



Group Anti-Bribery, Corruption & Money Laundering Policy

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Paymenow Group Proprietary Limited and each of its subsidiaries (each a “Company” and collectively, the “Paymenow Group”) subscribe to a Code of Ethics. In accordance with the principles set out in the Code, the Paymenow Group has produced this policy designed to counter bribery, corruption and money laundering within its operations.

1. INTRODUCTION

1.1 This anti bribery, corruption and money laundering policy ("Policy") is applicable to:

- all employees of the Paymenow Group, including those individuals based at off-site workplaces.
- any individual or entity acting on behalf of or under the control of the Paymenow Group, such as agents, intermediaries, representatives, distributors, consultants, business partners or joint venture partners ("Third Parties");
- any individual or entity that performs services for the Paymenow Group ("Service Provider"); and
- any other persons associated with the Paymenow Group.

The Paymenow Group has a zero-tolerance policy on theft, bribery, corruption, and inducements. It is committed to the highest levels of honesty, integrity, fairness, dignity, respect, transparency and accountability.

1.2 The purpose of this Policy is to:

- (a) provide information and guidance to our employees, Third Parties, Service Providers and other associated persons on how to identify and avoid situations that could potentially violate antibribery, corruption and money laundering laws; and
- (b) set out the standards and procedures that the Paymenow Group has adopted in order to ensure that all persons associated with the Paymenow Group do not engage in any form of corrupt behaviour.

1.3 All persons associated with the Paymenow Group must be familiar with the rules described in this policy and regularly refresh their understanding of these rules. If this Policy does not give you enough guidance on how to proceed in a particular situation:

- 1.3.1 Employees must consult their line manager, their Company's Executives or the Company / Group Human Resources Department.
- 1.3.2 Third Parties, Service Providers and other associated persons must consult their point of contact (i.e., contact person) based at the relevant Company.

- 1.4 Bribery, corruption and money laundering is illegal and can expose the Paymenow Group and persons associated with it to fines and other penalties, including imprisonment. Bribery, corruption and money laundering is also against the values of the Paymenow Group. For these reasons, compliance with this Policy is mandatory for the Paymenow Group and all persons associated with it.
- 1.5 It is important to note that a breach of this Policy will lead to disciplinary action against employees, and legal action, civil and/or criminal, may be taken against offenders (including employees).
- 1.6 The Paymenow Group is committed to ensuring that it is not involved, in any manner whatsoever, in unethical or corrupt activities. In particular, under no circumstances may any employees, Third Parties, Service Providers or any persons associated with the Paymenow Group give or agree, or offer to give any gratification prohibited in terms of Chapter 2 of the Prevention and Combatting of Corrupt Activities Act 12 of 2004 (“the Act”) to another person, including to obtain or retain:
- 1.6.1 business for the Paymenow Group; or
 - 1.6.2 an advantage in the conduct or business for the Paymenow Group.
- 1.7 Chapter 2 of the Act regulates the general offence of corruption and offences in respect of corrupt activities relating to public officers, foreign public officials, agents, members of legislative authority, judicial officers and members of the prosecuting authority.
- 1.8 Below, the following sections of this policy address the following:
- 1.8.1 **Sections 2 to 4** explain the concepts of bribery, corruption, and money laundering and provide insight into the legal position on these concepts in South Africa.
 - 1.8.2 **Section 5** explains the steps that must be taken to prevent bribery, corruption and money laundering – these are referred to as the “six principles”.
 - 1.8.3 **Section 6** explains the categories of risk where bribery, corruption and money laundering typically arise, and the Paymenow Group’s position on each category of risk.

2. WHAT IS BRIBERY, CORRUPTION & MONEY LAUNDERING?

- 2.1 A bribe is an inducement or reward offered, promised, or provided in order to gain any commercial, contractual, regulatory or personal advantage.

