

Recruitment of personnel

We do have adequate screening procedures in place to ensure high standards when hiring employees. The key positions within the organization structures is being identified, having regard to the risk of money laundering and ensure the employees taking up such key positions are suitable and competent to perform their duties. The HR Department will cross check all the references and will take adequate safeguards to establish the authenticity and genuineness of the persons before recruiting. The department obtains the following documents:

- 1) Photograph
- 2) Proof of address
- 3) Identity proof
- 4) Proof of Educational Qualification
- 5) References (If any)

Retention of records

Records pertaining to staff details collected for recruitment is maintained safely.

Employees' Training:

Company adopts an ongoing employee training program for new joiners, so that they are adequately trained in Money Laundering procedures. We do conduct the training for the new joiners within a month from the Date of Joining of the particular Employee.

Training requirements have specific focuses for frontline staff, back office staff, compliance staff, risk management staff and staff dealing with new customers. It is crucial that all those concerned fully understand the rationale behind these guidelines, obligations and requirements, implement them consistently and are sensitive to the risks of their systems being misused by unscrupulous elements