

OTHER MISCELLANEOUS PROCESS

The following activities are applicable to Legal Officers without regard to the Officer's Unit.

SECTION 1: GENERAL RESPONSIBILITIES

Legal Opinions, Advice and Counselling

- A. Legal Officer receives verbal / written request for advice / counselling from the requesting unit
- B. Review request
- C. Where necessary, Legal Officer shall conduct search, further engagements and consultations with external solicitors for second opinions on the request (This task may involve liaising with relevant units, external organizations and / or briefing external solicitors)
- D. Document findings
- E. If any further action is required, take the appropriate action
- F. Communicate feedback / legal advice to the requesting unit

Management of External Counsel

- A. Receive request for legal services from the requesting unit
- B. If an external solicitor is not required, provide legal services to the requesting unit and file advices communicated in appropriate files
- C. If an external solicitor is required seek the approval of the appointment of external solicitor through the Head, Legal or Company Secretary/Chief Legal Officer.

SECTION 2: INCIDENT CONTROL PROCESS

Operational Risk Management

- A. Each Legal / Para-Legal Officer is expected to be attentive and adhere to Operational Risk Initiatives as communicated from time to time by Operational Risk Management Team
- B. The Risk Champion is to periodically review and update the following matrixes:
 - Risk & Control Self-Assessment Template;
 - Risk Register for the Legal Services Group;
 - Register for Information / Non-information Assets for the Department; and
 - Any other documentation requested by Enterprise Risk Management Team
- C. The Risk Champion shall secure the sign-off of the Company Secretary / Chief Legal Counsel and maintain documentation for spot checks / periodic audits
- D. The Business Continuity Champion shall file and upload reports of periodic self audits conducted unto the Operation Risk Management (ORM) Portal and keep records of same

Business Continuity Activities

- A. The Business Continuity Champion is to periodically review and update the following matrixes:
 - Business Impact Analysis & Risk Assessment.

- Business Continuity Plan.
 - Call-Tree / Communication Plan; and
 - Any other documentation requested by ISO22301 Implementation Team
- B. The Business Continuity Champion shall secure the sign-off of the Company Secretary / Chief Legal Counsel and maintain good documentation thereof for presentation during the annual ISO22301 certification exercise
- C. Each Legal Officer shall avail participation in the periodic scenario tests to be conducted as advised (including but not limited to):
- Call-Tests;
 - Walk-through Tests;
 - Relocation Tests; and
 - Any other test required to be conducted by Legal Services Group
- D. The Business Continuity Champion shall file reports of these test exercises with the Business Continuity Manager