**Fiduciary Duty Policy**

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| **Entity:**BPTP INTERNATIONAL TRADE CENTRE LIMITED | **Section:** GOVERNANCE POLICY | **Version:** V2 | **Effective Date:** 01.07.2023 |
| **Subject:** FIDUCIARY DUTY |
| **Policy Owner:**C-HRO | **Review Date:**01.07.2024 | **Pages:** 1 |

**APPLICABILITY:** It applies to all projects, including both new construction and existing buildings at BPTP INTERNATIONAL TRADE CENTRE LIMITED

**PURPOSE:** The purpose of this Fiduciary Duty Policy is to establish guidelines for all employees, agents, and representatives of BPTP in fulfilling their fiduciary duties towards clients, emphasizing integrity, transparency, and the highest ethical standards in all project transactions.

**POLICY OUTLINE:** Fiduciary duty refers to a legal and ethical obligation that requires an individual or entity, known as a fiduciary, to act in the best interests of another party, known as the beneficiary or client. The fiduciary duty is characterized by trust, confidence, and reliance on the fiduciary to make decisions and take actions that prioritize the well-being of the beneficiary.

To support this policy, BPTP will:

* Comply to applicable real estate laws, regulations, industry standards and stay informed about changes in laws and regulations and take necessary steps to ensure compliance.
* Maintain accurate and complete records of all transactions, communications, and agreements with clients.
* Safeguard client information and maintain strict confidentiality regarding client affairs, unless disclosure is required by law.
* Encourage employees to report any suspected violations of this fiduciary duty policy through established reporting channels without fear of retaliation.
* Provide ongoing training and education to ensure that all personnel are well-informed about fiduciary duties, ethical standards, and industry best practices.
* Take strict disciplinary action, including termination of employment or contractual relationships upon violation of this policy.

**RESPONSIBILITY:** All individuals associated with BPTP must comply with all applicable Fiduciary duty laws and regulations.

**AMENDMENTS:** This policy is subject to any changes in the applicable laws, rules and regulations by the management.