

Dear Licensed Entities

Greetings,

Subject: Guiding Procedures to Ensure Business Continuity, Precautionary and Preventive Measures for Maintaining Safety and Health

With reference to the subject mentioned above, SCA extends its appreciation to the companies' for their permanent cooperation to achieve the public interest and with the authority's keenness to ensure business continuity and regularity of workflow in licensed companies, SCA calls on licensed entities to put a plan in place and develop a written policy to ensure business continuity and activate the disaster recovery plan as part of the company's risk management system and without prejudice to the laws and regulations taking into account the adherence to following additional procedures:

- Provide the authority and the market with a copy of the approved policy that ensures business continuity and the activation of the disaster recovery plan
- Implement the necessary procedures to ensure the confidentiality of information is maintained
- Notify the authority and the market immediately in the event that the company decided to work remotely with the following information:
 1. Name & number of the contact person (Compliance Officer)
 2. Contact numbers and location details in the event of remote work
 3. Recording the details of devices used in the remote work
 4. Any other information that the company deems appropriate in this regard
- Notify the clients on how the services will be provided to them
- Notify the authority immediately upon the cancellation of remote work and return to work from the companies' offices

Also, in order to ensure the health and safety of all workers in the securities sector, the authority urges all companies to take precautionary and preventative measures to preserve public health in the workplace as per the instructions issued by the concerned authorities in this regard