

FIRST CAPITAL SECURITIES CORPORATION LIMITED

Procurement:

The procurement of goods and services related to operations shall be the responsibility of centralized commercial/purchase department, the purchase department shall proceed on the receipt of demand to follow a procedure of purchase of goods, which includes seeking quotations, making comparisons and finalization of purchase order on the bases of most competitive bids.

Credit and Discount Policy:

The CEO along with Finance Department shall recommend the credit and exposure limits.

Write Off of Bad / doubtful debts, advances and receivables;

The Write Off of Bad / doubtful debts, advances and receivables shall be recommended by CEO and GDF and to be approved by the Board of Directors, while approving the quarterly and annual audited accounts.