

## **Compliance Control**

### **Objective:**

The objective of this procedure is to describe steps to be followed to ensure that all required compliances are met appropriately.

### **Entry Criteria:**

Compliance requirements

### **Responsibility:**

Branch Manager

### **Activities:**

- a) It shall be ensured that all compliances (legal, statutory, contractual) which need to be met are identified.
- b) A list shall be prepared which documents all the identified compliances. (what needs to be done, format to be used, periodicity....)
- c) This list shall be reviewed by the top management of the company to ensure completeness and correctness.
- d) This list shall be kept updated.
- e) It shall be ensured that the compliances are met as per the documented list.

### **Exit Criteria:**

Compliance requirements are addressed