Kapruka Holdings PLC

Policy on Control and Management of Company Assets and Shareholder Investments

Objective:

To ensure the efficient and effective management of the company's assets and shareholder investments, Kapruka Holdings PLC is committed to safeguarding its resources, maximizing returns, and upholding transparency and accountability in all operations.

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1. Management of Company Assets

1.1. Asset Register:

- The Company will maintain a comprehensive and up-to-date asset register that records all tangible and intangible assets. This register will include details such as asset description, location, acquisition date, cost, depreciation, and current value.

1.2. Asset Acquisition:

- All asset acquisitions will be guided by a thorough analysis to ensure alignment with the company's strategic objectives. The acquisition process will be transparent, involving vendor selection, contract negotiation, and evaluation of alternative options to guarantee value for money. Upon acquisition, assets will be promptly recorded in the asset register, and comprehensive documentation will be maintained to support financial reporting and compliance.

1.3. Asset Utilization and Maintenance:

- The Company will ensure that all assets are utilized efficiently and effectively to support business operations. Regular maintenance schedules will be established for all assets to ensure they remain in good working condition and to extend their useful life.

1.4. Asset Security:

- The Company will implement measures to protect its assets from theft, damage, misuse, and loss. Security protocols will encompass physical security measures, access controls, and monitoring systems to ensure asset safety.

1.5. Asset Disposal:

- The company will establish formal procedures for the disposal of assets that are no longer required or have reached the end of their useful life. These procedures will ensure compliance with all relevant environmental regulations and aim to maximize the residual value of the assets.

1.6. Approval for Asset Acquisition and Disposal:

- All asset acquisitions and disposals will adhere to a structured approval process that aligns with the company's strategic objectives and financial prudence. Approval levels will be determined based on asset value, with each action supported by a clear justification. Alternative options and their potential impacts will be evaluated, ensuring that all transactions are accurately recorded and updated in the asset register.

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2. Management of Shareholder Investments

2.1. Investment Strategy:

- The company will develop and implement an investment strategy that aligns with its strategic objectives and risk tolerance. This strategy will be reviewed and approved by the Board of Directors and will include guidelines for asset allocation, diversification, and risk management.

2.2. Investment Monitoring and Reporting:

- The company will regularly monitor the performance of its investments, comparing actual results against established benchmarks and objectives. Periodic investment performance reports will be prepared and presented to the Board of Directors and relevant stakeholders.

2.3. Investment Decision-Making:

- Investment decisions will be based on comprehensive analysis and due diligence, taking into account factors such as risk, return, liquidity, and alignment with the company's strategic objectives. The company will establish an investment committee responsible for evaluating and recommending investment opportunities to the Board of Directors.

2.4. Risk Management:

- The company will identify, assess, and manage risks associated with its investments to safeguard shareholder value. Risk management strategies will include diversification, asset allocation, and the use of hedging instruments where applicable.

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3. Internal Controls and Compliance

3.1. Internal Control Framework:

- The company will establish an internal control framework to ensure the integrity and accuracy of asset and investment records. These internal controls will include procedures for authorization, documentation, reconciliation, and auditing.

3.2. Regular Audits:

- The company will conduct regular internal and external audits to verify the existence, condition, and value of its assets and investments. Audit findings and recommendations will be reported to the Board of Directors and addressed promptly.

3.3. Compliance with Regulations:

- The company will comply with all applicable laws, regulations, and accounting standards related to asset management and investments. Compliance will be continuously monitored, and any non-compliance issues will be addressed promptly.

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4. Roles and Responsibilities

4.1. Board of Directors:

- The Board of Directors holds overall responsibility for overseeing the management of the company's assets and investments. The Board will review and approve the asset management and investment policies, strategies, and performance reports.

4.2. Senior Management:

- Senior management will be responsible for implementing the asset management and investment policies approved by the Board. They will ensure that assets are managed efficiently and that investments align with the company's strategy and risk appetite.

4.3. Executive Committee:

- The Executive Committee will be responsible for evaluating investment opportunities, conducting due diligence, and making recommendations to the Board. The committee will regularly review investment performance and ensure compliance with the investment strategy.

4.4. Asset Management Team:

- The asset management team will be responsible for maintaining the asset register, overseeing asset utilization and maintenance, and managing asset disposals. The team will ensure that all assets are accurately recorded and that any changes in asset status are updated promptly.

Compliance and Review

5.1. Compliance:

- This policy will comply with all relevant laws, regulations, and accounting standards. The Board and management will ensure that all employees understand and adhere to this policy.

5.3. Review and Amendments:

- The Board will review this policy annually to ensure its effectiveness and alignment with regulatory requirements and best practices. Any changes to the policy will be communicated to all relevant employees and incorporated into the company's governance framework.