

ANTI MONEY LAUNDERING POLICY

The Policy Purpose:

OPTSCS is committed to apply and follow the highest standards of Anti Money Laundering amenability and necessitates all personnel to obey to these standards to prevent use of the company products and services for money laundering purposes. OPTSCS will continue to scrutinize the Anti Money Laundering strategies, goals and objectives on a regular basis.

Money laundering is the contribution in any transaction that seeks to hide the origin of funds derived from illegal activities. The process encompasses the introduction of illegally obtained monies and / or other valuables into the company financial system.

This Policy applies to all employees and objects to maintain the high standards of conduct which currently exists within the OPTSCS system by preventing illegal activity through money laundering. The Policy sets out the procedures which must be followed to enable the Company to comply with its legal obligations. Failure by a member of staff to comply with the procedures set out in this Policy may lead to disciplinary action.

Responsibilities

All our employees are required to obey and fulfil with the following procedures:

- Form the purpose of business relationship to ensure it is in line with the business objectives of the company.
- Form the proper identity about our customer, who owns and controls the assets when entering into any transaction business or when performing a single transaction or deal.
- All suspicious circumstances/transactions must be reported to the local authorities according to the local law.
- Records must be kept of all financial transactions and data obtained for the purpose of identification and audit trail, as well as of all documents related to money laundering topics (e.g. files on suspicious activity reports).
- No payment will be accepted in cash unless approved by finance and legal.
- In case of suspension, the money generated from laundering activity or an employee becomes concerned that their participation in a matter may amount to a prohibited act under the law, this must be disclosed as soon as practicable to the management. The employee involved in the process failed to report the case in a timely manner, then the employee may be liable to prosecution.

Signed (on behalf of OPTSCS Director)

Zubaida Mohamed

Date: September, 8th 2021