



Conflict of Interest Policy

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Approval(s)

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1. Purpose

The purpose of this policy (the "**Policy**") is to: (i) set rules and regulations to effectively and efficiently deal with actual and potential Conflict of Interests cases; (ii) set required mechanisms to disclose actual and potential Conflict of Interests cases to individuals covered under the scope of this Policy as they deal with Solutions or with other stakeholders; and (iii) deal with Conflict of Interests cases when dealing with suppliers and contractors (Owners, Executive Managers) that may affect decision making, which will protect the rights and interests of Solutions as well as sustain a clean work environment that achieves the highest rates of transparency and integrity.

2. Scope

This Policy applies to the following:

- 2.1 Members of the Board of Directors and the members of its standing Committees.
- 2.2 Executive Management or Senior Executives.
- 2.3 Employees.
- 2.4 External Stakeholders (Suppliers, Vendors, Contractors, and Subcontractors).

3. Policy Administrator:

The administrator of this Policy shall be Solutions Board of Directors.

4. Responsibilities

- 4.1 The Board of Directors is responsible for approving this Policy as well as assuring its efficient and effective implementation.
- 4.2 The Board Secretary is responsible for preparing and updating this Policy periodically as well as providing the necessary support for the Board of Directors in this matter.
- 4.3 All organizational units of the Company shall perform the duties and responsibilities stated in this Policy.

5. Definitions

The definitions and terms used in this policy shall have the following meanings, unless the context specifically indicates otherwise. The Corporate Governance Regulations shall be the main reference for any term that is not defined herein:

- 5.1 **Company:** means the Arabian Internet & Communication Company (Solutions by stc) (Joint Stock Company).

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- 5.2 **Executive Management or Senior Executives:** means the individuals responsible for managing the daily operations of the Company, and proposing and executing strategic decisions, such as the Chief Executive Officer (CEO) and his/her delegates and the Chief Financial Officer (CFO).
- 5.3 **Employees:** means the male and female individuals who:(i) execute assigned tasks and responsibilities in accordance with the organizational structure approved by the Company; and(ii) complies with relevant policies and decisions in light of applicable regulations.
- 5.4 **Suppliers, Vendors, Contractors and Subcontractors** means any natural or legal person who enters into contract directly with the Company to provide for its needs from services or products or to perform tasks or utilize sites or assets owned by the Company.
- 5.5 **Conflict of Interests** means any status or situation, that affects or may affect the neutral performance or decision of individuals covered under the scope of this Policy to when performing their tasks or dealing with other stakeholders.
- 5.6 **Relatives:** mean:
 - fathers, mothers, grandfathers and grandmothers (and their ancestors).
 - children, grandchildren, and their descendants.
 - siblings, maternal and paternal half-siblings; and
 - husbands and wives.

6. Basic Assumptions

- 6.1 Individuals covered under the scope of this Policy shall commit to the institutional work and the values of fairness, integrity and responsibility, in addition, they should also avoid enmity relationships, hatred and obstruction of people's interests or organizations for previous enmities or feelings of hatred, racism or for any reason.
- 6.2 This Policy is part of the documents that connects the Company with the Employees whether these documents are employment decisions or work contracts, and the documents that connects the Company with suppliers, contractors or services contracts or otherwise.
- 6.3 The disclosure shall include any tasks, contracts or competitions with the Company's activities inside or outside the Kingdom as well as any required information or data according to the approved rules and regulations of the Company.
- 6.4 This Policy shall be applied without prejudice to the relevant Laws and Regulations issued by the competent authorities.

