

**MSE FINANCIAL SERVICES LTD.  
NO.25 ABHIRAMAPURAM 3<sup>RD</sup> STREET  
CHENNAI 600 018**

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**POLICY ON OUTSOURCING OF ACTIVITIES**

The company has huge pile of records, comprising of physical KYCs, both for trading and demat division, which is built over a period of around 2 decades. In order to use the office space optimally, the storage of physical records of the company, specifically KYCs (Trading & Demat) is outsourced to an external agency, M/s.Writer Business Services Pvt. Ltd., Chennai. A proper agreement is entered into between MSEFSL and Writer in this regard. The vendor M/s. Writer is renowned and has in their custody, records of Government authorities, Telecom service providers, etc. Company has scanned images of all KYCs and the same can be furnished to any authority as and when need arise.

The retrieval of records will be done on request basis and the same will be delivered to our office, the next day.