

LEGAL and CONTRACTS COMMITTEE

1. This legal and contracts committee has main purpose to oversee all legal and contractual compliance across the company and ensure that all documents, communications and contracts for company and all its stakeholders legally active, valid, practical, operational and have a specific retention strategy .
2. This committee is to ensure development, structure and content of employment contracts, contracts given to suppliers, credit ratings contracts for clients to sell them credit ratings, stock option contracts, investigations, disciplinarys or communication with government or regulating agencies. All contracts and legal documents shall adhere to company's core values, policies and governance standards.
3. This committee is to ensure compliance of company with agencies such as Financial Conduct Authority, HMRC, The Companies House, Office of the Information Commissioner, Home Office for UKVI and service providers for Employers' Liability insurance and Professional Indemnity insurance.
4. This committee is to ensure company's all licences such as Credit Ratings Agency (CRA) licence, trading company status, insured company status, health and safety certifications and employment sponsorship licence are maintained at all time.
5. This committee is to ensure that all elections or voting in the board or company are carried out with a well-defined process, are adhered to legal standards and compliant with current companies act in the UK and reports, minutes or recommendations are submitted to board in time.
6. This committee along with Audit committee, Internal or External Auditors, and Governance and Performance committee shall finalise documents and proposal for investors, shareholders, market analysts and government agencies. For example, these documents are annual report, financial statements such as balance sheet, P&L accounts, cash flow statement, cost schedules, interim results, investor presentations or social responsibility proposals.
7. This committee shall review and assess key changes in the legislation and government regulations with regard to company's business operations, products and services.
8. This committee shall oversee any legal disputes, conduct assessment and disposition of any litigation, dispute or conflict in the first place in the company. Committee shall carry out enquiries about involving all concerned parties and submit their report with recommendations to Profit Protection committee, Governance and Performance committee and executive chairman only.
9. This committee shall enable the board to make decisions regarding the issues referred to the board for company's business, conduct, any complaint or conflict. For example, this committee may oversee the development of policies and procedures to address any shareholder complaint, query or grievance.