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7. References

All related approved regulations and regulations in the Kingdom and the Company shall be applied, including but not limited to:

- 7.1 Companies Law issued by royal decree No. (M/3) dated 28/01/1437H.
- 7.2 Corporate Governance Regulations issued pursuant to the Capital Market Authority's Board's decision No. (8-16-2017) dated 16/05/1438H, amended on 15/09/1440H.
- 7.3 Regulatory Rules and Procedures Issued in implementation to the Companies Law relating to the Listed Joint Stock Companies issued pursuant to the Capital Market Authority's Board's decision No. (8-16-2017) dated 16/05/1438H, amended on 15/09/1440H.
- 7.4 Labor Law issued by royal decree No. (M/51) dated 23/08/1426H, amended by Royal Decree No. (M/134) dated 27/11/1440H.
- 7.5 The Company's Corporate Governance Manual, approved by the Board of Directors on 24/1/2021.
- 7.6 The Board of Directors and its Standing Committees Charters.
- 7.7 Nomination and Remuneration Policy of members of the Company's Board of Directors and its standing Committees, and the Executive Committee approved on 26/1/2021.
- 7.8 The Company's anti-fraud and corruption policy.
- 7.9 The Company's Code of Conduct Policy approved on 24/1/2021.

8. Policy Statement

8.1 Introduction:

Individuals covered under the scope of this Policy shall dedicate their work and efforts to the interest of the Company in accordance with the Company's message and shall avoid any external activities direct or indirect personal benefits or any interests that actually intervenes or appears to intervene with such responsibilities. They shall disclose all Conflict of Interests cases and must avoid all situations that may disparage or appears to disparage the credibility, interests and reputation of the Company as a result of their personal or financial interests or affiliations with other entities outside the Company. It must also be emphasized that those whom this policy applies to them must avoid situations where their interest's contrary with company's interests, and to deal with it according to this policy and the relevant regulations and rules.

8.2 Dealing with Conflict of Interests Cases:

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Taking into consideration the Corporate Governance Regulations, dealing with the conflict-of-interest cases shall be according to the provisions stated in this Policy; provided that, individuals covered under the scope of this Policy shall commit to disclosing and signing the disclosure form in addition to updating the disclosure form in the occurrence of new updates or in the probability of an occurrence of an update that requires re-disclosing and re-signing.

8.3 Rules of Competing with the Company:

Taking into consideration Article Seventy-Two of The Companies Law and the Corporate Governance Regulations, if a member of the Board of Directors wishes to participate in an activity that competes with the Company, or competes with one of the Company's activities he/she shall:

- a. Fully and promptly disclose to the Board of Directors the competing activities that he/she wishes to undertake and prove the disclosure in the Board of Directors minutes of meeting.
- b. The said member cannot participate in the decision making related to this matter in General Assembly or the Board of Directors meetings.
- c. The chairman of the Board shall inform the General Assembly, once convened, of the competing businesses that the member of the Board is engaged in. Prior to that, the Board of Directors shall assess his/her competition with the Company's main or secondary activities in accordance with the standards issued by the General Assembly upon a proposal from the Board and published on the Company's website; provided that, such businesses are assessed on annual basis.
- d. Obtaining an authorization from the Company's General Assembly allowing the member to practice the competing activities.

8.4 Competing Activities:

Refers to the participation in any activity that competes with the Company's following main or secondary activities, including:

- a. The Board of Directors member establishing a company or an individual organization or owning an effective percentage of stocks or shares in another entity that practices the same kind of business and activities as the Company or any company in the Company's group.
- b. Accepting Board of Director's membership of a company or an entity that competes with the Company or any company in the Company's group or taking over the management of a competing individual organization or a competing company of any kind, except for companies in the Company's group.
- c. The member establishing a commercial agency or entity (whether public or otherwise) that competes with the Company or any company in the Company's group.

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8.5 Determining Conflict of Interests cases:

Conflict of Interests cases include, without limitation:

- a. The existence of an actual or possible interest for the Board of Directors' member in some of the decisions voted by the Board or the General Assembly.
- b. The existence of an actual or possible interest for the owner/publisher of the information in cases of disclosing the Company's operations and contracts.
- c. The Board member working as a member of the Board of Directors of a competing company.
- d. Exploiting the Company's opportunities, information and assets for personal benefits.
- e. Entering activities that competes with the Company.
- f. Accepting gifts in any form from any party that has a relationship with the Company, in violation of the Company's approved Policies.
- g. The existence of an actual or possible interest in the activities of the Executive Management, Senior Executives, and Employees as well as workers in the Company.
- h. Employment operations and the transfer for relatives as well as the direct connection between the employer and employee.

