

TREC No. 143

SAAO Capital Private Limited

Policy & Procedure Document

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Karachi Pakistan

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POLICIES & PROCEDURES

SCOPE

The aim of this Policy is to clear the working environment and relationship of employees in the Company. This Policy regulates the overall business operations of the company (SAAO Capital Private Limited) referred to herein as the "company"

POLICY OBJECTIVE

This policy is to provide a set of guidelines/framework which the Company will follow to standardize the day to day business operations of the company.

KEY

This policy has been set by the board and the CEO and all employees are to adhere to the policies set in this document.

POLICY STATEMENT

The fundamental nature of business and purpose of the company is to earn profits for its shareholders and to create stable and profitable employment to the company's team members at every level. The primary method of achieving these goals is to provide the best platform and execution services to it clients so that they made trade at the KSE with integrity and transparency.

All clients are to be provided the highest in professional standards of quality service irrespective of their size or reach . We must also exercise efficiency in the manner we conduct our operations, timely execution and confirmation of client orders and resolving their queries with utmost expedience.

CONFIDENTIALITY

Client orders both institutional and retail must be kept strictly confidential no one should be made aware of the buying/ selling activities carried out our KATS terminals or settled through our CDS.

APPROVAL FROM BOARD OF DIRECTORS

This policy has been approved by the Board of Directors on _____ and access has been provided to the employees of the company have read and understood this document.

EFFECTIVE DATE

Advertisement

All non-recurring advertisements will be made with approval of CEO. If the management would like to give recurring public messages or advertisements in order to promote the business of the Company, it will formulate an annual plan for this purpose which would be followed after approval from the board of directors. As such no advertisements have been placed so far in any medium.

Key relationships

SAAO Capital Private Limited is a TREC holder at the KSE:

Licensed in terms of the Companies Ordinance 1984, Karachi Stock Exchange (Guarantee) Limited and Brokers and Agents Registration Rules 2001.

The Company is regulated in terms of various regulations and best practices guidelines including:

- The Companies Ordinance 1984
- The Karachi Stock Exchange (Guarantee) Ltd Regulations and Brokers & Agents Rules 2001.
- The Listing Regulations of the Stock Exchanges
- Code of Corporate Governance
- Income Tax Ordinance, 2001
- Circulars and notification issued by the Security and Exchange Commission of Pakistan (SECP)
- Karachi Stock Exchange (Guarantee) Ltd Guidelines

The Registered office of the company is located at 150, 3rd Floor, KSE Building, KSE Road, Karachi, Pakistan.

Office timing, attendance and working hours

CEO has authority to change office timings according to business requirements. Currently, Monday to Saturday are the working days for the company and the office timings are as follows:

Monday to Friday	9:00 am to 05:30 pm
Saturday	Holiday

Code of conduct

Employees are always expected to showcase excellent professional standards in carrying out their responsibilities and ensure the timely execution of the clients trades and mitigate the chances of an error/mistake.

Access to all computers is to be protected through the use of efficient passwords. The passwords must not be of less than 6 digits and such digits should comprise a combination of digits and alphabets to make it safer and protected. Passwords are encouraged to be changed with specific interval of time, say, six months or one year. No staff member will ever share his password with any one internally or externally.

Staff members are expected to complete their assigned tasks in a manner which demonstrates integrity, professionalism, competence and due care.

Staff members are encouraged to support other staff members to execute their assigned tasks in the best possible manner and facilitate subordinates development.

Staff members are encouraged to increase their knowledge and skills base through review of newspapers and periodicals and by identification of useful courses and seminars to facilitate continuing education.

Staff members are advised to use internet facilities for execution of work related assignments, to keep updated with developments in the local and international market and to increase knowledge base to facilitate improved performance at work.