



Information Technology Policy.

- **Acceptable Use Policy (AUP):** defines acceptable behavior when using company technology resources. We are small brokerage house managed and operated by the Directors of the Company.
- **Password Policy:** Password is changed on all the systems on monthly basis as per the guidelines set by the Software Management Vendor; PSX, CDSC and NCCPL and LSE.
- **Data Protection Policy:** The Compliance officer must ensure the confidentiality, integrity, and availability of company data. Only he is authorized to share the data with authorities and clients as and when required. Only trusted and password protected devices are used for back up of data. Only the designated individuals are authorized except to extract data.
- **Network Security Policy:** We have no LAN or remotely connected devices. No one is allowed to access the data remotely. We have a strict policy in this regard.
- **Bring Your Own Device (BYOD) Policy:** We have no employees therefore nobody is allowed to bring their own devices in the premises. No cell phone is either connected or used with the systems by the employees or clients.
- **Software Development Life Cycle (SDLC) Policy:** Software provided by PSX, CDSC ,LSE and NCCPL are periodically updated and we have no control on them. No internal software is used in the house.
- **Incident Response Policy:** There is no chance of data breach. We have a small house run and operated by Director. In case any incident happened, it should be immediately reported to concerned Data owner.
- **Backup and Recovery Policy:** Periodically on monthly basis we take backup to ensure the safety of data.
- **Remote Work Policy:** No one is allowed to access the data of the house remotely.
- **Compliance Policy:** We strictly follow the compliance policy in place as envisaged by the PSX.

Chief Executive Officer

Director