8.6 Disclosing Conflict of Interests:

- a. Individuals covered under the scope of this Policy to shall be obligated to provide an annual disclosure upon the request of the Company, or upon the occurrence of updates that results or may result in a Conflict of Interest, as required by the established procedures and in all situations requiring disclosure.
- b. The Board of Directors shall set a clear procedure for disclosure when the Company deals or enters into a transaction with a Related Party, this shall include notifying the Authority and the public without any delay of that contract or transaction if it equals to or exceeds 1% of the Company's total revenues according to the last annual audited financial statements.
- c. Unless the Nominations Committee considers otherwise, the businesses and contracts with the board member to meet his/her personal needs are not considered as a direct or indirect interest, and shall not be deemed as an interest that affect the independence of the board member which require an authorization from the ordinary general assembly, provided that such businesses and contracts are carried out in the same conditions and settings followed by the company with all contractors and dealers, and that such businesses and contracts must be within the normal course of the Company's activities.

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8.7 Disclosure of the Board of Directors membership nominee about Conflict of Interests:

8.7.1 A person who desires to nominate himself/herself for the membership of the Board shall disclose to the Board or the General Assembly any cases of Conflict of Interests, including:

- a. having direct or indirect interest in the contracts and businesses entered into for the benefit of the Company that the same person wishes to be nominated to be a member of the board of; and
- b. engaging in business that may compete with the Company or any of its activities.

8.7.2 Committee members (other than members of the Board of Directors) are obligated to fill out the disclosure form prepared by the Company in accordance with the relevant laws and regulations.

8.8 Responsibilities of the Board of Directors members and the members of its Standing Committees:

8.8.1 The following obligations apply to the members of the Board and the members of its standing committees:

- a. perform his/her duties with honesty and integrity, and priorities the interests of the Company over his/her own interest, and not use his/her position to achieve personal interests.
- b. protect the confidentiality of the information related to the Company and its activities, and not disclose any of such information to any person.
- c. notify the Board of Directors immediately and disclose in writing of personal interest the member has in the Company's activities and deals. Such information shall be recorded in the minutes of the Board of Directors meeting; and
- d. disclose on an annual basis the members' and their relatives' direct and indirect interests and signing the disclosure form in accordance with the relevant Laws and Regulations.

8.8.2 Members of the Board and the members of its standing committee shall not:

- a. trade the Company's stocks during the ban period set by the CMA.
- b. accept gifts from any person that has commercial relationship with the Company, in violation of the Company's approved Policies; and
- c. take any case involving interest before obtaining a prior written approval according to the set procedures in this Policy.

8.8.3 The following obligations apply only to the members of the Board of Directors:

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- a. The Board of Directors members may not have a direct or indirect interest with the Company's activities and contracts without an authorization from the General Assembly.
- b. The Board of Directors members must avoid Conflict of Interests cases and inform the Board of any case that may affect his/her decision in the subjects before the Board. The Board shall not involve such member in the consultations and his/her vote shall not be admissible in such subjects in the Board, General Assembly and other similar meetings.
- c. The Board of Directors members must disclose when dealing with a competitor Company or participating in an activity that competes with the Company or in any of its activities (including secondary activities) and must receive an authorization from the General Assembly for such activities.

