

**POLAR CAPITAL TECHNOLOGY TRUST PLC**  
**TERMS OF REFERENCE for the MANAGEMENT ENGAGEMENT COMMITTEE**  
**Adopted APRIL 2015 – Updated and Adopted May 2018**

Principle 15 of the AIC Code recommends that it is best practice for a management engagement committee consisting solely of directors independent of the manager to review annually the contractual arrangements with the manager as well as evaluate performance.

**The Management Engagement Committee is appointed by the Board in accordance with the Articles of Association of the Company under the following terms of reference.**

**Composition**

The Committee shall be made up of all the independent non-executive directors. The Chair/Chairman of the Committee shall be appointed by the Board from amongst the independent non-executive directors. The Chair/Chairman of the Board shall be eligible to be a member and if elected, Chair/Chairman of the Committee.

Appointments to the Committee shall be for a period of up to three years, which may be extended for two further three-year periods. Any Committee member who fails to remain independent will step down. An independent director is one who meets the AIC guidelines as being independent of any relationships with the investment manager and is declared so by the Board.

**Quorum**

The quorum necessary for the transaction of business shall be two independent non-executive directors.

**Attendance at Meetings**

Only members of the Committee have the right to attend Committee meetings. However, representatives of the investment managers, other directors and other external advisors shall attend meetings at the invitation of the Committee. The company secretary shall act as secretary of the Committee.

The Chair/Chairman of the Committee shall attend the AGM to respond to any questions through the Chair/Chairman of the Board which may be raised by shareholders on matters within the Committee's area of responsibility or activities.

**Frequency of Meetings**

Meetings shall be held not less than once a year

**Authority**

The Committee is authorised by the Board to

- Investigate any activity within its terms of reference
- Seek any information that it requires from the investment manager or any other supplier to the Company in order to perform its duties and
- Obtain, at the expense of the Company, outside legal or other independent professional advice on any matters within its terms of reference and such advisors may attend a meeting as necessary
- Have access to sufficient resources in order to carry out its duties, including access to the secretariat for assistance as required.

## **Responsibilities**

The Committee should consider the following issues:

- The investment performance of the manager and if necessary provide appropriate guidance
- Consider obtaining on a regular basis independent appraisal of the managers' services
- Monitor and review attribution and other financial analysis
- Review the continued retention of the manager's services
- Review the level and basis of remuneration, basis for performance fees and notice periods giving due weight to the company's competitive position against its peer group
- Ensure that the performance fee arrangements do not lead to excessive portfolio risk
- The terms of the investment management agreement to ensure that they are competitive and sensible to shareholders and negotiate terms with the managers
- Produce a statement for inclusion in the Company's annual report on the performance and retention of the manager including why the manager should continue in its role.