

Internal Policy Document

### **Disclosure on Outsourcing Activity**

The management has decided that all operations in relation to maintenance and processing of client records are to be maintained by in-house team only except operations that require help of the outside agencies that cannot be performed by the in-house team such as bill printing/dispatch and courier services etc.

If company decides to outsource any of its activity in the future, it will take appropriate steps and a detailed policy will be published to elaborate scope, roles, and responsibilities.