8.8.4 The members of the Board of Directors shall not:

- a. vote on a decision taken by the Board or the General Assembly with respect to transactions and contracts that are executed for the Company's account, if he/she has a direct or indirect interest therein.
- b. misuse or benefit, directly or indirectly, from any of the Company's assets, information or investment opportunities presented to the Company or to him/her in his/her capacity as a member of the Board. This includes investment opportunities which are within the activities of the Company, or which the Company wishes to utilize. Such prohibition shall extend to Board member who resigns to, directly or indirectly, use investment opportunities that the Company wishes to use, which came to his/her knowledge during his/her membership in the Board.

8.8.5 Disclosure Mechanisms and the Study of Conflict of Interests Cases:

- a. Members of the Board of Directors and its Standing Committees shall be obligated to disclose on an annual basis through the disclosure form provided to them by the Board Secretary along with their signature and shall disclose promptly as soon as either a new case arises, or any update occur that requires disclosure.
- b. Legal Affairs Sector shall study the cases violating this Policy with the necessity to provide the Audit Committee with the violations found. Audit Committee shall submit its view and recommendations to the Board of Directors and/or the General Assembly on such cases.
- c. Audit Committee shall deal with non-disclosure cases of members of the Board of Directors and its Standing Committees.
- d. If the member failed to disclose his/her direct or indirect interest, the Company or any person with an interest has the right to claim in front of the competent judicial authority to revoke the member's contract and/or obligates the member to return any profits or benefits that was realized by him/her.

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- e. If the General Assembly refuses to approve an authorization pursuant to Article Seventy-Two of Companies Law and Article 8.3 of this policy, the Board member shall then present his/her resignation within a time period determined by the General Assembly or else his/her Board membership will be considered terminated unless the Board member decides to waive such contract, deal or competition or fix his/her situation in accordance with the Companies Law and its implementing regulations prior to the end of the period determined by the General Assembly.

8.8.6 The Board of Directors shall be responsible for the following:

- a. Disclosure of Nomination and Remuneration of the Company's Board members and the members of its standing Committees, and Remuneration of the Executive Committee Policy.
- b. Clarification of the relationship between the given remunerations and the Nomination and Remuneration of the Company's Board members and the members of its standing Committees and Remuneration of the Executive Committee Policy and determine any major deviations of that Policy.
- c. Disclosure with accuracy and transparency and in a detailed manner of the given remuneration report for the members of the Board of Directors and its Standing Committees and the Executive Management without hiding or misleading any direct or indirect benefits and/or advantages regardless of their nature, type or name. If such benefits include stocks in the Company, the value of the awarded stock option is the market value as of the maturity/award date.
- d. State the details of the remunerations and allowances as per the relevant Laws and Regulations.
- e. Regulate the disclosure procedures for members of the Board and its Standing Committees as well as the members of the Executive Management in accordance with the following:
 - creating a record dedicated to the disclosures of the Board/Committee members and the Executive Management members and update such record annually with the required disclosures as required by the Relevant Laws and Regulations; and
 - providing the opportunity for the Company's Shareholders to look at the record without a fee.

8.8.7 External Auditors must do the following:

Achieving independence and avoiding Conflict of Interests cases. Conflict of Interests cases must be disclosed and dealt with according to the relevant Laws and Regulations and in the best interest of the Company.

8.8.8 The responsibilities of the Executive Management or Senior Executives:

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The Executive Management or Senior Executives shall be responsible with the disclosure of all information that may cause Conflict of Interests cases and follow all instructions and regulations addressed in related procedures, including but not limited to:

