

- TA's corporate gifts may be offered to Business Associates. Any other gifts to be offered to Business Associates must have prior approval from TAE's MD&CEO. All gifts which are to be offered must be recorded by the respective HOD prior to distribution.
- Quarterly disclosure on gifts/benefits offered/received be submitted to the TAE's Risk Officer. Risk Officer shall review and monitor to ensure gifts/benefits offered/received are in accordance with the gifts and benefits policy and reports any inconsistency to the RMC, TAE's Board of Directors or TAE's MD&CEO, whichever applicable, for further deliberation.

iii) **Policies and Procedures**

Policies and key processes of the business operations are reviewed and revised in accordance to regulatory and operational requirements. Proposed revised draft are tabled for Board's approval at respective subsidiary companies and further endorsed by the Board of TAE/TAG.

iv) **Tender Procedure**

Appropriate tender procedure is in place for TAG and Tender Committee (TC) has been established to ensure an independent evaluation prior to any appointment. At least one (1) member of the TC must be present for each of the tender interview whereby the attendance is recorded. All tenderers are reminded during the tender interviews that the Management places great emphasis on integrity and tenderers are not allowed to give gifts or entertain any TAG's employees. Also, tenderers are informed of TA Group's Whistleblowing policy and encouraged to inform the Management should there be any misconduct by any TAG's employees. Types of improper conduct or wrongdoing are listed in the Whistleblowing policy and the Code.

v) **Outsourcing of Business Process**

Policies and procedures on outsourcing activities undertaken by companies in TA Group when a part or whole of its internal business processes is contracted out to a third party service provider, whether locally or overseas, are outlined in the OM on Outsourcing of Business Process. This includes, but not limited to risk assessment, due diligence review and evaluation process.

vi) **Minimum Quotation**

As a general policy in TA Group, a minimum of three (3) quotations must be obtained. Valid reasons must be provided if this condition cannot be met or is specifically allowed for this condition to be excluded due to other criteria or practicality reason.

vii) **AMLA**

Appropriate checks as required on prevention of money laundering and terrorism financing are carried out by relevant departments of respective companies within TA Group.

viii) **Political Contribution**

TA Group does not make contribution to political candidates or parties.