

# Printcare PLC Policy on Control and Management of Company Assets and Shareholder Investments

## 1. Purpose

To establish guidelines for the control and management of company assets and shareholder investments to ensure their protection, efficient utilization, and accurate reporting.

## 2. Scope

This policy applies to all employees, departments, and operations within Printcare PLC and covers all company assets and shareholder investments.

## 3. Definitions

- **Company Assets:** All resources owned by Printcare PLC, including physical, financial, intellectual, and digital assets.
- **Shareholder Investments:** Funds invested by shareholders in Printcare PLC, including equity, dividends, and retained earnings.

## 4. Objectives

- Safeguard company assets against loss, theft, and misuse.
- Ensure efficient and effective use of assets.
- Provide accurate and transparent reporting of assets and investments.
- Comply with all relevant legal and regulatory requirements.

## 5. Roles and Responsibilities

- **Board of Directors:** Oversee the management and control of company assets and shareholder investments.
- **Senior Management:** Implement policies and procedures to safeguard and manage assets and investments.
- **Finance Department:** Maintain accurate records, conduct audits, and ensure compliance with financial regulations.
- **Employees:** Adhere to policies and procedures for the use and protection of company assets.

## 6. Asset Management Principles

1. **Accountability:** Assign responsibility for asset management to specific individuals or departments.
2. **Documentation:** Maintain accurate and up-to-date records of all company assets.
3. **Security:** Implement measures to protect assets from loss, theft, and misuse.
4. **Efficiency:** Ensure assets are used in a manner that maximizes their value and contribution to the company's objectives.
5. **Maintenance:** Regularly inspect and maintain assets to ensure they are in good working condition.

## 7. Control Procedures

- **Asset Register:** Maintain a comprehensive register of all company assets, including details such as acquisition date, cost, location, and responsible personnel.
- **Inventory Management:** Conduct regular physical inventories to verify the existence and condition of assets.
- **Authorization:** Implement a system of approvals for the acquisition, disposal, and use of assets.
- **Access Control:** Restrict access to assets to authorized personnel only.
- **Insurance:** Ensure adequate insurance coverage for all significant assets.

## 8. Investment Management

- **Investment Policy:** Establish clear guidelines for the management of shareholder investments, including criteria for investment decisions and risk management.
- **Performance Monitoring:** Regularly review the performance of investments and report to shareholders.
- **Dividend Policy:** Define the company's approach to distributing dividends to shareholders.
- **Financial Reporting:** Provide transparent and accurate financial statements to shareholders, detailing the status and performance of their investments.

## 9. Compliance and Audit

- **Legal and Regulatory Compliance:** Ensure all asset management and investment activities comply with applicable laws and regulations.
- **Internal Audits:** Conduct regular audits to assess the effectiveness of asset management and control procedures.
- **External Audits:** Engage external auditors to provide independent verification of the company's financial statements and asset management practices.

## 10. Training and Awareness

- **Employee Training:** Provide regular training to employees on asset management and protection procedures.
- **Awareness Programs:** Promote awareness of the importance of safeguarding company assets and shareholder investments.

## 11. Review and Continuous Improvement

- **Policy Review:** The Board of Directors and senior management will review this policy annually or as needed to ensure its effectiveness and relevance.
- **Continuous Improvement:** Incorporate feedback and best practices to enhance the management and control of company assets and investments.

## 12. Policy Approval and Review

This policy is approved by the Board of Directors and will be reviewed annually or as needed.