**Policy for Outsourcing**

**A. INTRODUCTION**

We normally do not outsource any activity which can reasonably be executed in-house. However, there are certain special services which we cannot perform such as lawyers assistance, auditors service, courier services, printing of stationery etc. Such decision of outsourcing is taken by the director of the company and conveyed to the working employees.

We select outsourcing agencies for above mentioned activities based on their past track record and cost effectiveness and ensure that no related parties of any employee / directors or their relatives are assigned such services. The utmost care is taken to ensure that all such service providers abide by professional ethics in carrying out their services.

**Note: - We do not outsource any activities. However the scope is defined as under in case any activities required to be outsource in near future.**

**B. SCOPE**

1. This policy is to be applied by the Board of Directors, Senior Management and Employees of, the Company, at the time of outsourcing activities.

2. The key purposes of the policy are as follows:

1. To establish a comprehensive risk management program to address the outsourced activities and the relationship with Service Provider.
2. To conduct due diligence of the Service Provider to ascertain the credibility and capability of the Service Provider.
3. To maintain confidentiality of the information that is outsourced.
4. To ensure compliance with the laws and regulations in force from time to time.
5. To protect the Company reputation.
6. To conduct outsourcing of activities in accordance with this policy.
7. To identify the supervisors and fix their responsibilities.

**C. SELECTION OF THIRD PARTY**

The Supervisor shall exercise due care, skill and diligence in the selectionof the third party in order to ensure that the third party has the ability andcapacity to undertake the provision of services effectively. The duediligence shall include assessment of:

1. Third Party’s resources and capabilities, including financialsoundness, to perform the outsourcing work within the timelinesfixed;
2. Compatibility of the practices and systems of the Third Party withthe intermediary’s requirements and objectives;
3. Market feedback of the prospective Third Party business reputationand track record of their services rendered in the past;
4. Level of concentration of the outsourced arrangements with a singleThird Party;
5. The environment of the foreign country where the Third Party is located.

**D. CLIENT CONFIDENTIALITY**

* 1. The Company is expected to take appropriate steps to protect itsproprietary and confidential customer information and ensure that it isnot misused or misappropriated.
	2. The Company shall prevail upon the Service Provider to ensure that theemployees of the Service Provider have limited access to the data handledand only on a “need to know” basis and the Service Provider shall haveadequate checks and balances to ensure the same.
	3. In cases where the Service Provider is providing similar services tomultiple entities, the Company shall ensure that adequate care is takenby the Service Provider to build safeguards for data security andconfidentiality.