- 2.2 Corruption is the misuse of public office or power for private gain or the misuse of private power in relation to business outside the realm of government.
- 2.3 Corruption includes bribery, theft, extortion (i.e. taking from another some advantage by subjecting that person to pressure which induces him or her to submit), fraud and the misuse of company assets. It also includes any activity which constitutes an offence in terms of section 64 of the Financial Intelligence Centre Act, 2001 or sections 4,5, or 6 of the Prevention and Combating of Corrupt Activities Act, 2004. A conflict of interest has the potential for corrupt conduct, when an individual or corporation takes advantage of the conflict of interest and abuses their position for private gain.
- 2.4 Money laundering means an activity which has or is likely to have the effect of concealing or disguising the nature, source, location, disposition or movement of the proceeds of unlawful activities or any interest which anyone has in such proceeds.
- 2.5 Acts of bribery or corruption are intended to influence an individual in the performance of their work to act dishonestly and/or improperly. The person being bribed is usually someone who can obtain, retain or direct business, for example, during a tender or contracting process or it may be through the handling of administrative tasks or customs matters.
- 2.6 A bribe can take many forms. For example, a direct or indirect promise or offer of something of value, the offer or receipt of a kickback, fee, reward or other advantage, the giving of aid, donations or voting designed to exert improper influence.
- 2.7 Those engaged in bribery, corruption and money laundering can include an employee, officer, director and/or any person who performs services for or on behalf of an institute, i.e. agents, individuals, organisations who authorise someone else to carry out these acts and/or government or public officials, whether foreign or domestic.

3. WHO IS A GOVERNMENT OFFICIAL?

A government official includes anyone, regardless of rank, who is:

- 3.1 an officer or employee of any local, provincial or national government (for example, members of parliament, police officers, firefighters, members of the military, tax authorities, customs or health inspectors, etc.);

- 3.2 Any person acting in an official capacity or on behalf of any government or public international organisation (for example, an official advisor to a government);
- 3.3 any officer or employee of a political party;
- 3.4 any candidate for political office;
- 3.5 a close relative of any of the above (for example, parent, sibling, spouse or child);
- 3.6 a director, officer, representative, agent or employee of any government-owned or controlled business or group (meaning that the government owns some shareholding of the stock or business, or is its largest shareholder, or controls the entity through its management, board membership or other means); or
- 3.7 an officer or employee of a public international organisation (for example, the United Nations, International Olympic Committee, International Red Cross, World Health Organisation, etc.).

The Paymenow Group does not condone bribing and unjustly influencing government officials. When meeting with government officials, at least two representatives from the relevant Company should be present and the government officials should be informed that the meeting may be recorded.

4. WHAT IS THE LAW?

4.1 In South Africa, bribery, corruption and money laundering are regulated by the Act. It is important to note that penalties for a contravention of the Act include a life sentence, demonstrating the importance that the law attaches to combating corruption. The crime of corruption is set out in the Act as follows -

Any person who, directly or indirectly-

- (a) accepts or agrees or offers to accept any gratification from any other person, whether for the benefit of himself or herself or for the benefit of another person; or*
- (b) gives or agrees or offers to give to any other person any gratification, whether for the benefit of that other person or for the benefit of another person, in order to act, personally or by influencing another person so to act, in a manner -*

(i) *that amounts to the-*

(aa) *illegal, dishonest, unauthorised, incomplete, or biased; or*

(bb) *misuse or selling of information or material acquired in the course of*

the exercise, carrying out or performance of any powers, duties or functions arising out of a constitutional, statutory, contractual or any other legal obligation;

(ii) *that amounts to-*

(aa) *the abuse of a position of authority;*

(bb) *a breach of trust; or*

(cc) *the violation of a legal duty or a set of rules,*

(iii) *designed to achieve an unjustified result; or*

(iv) *that amounts to any other unauthorised or improper inducement to do or not to do anything, is guilty of the offence of corruption.*

4.2 It is also important to understand that the Act clearly states that any member of the private sector (which includes any Company within the Paymenow Group) is guilty of an offence if someone associated with them gives or agrees or offers to give any gratification prohibited in terms of Chapter 2 of the Act to another person. This offer or gift is made or given with the intent to obtain or retain business for that member or to gain an advantage in that member's business operations. An individual / entity is considered associated with a private sector member if they perform services for or on behalf of that member, regardless of their role or capacity.

4.3 The penalties that may be imposed for a contravention of the Act range from 5 years to life imprisonment. It is also important to note that the Act includes certain deeming provisions that assist with the prosecution process.

