

Document Retention Policy

4XHub Ltd

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VERSION CONTROL

Version Number	Date Updated	Notes
1	August 2021	Original document prepared and finalised in consultation with Sophie Grace Pty Ltd.
2	November 2021	Modified for 4XHUB Ltd. (Labuan)
3	November 2022	Revised by Marcus Tan & Co. for Labuan

SECTION A – INTRODUCTION

1. INTRODUCTION

- 1.1 This Document Retention Policy (“**Policy**”) applies to all officers, directors, and employees of 4XHub Ltd (“**4XHub**”) as well as any agents, contractors or authorised representatives that act for or on behalf of 4XHub.
- 1.2 The purpose of this Policy is to outline the obligations that apply in relation to the management, retention, retrieval, and destruction of documents. This Policy is intended to ensure that 4XHub complies with its statutory obligations to retain documents as well as provide mandatory policies for the retention of documents.
- 1.3 The corporate records of 4XHub are important assets. Every document created by officers, directors, employees, agents, and contractors of 4XHub, be it in electronic or hard copy form, is a corporate record.
- 1.4 A corporate record may be as obvious as a memorandum, an e-mail, a contract, a case study, or something not as obvious, such as a computerised desk calendar, an appointment book or an expense record. In short, any information that is capable of being recorded in some way is considered to be a corporate record for the purposes of this Policy.

SECTION B – RETENTION OF DOCUMENTS

2. OBLIGATIONS TO RETAIN DOCUMENTS

- 2.1 The law requires 4XHub to maintain certain types of corporate records, usually for a specified period of time. Failure to retain those records for those minimum periods may subject 4XHub and its officers, directors, employees, agents and contractors to penalties and fines, cause the loss of rights, obstruct justice, spoil potential evidence in a lawsuit, place 4XHub in contempt of court, or seriously disadvantage 4XHub in litigation.
- 2.2 While all 4XHub’s officers, directors, employees, agents and contractors are required to fully comply with any published record retention or destruction policies and schedules, a special requirement applies in respect of documents relating to litigation or potential litigation. If you believe, or if you are informed by legal advisors, that a particular 4XHub record is relevant to litigation, or potential litigation (i.e. a dispute that could result in litigation), then you must preserve and retain those records until the legal advisors determine the records are no longer needed.
- 2.3 This special obligation supersedes any previously or subsequently established destruction schedule for those records. If you believe this obligation may apply, or have any questions regarding its possible application, please contact the Compliance Officer or legal advisor.
- 2.4 From time to time, 4XHub may establish retention, or destruction policies or schedules for specific categories of records in order to ensure legal compliance and also to accomplish other objectives, such as preserving intellectual property and cost management.
- 2.5 Several categories of documents that bear special consideration are identified below and minimum retention periods for these documents are specified. However, the general principle that must be complied with in respect of any corporate record of 4XHub is that the document

must be retained for at least the minimum retention period specified below or for such longer period as is appropriate, having regard to the nature of the document and the context in which it is used, and having particular regard for the special obligations relating to litigation or potential litigation (referred to above).

2.6 Tax Records

- (a) Tax records include, but are not limited to, documents concerning payroll, expenses, proof of deductions, business costs, accounting procedures, service tax, capital gains tax, stamp duty and other documents concerning 4XHub's revenues. Tax records are retained for at least seven (7) years from the date of filing the applicable return.

2.7 Employment Records/Personnel Records

- (a) State and federal statutes require 4XHub to keep certain recruitment, employment and personnel information, including but not limited to:
 - (i) name and date of birth;
 - (ii) date employment began;
 - (iii) employment status (e.g. full-time or part-time; casual or permanent) and the number of hours to be worked per day (including start and finishing times);
 - (iv) salaries and related records;
 - (v) annual leave, personal leave, long service leave, other leave and superannuation entitlements;
 - (vi) training records; and
 - (vii) if employment is terminated, details of the termination (including termination payments).
- (b) In addition, 4XHub keeps personnel files and information that reflect performance reviews and any complaints brought against 4XHub or individual employees under applicable state and federal statutes, including privacy laws.
- (c) 4XHub also keeps all final memoranda and correspondence reflecting performance reviews and actions taken by or against personnel in the employee's personnel file.
- (d) Employment and personnel records are retained for seven (7) years.

