

Policy on Outsourcing

Scope of the Policy

The policy incorporates the criteria for selection of the activities that may be outsourced, risks arising out of outsourcing, management of these risks, delegation of powers, etc.

Definition of Outsourcing

For the purpose of this policy, Outsourcing shall refer to Company's use of a third party (either an affiliated entity within a corporate group or an entity that is external to the corporate group) to perform activities on a continuing basis (including agreements for a limited period), that would normally be undertaken by the KRC, now or in the future.

Activities outsourced by Company

At present, we have not out sourced any function since all the activities are carried out by us in house.

Responsibilities of Compliance Officer

Our compliance officer shall be responsible for:-

- Evaluating the risks and materiality of all existing and prospective outsourcing, based on the framework approved by the Board.
- Framing necessary clause for the confidentiality of all the contents in the account opening forms.
- Developing and implementing sound and prudent outsourcing policies and procedures commensurate with the nature, scope and complexity of the outsourcing.
- Reviewing periodically the effectiveness of policies and procedures.
- Communicating information pertaining to material outsourcing risks to the Board in a timely manner.
- Ensuring that contingency plans, based on realistic and probable disruptive scenarios, are in place and tested.
- Ensuring that there is independent review and audit for compliance with set policies.

Prior to agreement expiry, the compliance officer will liaise with the outsourced service provider to arrange a continuation letter or new contractual agreement. If there are contractual differences, the new agreement will be subjected to the internal risk review and approval process.

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