Fund for those taxes

Summary of working experience in past appointments:

Companies and company secretarial: corporate governance, formation, liquidation, management & administration of private & public limited companies; schemes of arrangement, mergers, amalgamations and reconstructions; preparation of agenda and minutes for boards of directors and operational boards, committees and sub-committees

Medical aid: formation of Rules and benefit schedules for a new scheme; setting up of administration and systems for an established scheme

Other: leadership and financial management of church and social centres

Summary of previous employment and appointments

February 2000 - December 2000

Mx Health Institute, Pretoria

Project Manager in a medical and health care administration company

Reporting to: Chief Executive Officer

The Anglo American Group of Companies (South Africa):

1. August 1998 - January 2000

Anglogold Health Service and Anglogold Provident Fund, Carletonville Mines

Principal Officer and Administration Manager - Anglogold Group medical scheme and provident fund - set up of new offices and administration system for Group and mine employees

Reporting to the Chief Executive Officer

2. May 1997 - July 1998

Anglo American Platinum & Anglogold, Johannesburg

Divisional Company Secretary to platinum and gold mining companies; part of senior team reconstructing all Anglo American gold and platinum mining interests

Reporting to the Senior Divisional Secretary

July 1981 - April 1997

The Salvation Army, South Africa and the UK

Salvation Army Officer

1996 - 1997 Divisional Secretary, Finance & Administration, Johannesburg
1995 - 1996 Social Officer, Durban
1993 - 1995 Hospital Administrator (for the Western Cape Government), Cape Town
1991 - 1993 Chief Accountant for Southern Africa, Johannesburg
1983 - 1991 Pastor to various churches throughout the UK and assistance with disaster and relief services in England and Scotland
1981 - 1983 Theological College, Denmark Hill, London

1979 - 1981: Nationwide Food Distributors, Birmingham, UK

Company Secretary for a FMCG & wholesale food marketing and distribution company

Reporting to the Chairman of the Board of Directors

1978 - 1979: Amalgamated Power Engineering, Birmingham, UK

Assistant Group Company Secretary for a heavy and marine engineering manufacturing group

Reporting to the Group Company Secretary

1974 - 1978: Wickman Machine Tools, Coventry, UK

Assistant to the Company Secretary for a machine tool manufacturing and sales company

1973 - 1974: Encase Ltd., London, UK

Assistant Company Secretary to an international paper manufacturing and finance corporation

1971 - 1973: Molins Ltd., Deptford, London, UK

Pensions Assistant in the pensions department of a specialised machine tool manufacturer

1966 - 1971: Institute of General Technician Engineers, London, UK

Assistant to the Secretary in an educational and qualifying engineering institution

1965 - 1966: The Youth Hostels Association, London, UK

Travel & Tours Assistant arranging European school and youth group travel

Other information:

I am currently involved in planning the closure of the retirement fund of which I am the Principal Officer. Within a fairly short period on time I will have worked myself out of a job. I am available to work anywhere in the world. I have a working knowledge of the French language but do not claim to be fluent.

I am both a South African and UK citizen with full residence and working rights. I have travelled extensively in South Africa and also in Botswana, the Democratic Republic of Congo (DRC), Zambia and Zimbabwe. I have been a private consultant to a mining supplies company and a plastics marketing company with business interests in South Africa, the Democratic Republic of Congo and Zambia. This included research and travel in the DRC and Zambia and the writing up of company profiles and reports for sales and marketing purposes.

Education & professional qualifications:

Institute of Chartered Secretaries & Administrators: City of London Polytechnic (UK): passed final 4 part examinations in February 1976; Ordinary National Certificate in Business Studies at NE London Polytechnic (UK), passed with Credits in all subjects in June 1971; General Certificate of Education (UK), Mathematics, English, French and Commerce, passed "O" level in 1966 & 1968

Fellow, Chartered Institute of Secretaries & Administrators (South Africa) 1994

Fellow, Chartered Institute of Business Management (South Africa) 1994

Associate, Chartered Institute of Secretaries & Administrators (UK) 1976