

Mirae Asset Investment Managers (India) Private Limited-IFSC Branch
Business Continuity and Crisis Management Plan

CHANGE MATRIX

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4	Document Reviewer	Ms. Rimmi Jain
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1. Purpose of this document

The Business Continuity Plan (BCP) aims at establishing a formal response structure with representation from key stakeholders to assist Mirae Asset in effectively responding to a crisis and ensure recovery and resumption of its mission critical activities within the expected recovery time objectives, thereby minimizing business impact. The purpose of this document is to establish a coordinated and multi-disciplinary approach for rapid identification, information exchange, swift response and remedial actions to mitigate and recover from disruptions and crisis impacting critical business functions and processes of the organization

The Policy has been designed at group level, for GIFT Branch the BCP location is decided at Ahmedabad office and the other important aspects of the policy shall be referred from the main policy.

2. Scope and applicability

Business Continuity Management plan shall cover:

- a. **Geographical Location:** The locations to be covered under Business Continuity Plan (BCP) shall include the GIFT Branch located at Hiranandani Building, GIFT CITY Gandhinagar and Ahmedabad Branch located at Mithakhali cross road Ahmedabad, and the operational scope shall include business functions (located at GIFT Branch) directly or indirectly supporting the delivery of its key products and services

- b. **People:** The people to be covered shall include employees, customers, vendors who are based out of the locations as defined in the BCP;
- c. **Functions:** The functions to be covered is the outcome of the Business Impact Analysis undertaken for the Mirae Asset. Those functions identified as Vital and Critical shall be covered under the scope, primarily the Investment, Technology, Human Resource, Finance and accounts, Risk, Operations, Legal & compliance and Marketing.

3. **Business Continuity Strategies**

The business recovery strategies will include the below –

Relocation Strategy: An alternate location with relevant IT and support infrastructure which can support the impacted team.

Work Transfer Strategy: Split teams or Cross-trained teams at another location who will take up work of the impacted team.

Remote Working: Use of remote access technology to operate impacted functions.