



## **Policy on Employees Hiring/Training/Investor Education**

The company has procedure of hiring employees. The employees are thoroughly interviewed and their identity and other documents are verified before recruiting them. Most of the employees are the persons who are referred by the company's associated, existing employees, etc. The employees are imparted training for about three months which inter-alia includes the briefing them about the need and importance of PMLA guidelines.

Refresher courses are conducted periodically for the existing employees, wherein the latest developments in the capital market including the importance and need of PMLA guidelines are explained.

Similarly periodical branch/investor awareness programmes are conducted to bring to the knowledge of the branch staff/ investors about the importance and need of PMLA guidelines.

The above policy guidelines shall be reviewed as per requirement and modified atleast once in six months accordingly. The review of the policy shall be done by the executive other than the executive who originally drafted the policy.