2.8 Financial Records

- (a) Financial records created in respect of 4XHub, recording the financial position of the company (such as Balance Sheets, Profit and Loss Statements, Cash Flow Statements, Audit Reports, Annual Reports) are retained permanently and are not destroyed.
- (b) Other financial records including but not limited to, invoices, accounts, receipts, orders for the payment of money, cheques, bank records (including bank statements and bank deposit slips), creditor records and other documents recording payments to and from

4XHub are retained for seven (7) years after the completion of the transactions to which they relate.

2.9 Committee Materials

- (a) Significant corporate records such as Committee(s) materials are kept for seven (7) years after the date of the relevant meeting at which the materials were presented.

2.10 Company Documents

- (a) All registers maintained for 4XHub, including but not limited to a register of members, a register of debenture holders and a register of charges, are permanently retained.
- (b) All documents publicly filed in respect of 4XHub are also permanently retained.
- (c) Minutes of meetings of members of 4XHub are retained for seven (7) years after the date of the relevant members' meeting.
- (d) Core documents of the company, such as the Constitution (and any amendments to the Constitution), Certificate of Registration, Business Names Registration and the LFSA Licence are permanently retained.

2.11 Marketing Documents, Press Releases

- (a) Copies of all marketing documents, press releases and publicly filed documents are retained for seven (7) years on the basis that 4XHub has its own copy to test the accuracy of any document a member of the public can theoretically produce against 4XHub.

2.12 Legal Files

- (a) Legal advisors are consulted to determine the retention period of particular documents. Legal documents covering the provision of legal advice to 4XHub are generally retained for a period of ten (10) years.

2.13 Customer Records and Sales Documents

- (a) Copies of all documents relating to customer records and transactions are retained for the life of the client relationship and an additional seven (7) years from the date 4XHub ceases to provide financial services to the customer. This includes but is not limited to:
 - (i) all sales documents;
 - (ii) file notes;
 - (iii) application forms;
 - (iv) recordings of meetings and telephone calls;
 - (v) system records;
 - (vi) any written instructions given by a client;
 - (vii) change of details forms;

- (viii) confirmations and other correspondence sent to or received from clients;
- (ix) copies of any client identification documents such as driver's licence, passport(s), credit card(s) and utility statements; and
- (x) all other transaction related documents received from the client (including those documents provided before they became a client).

2.14 Development/Intellectual Property and Trade Secrets

- (a) Development documents are often subject to intellectual property protection in their final form (e.g. patents and copyrights). The documents detailing the development process are often also of value to 4XHub and are protected as a trade secret where 4XHub:
 - (i) derives independent economic value from the secrecy of the information; and
 - (ii) has taken affirmative steps to keep the information confidential.
- (b) All documents designated as containing trade secret information must be retained for at least the life of the trade secret and where possible, for three (3) years beyond the life of the trade secret. These documents must be kept confidential and must be securely protected against unauthorised disclosure.

2.15 Contracts

- (a) Final, executed copies of all contracts entered into by 4XHub are retained in hard and electronic copy format. 4XHub retains copies of final contracts for at least seven (7) years beyond the life of the agreement.

2.16 Electronic Mail

- (a) E-mail which needs to be saved are either:
 - (i) printed in hard copy and kept in the appropriate file; or
 - (ii) downloaded to a computer file and kept electronically or on disk as a separate file.
- (b) The retention period depends upon the subject matter of the e-mail, as covered elsewhere in this Policy.

3. COMPUTER SYSTEMS

- 3.1 4XHub utilises computer hardware and software that is generally available to the public. This ensures qualified consultants are available to support the computer systems as required.
- 3.2 At any point in time, if the computer systems utilised by 4XHub are not hardware or software that is generally available to the public, 4XHub must ensure the computer systems can be supported by a specialist consultant without an unacceptable delay which could cause loss to clients or present difficulties responding to regulator/legal queries.
- 3.3 The computer systems utilised by 4XHub have been designed to cater for extensive growth in users (e.g. employees) and traffic (e.g. daily transactions).