4.4 In addition, any person who holds a position of authority and who knows or ought reasonably to have known or suspected that any other person has committed an offence in terms of sections 3 to 16 or 20 to 21 of the Act or the offence of theft, fraud, extortion, forgery or uttering a forged document, involving an amount of R100 000.00 or more, must report such knowledge or suspicion or cause such knowledge or suspicion to be reported to a police official in the Directorate for

Priority Crime Investigation referred to in section 17C of the South African Police Service Act, 1995. Any person who fails to report is guilty of an offence.

- 4.5 Money laundering is governed by the Financial Intelligence Centre Act, 2001 as amended by the Financial Intelligence Centre Amendment Act, 2017 and associated regulations and guidance notes as well as the Prevention of Organised Crime Act, 1998.

5. BRIBERY, CORRUPTION AND MONEY LAUNDERING PREVENTION

The prevention of bribery, corruption and money laundering includes the following steps:

5.1 Principle 1: Top Level Commitment

The Paymenow Board and each Company's Executives and senior management team are fully committed to preventing and detecting bribery, corruption and money laundering. This commitment is demonstrated by:

- Implementing and maintaining this policy.
- Providing adequate resources for training and compliance.
- Providing an independent Fraud and Ethics Hotline and other channels to report unethical or criminal conduct.
- Leading by example and promoting a culture of ethical behaviour.
- General oversight of breaches and assurance as provided by the Group's Head Office Executives during the Paymenow Board and Committee meetings.

5.2 Principles 2 and 3: Risk Assessment and Proportionate Procedures

Each Company is required to undertake periodic risk assessments in order to identify the areas in which it faces higher risks of bribery, corruption and money laundering (i.e., the vulnerable areas). This includes identifying and assessing where these risks may arise in respect of its business activities, clients, service providers, products and/or services and geographic locations. These risk assessments must be informed and documented.

Each Company must seek to allocate adequate resources and implement appropriate processes based on the level of risk to effectively mitigate and manage the risk of bribery, corruption and money laundering (i.e., implement proportionate procedures based on the identified risks). These procedures may include Know Your Client (KYC) checks, enhanced due diligence, transaction monitoring, record keeping and the implementation of prevention mechanisms related to the areas identified as high risk. By identifying the high-risk areas, each Company is able to take steps to mitigate the risks.

Relevant factors to consider for proportionate procedures may include: (i) size of the organisation; (ii) nature of the industry; (iii) jurisdiction where the organisation operates; (iv) use of third parties; and, (v) organisation structure.

5.3 Principle 4: Due Diligence

Before entering into relationships with employees, Service Providers or Third Parties, each Company should conduct a due diligence to assess their integrity, reputation, and risk of involvement in bribery, corruption and/or money laundering. The level of perceived risk should inform the nature of the due diligence to be conducted.

It is highly recommended that a Company conducts an enhanced due diligence for high-risk entities or transactions and for employees occupying high risk positions.

The following are considered HIGH RISK:

- A multi-layered entity without any apparent and commercially logical reason for the complexity of the structure.
- Entities or employees with close relations to a:
 - Domestic politically exposed person, being any person who holds, including in an acting position, for a period exceeding six months, or has held a prominent public function in the Republic of South Africa (or any other country within which the Paymenow Group operates).
 - Foreign politically exposed person, being any person who holds (or has held) in any foreign country, a prominent public function.
 - Prominent influential person, being any person who holds or has held within the preceding 12 months, the position of Chairperson of the board of directors;

Chairperson of the audit committee; Executive officer; or Chief Financial Officer in a company providing goods or services to an organ of state.

- Entities that deal with dual-use goods, being products, technologies, or materials that have both civilian and military applications.
- Cash payment/s to the value of R50,000 or higher.
- Demands, without any logical reason, for the immediate transfer of funds.
- The value of the transaction exceeds what one would expect to be affordable for a client.
- Unwarranted/unexplained international transfers without any reasonable explanation.
- Entities that originate or operate from a Financial Action Task Force identified high-risk geographical jurisdiction (the exception being South Africa).
- A partnership, trust, company, close corporation, or other legal entity, regardless of whether or not it was formed in South Africa, which has no operations or business premises in South Africa.
- Where a transaction is considered suspect for any reason relating to the other party's conduct, which conduct may include (without limitation):
 - a reluctance or refusal to provide information, or deliberate evasiveness or vagueness when providing information;
 - an unusual or inexplicable preference for dealing with the Company via correspondence or via electronic media, as opposed to in person, particularly for the purposes of the due diligence;
 - Reversing of transactions before repayments of a loan have started, resulting in the borrowed funds being repaid within a short space of time;
 - Repayment amounts for loans are higher or within a shorter time frame than originally agreed upon with no reasonable explanation for this or the source of funds used; ○ Multiple cash repayments without a plausible explanation for the source of funds; ○ Multiple loans are taken out which do not make sense or do not fit the economic profile of the client;