- a. Refrain from disclosing any specific or secret information or using any of this information to achieve a personal interest.
- b. Disclose any interest on investing or owning a commercial activity or a facility that provides any services for the Company or benefiting from the Company or any related searches generated by the Company.
- c. Disclose having any commercial activity or position that can be benefited from his position and access within the Company.
- d. Mention full details of any contract or dealing the Senior Executives or their relatives have major interest in that may affect the Company's interests and activities.
- e. Disclose any positions acquired outside the Company or any interest that binds them or their relatives with commercial companies, organizations and parties dealing with the Company. Same applies for the existence of relatives inside the Company under their supervision.
- f. Refrain from accepting gifts in any form presented by any person who works with the Company whether presented for them or their relatives as violates the Company's Policies and instructions.
- g. Senior executives that have access to the financial statements are prohibited from trading the Company's shares during the periods specified by the Authority.
- h. Avoid the cases that cause Conflict of Interests with the Company's interests and to deal with it according to this Policy's provisions, approved criteria and procedures within the Company.
- i. Constantly disclose the cases that causes Conflict of Interests or disclose promptly if such a conflict has actually occurred.
- j. Refrain from participating in decisions while a Conflict of Interests exists.
- k. Senior Executives shall not have a direct or indirect interest in the Company's activities and contracts unless they obtain a written approval from the Board of Directors.
- l. the CEO shall not cooperate with or participate in the Board of Directors memberships of other companies, associations, societies, sports or charity clubs unless he/she obtained an approval from the Board of Directors Chairperson of the Company as per the approved process.
- m. The VP's and GMs shall not cooperate or participate in the Board of Directors membership of companies, associations, societies, sports or charity clubs unless he/she obtained an approval from the Company's CEO as per the approved process.

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8.8.9 Employees' responsibilities:

- a. Disclose all information that may lead to Conflict of Interests and follow all instructions and regulations mentioned in the related procedures.
- b. Refrain from entering directly or indirectly in any commercial activity that leads to a personal conflict with the employee or with the Company's interests.
- c. Avoid the cases that leads to a Conflict of Interest between them and the Company or the interests of parties that are related to the Company in case they are delegated to sign agreements and contracts with other parties on behalf of the Company.
- d. Disclose any positions they acquire outside the Company and also any interest that connects them or their relatives with commercial companies or organizations or any party that deals with the Company. Same applies for existence of relatives inside the Company under their supervision.
- e. Constantly disclose about the cases that causes Conflict of Interests or disclose promptly if such a conflict has actually occurred.
- f. Refrain from participating in a decision when a Conflict of Interest exists.
- g. Employees that have access to the financial statements are prohibited from trading the Company's shares during the periods specified by the Authority.
- h. To not have a direct or indirect interest in the Company's activities and contracts unless the approval from the CEO or his delegate has been obtained.
- i. Avoid any deals that leads with the conflict of their personal interests with contractors, suppliers, investors, or any party or company or organization that deals with the Company or wishes to deal with the Company.
- j. In the event of new employment, the recruitment department must notify the candidates that the Employees are prohibited from engaging in any business outside the Company which is consistent with the nature of the Company' business. It is also prohibited to engage in any other business except after the Company's approval, and therefore the candidate's signature on such pledge must be taken upon concluding the employment contract as well as an affidavit according to which he/she is committed to not engaging in any of the above-described business and to disclose any commercial activity for him/her before joining the Company, given that the disclosure form must be approved by the authorized person – in case of Conflict of Interests - (e.g. the board of directors approves the form for the CEO, the CEO approves the form for Executive Management and Senior Executives and those in their position, and the General Manager of Human Capital Management approves the form for directors and lower). In the event of any commercial activity that belongs to the new employee, that is

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consistent with the nature of the Company's business, the signature of the candidate is taken on an undertaking whereby he/she commits to cancel the commercial registry within a specific period of time not exceeding two months from the date of appointment - and this commitment is included in the contract between the two parties and in the event of non-compliance with what it included the pledge, the Company has the right to take legal action in this matter, which may lead to termination of the contract.

- k. Secure the approval of the General Manager of the Human Capital Management according to a criterion set by the Company in case the employee wishes to cooperate or participate in the Board of Directors of Companies, associations, societies, sports or charity clubs.
- l. Every employee of the Company shall report any Conflict of Interests detected through the Company's reporting channels.