- 3.4 The Chen Peng Lim conducts an annual review of 4XHub's computer systems to ensure they are adequate to support the financial services business and enable compliance with this Policy.
- 3.5 4XHub has adopted a Risk Management Policy which outlines the business continuity risks faced by 4XHub and the strategies in place to identify and monitor these risks.

SECTION C – DEALING WITH RETAINED DOCUMENTS

4. STORAGE, RETRIEVAL AND CONTROL OF RETAINED DOCUMENTS

- 4.1 4XHub addresses the following activities in relation to retained documents (as applicable):
- (a) distribution, access, retrieval and use;
 - (b) storage and preservation, including preservation of legibility;
 - (c) control of changes e.g. version control;
 - (d) retention, disposition and disposal; and
 - (e) the role of third parties in documented information creation and control.
- 4.2 Documents retained under this Policy (whether in electronic or hard copy form) must be easily identifiable, easily located and easily retrievable, in order to facilitate:
- (a) accessibility as reasonably necessary for the orderly conduct of the current and future business of 4XHub; and
 - (b) the prompt retrieval of documents when needed; and
 - (c) adequate protection e.g. from the loss of confidentiality, improper use or loss of integrity.
- 4.3 If documents are stored in electronic form:
- (a) the electronic records must be readily convertible into hard copies;
 - (b) the electronic records must enable easy identification of their origin, destination and time of receipt or transmission;
 - (c) there must be reliable means of ensuring the integrity of the records; and
 - (d) there must be disaster recovery procedures and policies in place in respect of the electronic records.
- 4.4 If documents are stored in hard copy form:
- (a) the documents must be easily accessible (particularly if archived);
 - (b) there must be secure systems in place to ensure the safekeeping of the documents; and
 - (c) there must be disaster recovery procedures and policies in place in respect of the hard copy documents stored.

- 4.5 Any system for retaining and making copies of documents must always reproduce a complete and unaltered identical copy of the original document. Any software or other devices required to exactly reproduce the document and the expertise required to use such software or devices are retained by or available to 4XHub for the relevant retention period.
- 4.6 Personal record systems which render documents inaccessible to others requiring access (for example, in a personal filing cabinet, on a PC hard drive, unmanaged peer-to-peer network, short message service (**SMS**), social media applications or the like) are not used. 4XHub's corporate records are under no circumstances maintained privately by employees.

5. DISPOSAL/DESTRUCTION OF RETAINED DOCUMENTS

- 5.1 No directors, officer, employee, agent or contractor of 4XHub are authorised to destroy, dispose of, or tamper with any corporate record to which this Policy applies before the minimum retention period referred to in this Policy.
- 5.2 Destruction of corporate records is only be undertaken where they are no longer required to be retained under this Policy. Destruction of corporate records does not occur without the approval of a legal advisor.
- 5.3 Corporate records being destroyed or disposed of must be shredded or otherwise disposed of in a secure manner. The destruction of electronic records must be undertaken in such a way that ensures the data is inaccessible and irrecoverable thereafter.
- 5.4 Where the corporate record contains 'personal data' (as defined under the *Personal Data Protection Act 2010*), it requires that an organisation must take reasonable steps to destroy or permanently de-identify personal information if it is no longer needed for any purpose for which the information may be used or disclosed.

SECTION D – CONCLUSION

6. NON-COMPLIANCE WITH THIS POLICY

- 6.1 Failure to comply with this Policy may result in punitive action against the employee, including suspension or termination.

7. POINT OF CONTACT

- 7.1 Any questions in relation to this Policy are referred to the Compliance Officer of 4XHub. The Compliance Officer is in charge of administering, enforcing and updating this Policy.

8. POLICY REVIEW

- 8.1 This Policy is reviewed on at least an annual basis by the Compliance Officer having regard to the changing circumstances of 4XHub. The Compliance Officer then reports to the Board of Directors on compliance with this Policy.

Issued by 4XHub Ltd

November 2022