



Outsourcing Management Policy

EASY BUY Public Company Limited

Purpose and Scope of the Policy

This policy is intended to define outsourcing management system of EASY BUY Public Company Limited (hereinafter called “the Company”) based on the importance of customer information protection and risk management to prevent leakage of the customer information.

Definition

Outsourcing means The Company’s business operations which are performed by the external agents (hereinafter called “Outsourcee”), regardless of place of execution or type of contract.

Basic Principle of practice

Directors, Executives and Employees shall comply with this policy strictly when the Company’s business operation are outsourcing. The customer information management shall be handled in compliance with relevant laws and the Company’s internal rules and regulations including Non-Disclosure Agreement Regulation.

Roles and Responsibilities

1. Departments in charge shall be responsible for deciding whether outsourcing is suitable with the Company’s business operation, situation, selecting and Outsourcee managing including outsourcing extension or termination.
2. Department in charge shall require the Non-Disclosure Agreement in accordance with the Company’s internal rules and regulations to Outsourcee.
3. Departments in charge shall monitor its operation performance regularly or when necessary, and report it to command line Executive.
4. Consultations and complaints from customers related to outsourcing shall be pursuant to the Company’s internal rules and regulations.
5. Departments in charge shall receive advice from and/or submit Irregular Case Report to relevant Departments when incidents occur from outsourcing.
6. Departments in charge shall ensure all documents and customer information that have ever been given to Outsourcee, are collected to the Company and/or are completely destroyed when termination of outsourcing.



7. When Outsourcee needs to delegate or hire another Subcontractor to work on some or all of the business operation that is derived from the Company, Outsourcee shall get permission in written the Company. Departments in charge shall ensure that such Outsourcee will take appropriate measures for the Subcontractor in order to prevent leakage of the customer information.

Periodic review of the policy

The policy shall be reviewed annually from the date of enforcement, and shall be reviewed in proper time if there is any significant amendment or abolishment by Compliance Office.

Date of Approval from the authorized approver and Date of Enforcement

The policy was considered and approved by the Board of Directors dated 23 March 2017, and shall come into force on 1 April 2017.