8.8.10 Suppliers, Vendors, Contractors, Subcontractors:

the Company appreciates the important role that all Suppliers, Vendors, Contractors and Subcontractors play for the Company's activities to succeed and achieve its goals. Furthermore, the Company wishes to ensure that all of them are committed with the regulations, the Company's Code of Conduct Policy and ethics of the supplier in addition to the other Procurement policies and regulations. Such obligations shall be included in contracts entered into with Suppliers, Vendors, Contractors and Subcontractors in accordance with approved processes, with an emphasis on disclosure of any related relationship between any of them to a member of the Board, its committees, Senior Executives or Employees or contractors of the Company.

8.8.11 Responsibilities of the organizational units to activate and implement this Policy:

8.8.11.1 The Board Secretary is responsible for organizing and following up on the members of the Board of Directors and members of its Standing Committees' disclosure, and to set a special record for disclosures and update it periodically.

8.8.11.2 The General Management of Human Capital Management is responsible for the following:

- a. Update the disclosure model specializes in Conflict of Interests annually and provide it electronically for all Executive Management, Senior Executives, Employees and contractors.
- b. Ensure that all Employees including the new employees sign the disclosure form.

8.8.11.3 The Legal department is responsible for the following:

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- a. Inspecting all identification numbers in the system to ensure the non-existence of Conflict of Interests cases.
- b. Preparing a disclosure forms for Suppliers, Vendors, Contractors and Subcontractors and to obtain their signature when registering and to inform them with the importance of updating the disclosure forms in an annual basis or in the occurrence of any updates. Also, secure the commitment from the Suppliers, Vendors, Contractors and Subcontractors to keep updating these forms during qualification and execution stage of projects.
- c. Ensuring that there is no Conflict of Interests with Suppliers, Vendors, Contractors and Subcontractors.
- d. Finding database of Conflict of Interests cases for Suppliers, Vendors, Contractors and Subcontractors when registering or qualifying and updates it periodically.
- e. Review Conflict of Interests cases for Suppliers, Vendors, Contractors and Subcontractors and implement relevant provisions of this Policy in this regard.
- f. Ensure the non-existence of shared ownership for the invited companies in the same project, and in such cases only the companies according to the qualification standards shall be invited, excluding Subsidiaries and sister companies of the Company.
- g. Study Conflict of Interests cases assigned to them and take the necessary actions against the people proven to have violated this Policy and suggest necessary actions to the owner in order to achieve compliance with the related regulations, charters and policies.

8.9 General Provisions:

- 8.9.1 Nomination and Remuneration Committee must ensure annually from the independence of the independent member in the Board of Directors, and the non-existence of Conflict of Interests if the member is a member of another Company's Board.
- 8.9.2 In case of not committing with this Policy the Company has the right to implement the punishments and penalties mentioned according to the Company's regulations, charters, and policies.
- 8.9.3 The disclosure of suppliers and contractors for having relatives in the Company doesn't prevent them from registering and qualifying within the qualified suppliers list.
- 8.9.4 It is sufficient to disclose only the registered name in the commercial record in individual organizations and training centers allowed for an individual name.

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- 8.9.5 Owners registered in shareholder's records are restricted in Closed Joint-Stock Companies. And owners of trading stocks in the Stock Market for General Joint-Stock Companies, establishment contract, and partnerships decisions related to him/her regarding other companies shall not be considered.
- 8.9.6 As per the Company's Policy, Company's contracts with stakeholders must include an obligatory paragraph highlighting the importance of disclosing Conflict of Interests periodically or in case of the occurrence of any updates regarding the disclosure information and statements during the contract period.
- 8.9.7 In case the supplier/contractor was late to disclose within Sixty days of the occurrence, the Company has the right to terminate the contract and obligate the supplier/contractor all costs and fines resulting from his/her actions with the importance of including this right in the contracts.
- 8.9.8 It is sufficient to fill the disclosure form for Conflict of Interests for foreign companies.

9 Attachments

- a. Conflict of Interests' disclosure Forms as stated in the Corporate Governance Regulations issued by the CMA.

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