- A change in the business or the business strategy of the borrower that does not make economic sense; ○ A loan is serviced by a third party that was not part of the original transaction; and ○ any other conduct or circumstances that, when viewed objectively, and when considered in light of all of the relevant factors taken as a whole, should be regarded with suspicion.
- Information is provided that cannot be verified and there is no logical reason that it cannot be verified.
- Executives, directors, and other senior management personnel who have significant control over financial decisions and transactions.
- Employees who have access to financial systems or are involved in processing payments and transactions.

5.4 Principle 5: Communication, Education and Training

Each Company must seek to:

- Communicate this policy to all persons associated with it;
- Ensure that that this policy and the Paymenow Group Code of Ethics are reviewed and understood by employees;
- Conduct ongoing and effective education and training on how to comply with this policy and the Paymenow Group Code of Ethics; and
- Remind persons associated with it to report any suspected violations of this policy to their line manager or contact person or the Group Fraud and Ethics Hotline / relevant communication channel.

5.5 Principle 6: Effective Monitoring and Internal Controls

Each Company must maintain an effective system of internal anti-money laundering, corruption and bribery controls and monitoring of these controls to help mitigate the risks of money laundering, corruption and bribery on an ongoing basis.

In particular, each Company must at least have the following procedures in place to monitor its anti-money laundering, corruption and bribery controls:

1. Regularly reviewing its risk assessment and procedures.
2. Monitoring transactions for suspicious activity, with due regard to the high-risk factors listed under clause 5.3.
3. Investigating any suspected violations of this policy.
4. Taking appropriate disciplinary action against any employees who violate this policy.
5. Taking appropriate legal action against any individual and / or entity who violates this policy.

Each Company must ensure that it retains accurate books, records and financial reporting. Bribery, corruption and money laundering are typically linked to poor record-keeping.

6. TYPICAL BRIBERY, CORRUPTION AND MONEY LAUNDERING RISKS

Bribery, corruption and money laundering risks typically fall within the following categories –

6.1 Gifts, Entertainment and Hospitality

6.1.1 Unacceptable Business Courtesies

In order to provide specific guidelines to employees, the following acts, amongst others, are deemed unacceptable:

- Acceptance of gifts or any considerations which would be perceived as having a value to the recipient, for example, sponsored holidays, hunting trips, flight tickets for personal use, jewellery, electronic equipment, any other luxury items etc. Offers of this kind must be firmly declined or immediately returned to the sender if delivered without prior notice, unless approved by an Executive or director of the relevant Company and where refusal would unnecessarily offend the donor.
- Acceptance of cash payments, whether large or small, must be refused under any circumstance.

Airline tickets and/or accommodation for business trips or trips for training or study purposes, paid for by the third party are not considered as prohibited if approved by the relevant managing director/CEO.

6.1.2 Declaration of Offers

All such items exceeding a cumulative amount of R5,000.00 per client / organisation a year or as approved by the relevant managing director/CEO must be recorded in the register maintained for this purpose (see Annexure A). Where a gift is received that is manufactured by the client, the estimated open market value should be used when recording it in the register and not the cost or selling price. Information, which should be recorded in the register, is -

- the name of recipient;
- the name of organisation from whom the gift was received;
- the nature of gift;
- the estimated open market value of gift; and
- the circumstances under which gift was given.

The non-declaration of gifts or hospitality or rewards of monetary value could lead to severe disciplinary action and the termination of future dealings with the supplier, service provider or client concerned.

