

## ANNEXURE 3

### Top Energy Limited

#### Standard Form Committee Charter

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##### **Establishment of the [ ] Committee**

This Charter sets out the basis on which the Top Energy Board has established the [ ] Committee pursuant to the authority contained in, and subject to the provisions of, the Constitution.

This Charter and the membership of the [ ] Committee will be made available on the Company's website

##### **Objectives**

The objectives of the [ ] Committee are to [ ]. The Committee's role is not to replace the ultimate authority of the Top Energy Board.

##### **Structure and Committee Composition**

The [ ] Committee shall consist of at least [ ] members, [all of whom] [a majority of whom] are directors of the Company.

The members of the [ ] Committee shall elect one of their members who is a director of Top Energy to be the chair. In that person's absence, any member who is a director may chair a meeting of the [ ] Committee.

The [ ] Committee may invite such other persons to attend their meetings as they consider appropriate. The [ ] Committee may, if it considers it appropriate, appoint a secretary.

The Board may appoint a person as an advisor to the [ ] Committee. Such person will be entitled to attend and speak at meetings of the [ ] Committee but shall not be a member of such committee or by virtue of his or her participation will that advisor be a director of the Company and such person shall have no voting rights in respect of Committee decisions.

##### **Meetings and procedure**

The [ ] Committee will meet [ at least [ ] times per year/as frequently as required.

A quorum for a meeting of the [ ] Committee is two members.

The [ ] Committee shall ensure that formal minutes of its meetings are kept and shall be circulated/made available to all directors together with any papers prepared for the Committee.

The dates, times, and venues of each meeting of the [ ] Committee will be notified to all members of the Committee (and to all directors of Top Energy who may attend and observe such meetings) as far in advance as possible. Supporting papers shall also be sent to members as far in advance as possible and in any event in sufficient time to allow attendees to become familiar with the issues to be addressed.

The proceedings of the [ ] Committee will be governed by the provisions of the Top Energy Constitution that govern meetings of directors, in so far as they are applicable.

### **Authority, Duties and Responsibilities**

The [ ] Committee has the authority, duty, and responsibility to:

[ ];

### **Conflict**

No member of the Committee will participate in the review of their own performance.

### **Reporting**

The chair of the [ ] Committee (or a person nominated by the [ ] Committee for that purpose) must provide a verbal report to the Top Energy Board on the [ ] Committee's proceedings following each meeting on all matters relevant to the Committee's duties and responsibilities.

### **Review**

The [ ] Committee must conduct a review of its Charter and the Committee's performance and effectiveness annually, inviting comments from all members of the Board.

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