

# DUE DILIGENCE MEETINGS ARRANGED

COMU arranges the logistics for the due diligence meetings.

The starting point is to ascertain the times when the candidates and Chair and/or other director(s) may be available. All due diligence meeting arrangements are governed by pragmatism – adapting to suit any number of variables. If a face-to-face meeting cannot be held within the timeframe, a teleconference, or videoconference, should be arranged. However, a meeting should also follow before the candidate makes a final decision to accept any potential appointment.

Venue: As a general rule, if the Chair is resident in one of the main centres, then the venue is generally held where the Chair is based. If the venue is to be Wellington, the meeting will be held, if possible, in the Treasury meeting rooms.

Travel: COMU arranges and pays for travel to the meeting venue for COMU representatives and the candidates. All costs for the Chair or other board member are the responsibility of the company/entity.

Once arrangements have been made, the Chair and/or other director(s) should be sent the standard information sheet on Due Diligence Interviews (Chairs' version), which provides a copy of the information the candidate(s) has received and includes a list of suggested questions.