Employees and directors should not give or accept gifts, entertainment, or any other personal benefit or privilege that could in any way influence or appear to influence their objectivity in the execution of their duties as set out in applicable Anti-Bribery and Anti-Corruption legislation. Employees cannot give or accept any benefit, regardless of its form, if it is tendered as a *quid pro quo* for the employee to make a favourable decision, or if it is a cash, voucher or a similar monetary item.

6.1.3 Exchange of Gifts and Entertainment

Where there is a need to give a gift to a business partner, such gift should be confined to taking the business partner to lunch or giving company branded pens, diaries etc. Giving of gifts exceeding R5 000.00 per person should be avoided. For gifts in excess of this amount prior approval from the relevant managing director/CEO needs to be obtained. All gifts given must be recorded in the register maintained for this purpose on a monthly basis (see Annexure B) and declared on a quarterly basis. The completed register must be submitted to the Group's Chief Operations Officer and Compliance Officer on a quarterly basis or when requested.

The guidelines in this policy should be applied when issuing gifts to customers. For the avoidance of all doubt, the Paymenow Group makes the distinction between appropriate and inappropriate giving and receiving of gifts and entertainment, as per the following:

STRICTLY PROHIBITED	ACCEPTABLE, BUT REQUIRES PRIOR APPROVAL FROM THE RELEVANT MANAGING DIRECTOR / CEO	ACCEPTABLE AND DOES NOT REQUIRE PRIOR APPROVAL
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The giving and receiving of cash or cash equivalent, e.g. vouchers.	Any gift or entertainment that could result in a conflict of interest should be declined.	<p>Provided that –</p> <ul style="list-style-type: none"> • no obligation is created or expected; • the gift or entertainment is reasonable and the cumulative gifts each year do not exceed R5 000.00. • always mention it to your line manager and peers to ensure your actions are transparent.
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<p>The giving or receiving of any gift or entertainment that would contravene any law, e.g. bribery, corruption etc.</p>	<p>Should any such gift have been accepted, it should be declared.</p>	<p>Typical examples:</p> <ul style="list-style-type: none"> • modest and occasional meals with a business acquaintance; • occasional attendance at ordinary sport, theatre and other cultural events; • gifts of limited and promotional value such as pens, calendars and other inexpensive items; and • gifts that are considered as reasonable, not excessive and given widely in full public view.
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The giving or receiving of anything that creates an obligation to give in return.	<p>Some examples of entertainment that have an inherent potential for creating conflict of interest –</p> <ul style="list-style-type: none"> • It includes partners, family members, close friends, or employees. • It is often repeated. • Expensive meals, sought after entertainment such as high-profile shows, sporting events or recreational opportunities away from the employee's work environment. 	
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In line with good governance, employees are expected to be transparent with regards to all gifts / events to which they are invited to at no cost or at a reduced cost. The intention is to ensure that adequate approval is given and that there is no scope for inappropriate influencing of a director, manager, executive or employee within the Paymenow Group. All gifts received need to be declared on an annual basis, after the financial year end (see Annexure A). Each Company's Finance Team must ensure that the completed gift register is submitted, along with the Company's risk register for the fourth quarter of the financial year, to the Paymenow Group's Chief Operations Officer and Compliance Officer, or when requested.

The Paymenow Group is required to maintain and monitor its gifts, entertainment and hospitality register (in the form of individual declarations per director/employee). Any form of gift, entertainment or hospitality given, received or offered by or to an employee or a Company must be appropriately disclosed in the register. In the event that an impermissible form of gift, entertainment or hospitality has been accepted, the employee must appropriately record the transaction within the register and immediately contact their line manager, their Company's Managing Director/CEO or Human Resources.

If there is any confusion or you are uncertain about the appropriateness of a gift, consult your line manager, your Company's Managing Director/CEO or Human Resources Department.

Where anything is offered to an employee or director and/or a member of an employee or director's immediate family for less than market value, the guidelines in determining a conflict of interest would be -

- the value or frequency of the offer made is excessive having regard to prevailing business standards and having regard to the personal circumstances of the employee or director involved;
- should the receipt of such offering become a matter of public attention, the acceptance of such offering would jeopardise the trust that a stakeholder may have in the Paymenow Group or may have the potential to negatively affect the Paymenow Group's reputation; and
- is the offering of a nature that the Paymenow Group would, in all probability, not reciprocate?

