



Policy on Control and Management of Company Assets and Shareholder Investments

BPPL Holdings PLC – Policy on Control and Management of Company Assets and Shareholder Investments

1. Purpose

The purpose of this policy is to ensure that a comprehensive framework of internal controls, processes and systems exists within the organization to safeguard and ensure custodianship of all the fixed and non-fixed assets of the Company and its subsidiaries.

It is important that proper processes are in place to ensure effective utilization of fixed assets and investments, with routine review of investments carried out in projects and initiatives towards realizing the anticipated returns from such investments and assets.

2. Scope of the Policy

This policy covers the safeguarding of the following assets and investments by the Company and its subsidiaries. The Audit Committee exercises oversight over the assets and investments to ensure that the Company's internal controls are adequate.

- Fixed assets: All fixed assets are to be tagged and identified individually. The custodianship for the fixed assets lies with the respective functional heads / senior management team member.
 - Routine evaluation of returns on fixed assets invested in new projects or initiatives will be carried out.
 - The internal audit function will also evaluate if machinery and equipment are being utilized effectively
 - Internal audit function will verify a sample of fixed assets on a quarterly basis, for availability and condition of the assets.

- Inventory: The respective functional heads / senior management team members are responsible to ensure inventory is managed effectively within the pre-allowed levels, whilst minimizing losses and obsolete stocks.
 - Internal audit function will verify the inventory on a routine basis, for availability and condition of the inventory items.

- Investments in financial assets: These investments will be made towards enhancing and optimizing the returns considering market factors.



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All fixed assets, inventories, goods in transit and cash in transit are to be adequately insured at all times.

BPPL will also ensure that internal controls are in place for all capex procurements, ensuring that assets procured are of the right quality and at the right price. Internal controls will also be in place to ensure no fixed assets are mis-used or used for any personal benefit of any individuals.

The Company also has a stringent framework to prevent any possible fraudulent usage of its finances and financial assets.