In instances where it appears to be inappropriate to accept the item, an employee and/or director is advised -

- to tactfully refuse the offering; or
- in exceptional circumstances, if to refuse such offering would reasonably cause embarrassment or hurt to the person making the offering, the employee may accept the offering on behalf of the Paymenow Group and then notify his/her line manager, their Company's Managing Director/CEO or Human Resources, so that an appropriate course of action may be determined; and
- to comply with the gift policy mentioned above in terms of reporting thereof and acceptable values.

Furthermore, any employee or director of a Company who, save for as allowed in terms of the gift policy –

- directly or indirectly gives/agrees to give/offer any other person gratification in order for that person to act in a manner which is illegal or amounts to an abuse of authority or is designed to achieve an unjustified result;
- directly or indirectly gives or receives gratification to improperly influence the promotion, execution or procurement of a contract; and

- directly or indirectly offers or accepts gratification in order to influence the award or withdrawal of a tender,

is guilty of an offence of corruption in terms of the Act, which the Company is obliged to report to the police.

6.2 Doing Business with the Public Sector

There is an absolute prohibition on the Paymenow Group and/or its employees providing any benefit of whatsoever nature, directly or indirectly, to any employee in the public sector. Any business conducted with the public sector will be performed on sound commercial terms.

6.3 Political, Charitable and other Public Activities and Business Affiliations

In general, the Paymenow Group would not expect that a conflict of interest will arise from a director or employee's affiliation with outside professional, political, civic or charitable organisations or (subject to written approval by the Paymenow Group in advance) from directorships or trusteeships of non-competing business entities who do not trade with the Paymenow Group. Any request for such approval should be submitted in writing to the relevant Company's Managing Director/CEO. An employee should disclose any such activities where the employee has reason to believe that an invitation to serve in any such organisation was offered primarily because of the person's employment with the Paymenow Group or where there is an implication of Paymenow Group's interest or responsibility.

In order to avoid such an inference, an employee shall not use the Company or its premises for charitable, political or other purposes outside the employee's normal duties and responsibilities.

6.4 Charitable Donations

To ensure that no donation can be misconstrued as a bribe, any donation given on behalf of any Company must comply with the following guidelines -

- any request for a donation must be made in writing and must sufficiently describe the charitable purpose of the donation, any business reason for the donation, and all details about the recipient;
- the recipient must be screened to determine that it is a legitimate charitable organisation;

- the donation must be approved in writing by the relevant Company Executive; and
- the donation must be accurately recorded.

All donations given must be recorded in the register maintained for this purpose on a monthly basis (see Annexure C) and declared on a quarterly basis. The completed register must be submitted to the Group's Chief Operations Officer and Compliance Office on a quarterly basis or when requested.

6.5 Facilitation Payments

In many countries, it is customary business practice to make payments or gifts of small value to government officials in order to speed up or facilitate a routine action or process. Such payments are called "facilitating payments". Facilitation payments are a direct and serious violation of this policy.

Facilitation payments exclude payments which are made on market standard terms, such as channel fees to sales partners or profit sharing arrangements to contract originators. These will be considered on an *ad hoc* basis on their merits and based on industry standards, guidelines and the Group's Code of Ethics.

Examples of routine, non-discretionary actions include providing police protection, granting visas or utility services, or clearing customs.

6.6 Non-solicitation

No director, supplier, customer, contractor, joint venture partner or employee of the Paymenow Group is to make, offer, promise or authorise an unlawful or improper payment of any kind, whilst knowing that such payment is intended as a bribe, payoff or rebate in an attempt to coerce any individual into awarding business opportunities to the Paymenow Group or preventing any business opportunity from being denied to/withdrawn from the Paymenow Group. This view on non-solicitation should be clearly communicated to all parties that conduct business with the Paymenow Group.

Individuals are warned that such conduct could have serious consequences for the Paymenow Group and the individual concerned, including but not limited to, criminal and civil prosecution and the Paymenow Group will investigate and pursue any such allegations to the full extent of the law.

6.7 Relationships with Governments

The Paymenow Group respects the authority of the governments in the countries in which it conducts its business. It is therefore imperative that directors and employees maintain an honest, transparent and ethical relationship with the government, their agencies, officials and personnel.

Directors and employees must ensure that when providing information relating to the Paymenow Group or a Company to representatives of the government, that the information is accurate, comprehensive and in compliance with applicable laws and regulations relating to corporate participation in public affairs.

6.8 Third Parties

Bribery problems often involve third parties. For this reason, all Third Parties must comply with this Policy.

Because anti-bribery laws prohibit “indirect” as well as direct payments and offers, the Paymenow Group and directors and employees of a Company may be held liable for the conduct of Third Parties when they know or reasonably should have known of any unlawful conduct. Turning a “blind eye” or ignoring “red flags” that something may be wrong does not exonerate a Company or an individual from criminal liability.

Authorising a Third Party to do something that you cannot do directly is a violation of this Policy.

A reasonable investigation should be conducted into a Third Party’s background, reputation, and business capabilities prior to entering into any contract. This investigation is called a due diligence and should be documented.

Compensation to Third Parties must be commercially reasonable and commensurate with the tasks that they actually undertake. Contracts should generally provide fixed compensation for specific, identified tasks and should avoid large percentage-based commissions and success fees.

Payments to Third Parties must be made in accordance with the terms of the contract entered into and in line with the applicable authority framework. It is a violation of this Policy to honour requests by Third Parties to vary the terms of contracts. Contracts that provide for payments to parties

other than the contracting party, or payments to countries other than where the entity of the contracting party operates, must be approved in advance by the relevant Company's Managing director / CEO.

RELATED LAWS	
(In alphabetical order)	
1.	CIPC Guideline 1 of 2018
2.	Financial Intelligence Centre Act 38 of 2001
3.	Judicial Matters Amendment Act 15 of 2023
4.	Organisation for Economic Co-operation and Development's publications concerning corruption
5.	Prevention and Combating of Corrupt Activities Act 12 of 2004
6.	Prevention of Organised Crime Act 121 of 1998
7.	Protected Disclosures Act 26 of 2000
8.	United Nations Global Compact Principles

Version	Approved By	Date of version	Date of implementation of changes
1	DNI Social, Ethics & Transformation Committee	22 February 2021	22 February 2021
2	DNI Social Ethics & Transformation Committee	7 June 2021	7 June 2021

3	DNI Social Ethics & Transformation Committee	18 November 2021	18 November 2021
4	DNI Social Ethics & Transformation Committee	23 April 2024	13 May 2024
5	Paymenow Group CEO	27 March 2025	27 March 2025

GIFTS REGISTER – 20[insert year] - 20[insert year]

The register below shows the nature and value of gifts, entertainment and hospitality that has been accepted by the Company / its employees (including its directors and executives) between 1 July [insert year] and 30 June [insert year].

This register is updated on an **annual** basis.

[INSERT COMPANY'S NAME]						
Gifts, entertainment and hospitality received by the Company / its employees						
Name of Recipient	Date of Receipt of Offer	Description of gift, entertainment and/or hospitality offered	The circumstances under which it was given	Person / Organisation offering the gift, entertainment and/or hospitality	Estimated market value of the gift, entertainment and/or hospitality	If accepted, reason for acceptance

GIFTS REGISTER – [insert date] - [insert date]

The register below shows the nature and value of gifts, entertainment and hospitality that has been offered / given by the Company / its employees (including its directors and executives) to business partners / third parties between **[insert date]** and **[insert date]**.

This register is updated on a **monthly** basis.

[INSERT COMPANY'S NAME]					
Gifts, entertainment and hospitality given by the Company / its employees					
Name of Recipient	Date of Offer	Description of gift, entertainment and/or hospitality offered	The circumstances under which it was given	Name of person who offered the gift, entertainment and/or hospitality	Estimated market value of the gift, entertainment and/or hospitality

DONATIONS REGISTER – [insert date] - [insert date]

The register below shows the nature and value of donations that have been given by the Company between [insert date] and [insert date].

This register is updated on a **monthly** basis.

[INSERT COMPANY'S NAME]							
Donations given by the Company							
Details of Recipient (Confirmed that recipient is legitimate)	Name of Company Executive who approved donation in writing	Date of Donation	S18A Certificate (Y/N)	Description of donation	The circumstances under which it was given (i.e. purpose, business reason, etc.)	Donation amount / Estimated market value of the donation	Utilised for BEE SED Spend (Y/N)