



شركة الساحل للاستثمار والتنمية والاسثمارش.م.ك.ع
COAST INVESTMENT & DEVELOPMENT CO. K.S.C.P

منذ 1975 Since

COAST INVESTMENT & DEVELOPMENT COMPANY
CORPORATE SUCCESSION PLAN POLICY AND PROCEDURES

تمت الموافقة في اجتماع مجلس الإدارة
الأول... لعام ٢٠١٢... بتاريخ ٢٠١٢/٢/٢٨

تمت الموافقة في اجتماع مجلس الإدارة
الأول... لعام ٢٠١٢... بتاريخ ٢٠١٢/٢/٢٨

تمت الموافقة في اجتماع مجلس الإدارة
الثاني... لعام ٢٠١٥... بتاريخ ٢٠١٥/١١/٣

تمت الموافقة في اجتماع مجلس الإدارة
الثاني... لعام ٢٠١٥... بتاريخ ٢٠١٥/١١/٣

تمت الموافقة في اجتماع مجلس الإدارة
الثالث... لعام ٢٠١٦... بتاريخ ٢٠١٦/١١/١٤

تمت الموافقة في اجتماع مجلس الإدارة
الرابع... لعام ٢٠١٩... بتاريخ ٢٠١٩/١٢/١٤

تمت الموافقة في اجتماع مجلس الإدارة
الخامس... لعام ٢٠٢٠... بتاريخ ٢٠٢٠/٦/٢٩

تمت الموافقة في اجتماع مجلس الإدارة
السادس... لعام ٢٠٢٢... بتاريخ ٢٠٢٢/٤/٢٩

 <p>شركة الساحل للاستثمار والتطوير COAST INVESTMENT & DEVELOPMENT CO. K.S.C.P. منذ 1975</p>	CORPORATE SUCCESSION PLAN POLICY AND PROCEDURES	ISSUE DATE: FEBRUARY 2012
		VERSION:
		APPROVED BY:

Policy Code: CSP

Policy Name: Corporate Succession Plan

Purpose:

This policy describes the procedures followed by the company's management in directing the chain of command of management in cases of emergency management succession situations or planned transfer of management transition.

Scope:

The management succession procedures have been established to formalize the company's efforts to meet future personnel needs.

Policy Contents:

1 Staffing and Authority

- 1.1 The Board of Directors (including the Chairman) and senior management will coordinate to ensure that there is adequate staffing at all levels of company.
- 1.2 The Board of Directors and its designated Committees will be ultimately responsible for directing the operations of the company being executed by the CEO and the Department Managers.

2 Chain of Command

- 2.1 Should the Chairman be unable to carry out his or her duties due to an emergency situation, the duties of the Chairman will be assumed by individuals in other positions of power within the company on a temporary basis.
- 2.2 Duties of the Chairman will be assumed in emergency situations only in the following descending order:
Chain of Command:
 - 2.2.1 Vice Chairman
 - 2.2.2 A Board member by majority Board voting
 - 2.2.3 The CEO by BOD resolution
- 2.3 Responsibilities will be automatically assumed by the above individuals in the indicated order.
- 2.4 When the duties of the Chairman are assumed by one of the above listed individuals, that individual will continue to serve in the capacity of Acting Chairman until:

 <p>شركة الساحل للاستثمار والتطوير COAST INVESTMENT & DEVELOPMENT CO. K.S.C.P. منذ 1975 Since 1975</p>	CORPORATE SUCCESSION PLAN POLICY AND PROCEDURES	ISSUE DATE: FEBRUARY 2012
		VERSION:
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2.4.1 The original Chairman is back, or

2.4.2 A new Chairman is elected by the Board of Directors,

2.4.3 A majority vote by the Board of Directors determines that the individual cannot adequately perform the necessary duties.

2.5 With respect to disaster recovery procedures, the individual acting as Chairman will also assume the responsibilities of disaster recovery Manager.

2.6 Should the CEO be unable to carry out his or her duties due to an emergency situation, the duties of the CEO will be assumed by individuals in other positions of power within the company on a temporary basis.

2.7 Duties of the CEO will be assumed in emergency situations only for:

Chain of Command:

2.7.1 A Board member by majority Board vote, or

2.7.2 A designated Senior Executive employee registered with CMA.

2.8 Responsibilities will be automatically assumed by the above individuals in the indicated order.

2.9 When the duties of the CEO are assumed by one of the above listed individuals, that individual will continue to serve in the capacity of Acting CEO until:

2.9.1 The original CEO is back, or

2.9.2 A new CEO is appointed by the Board of Directors, or

2.9.3 A majority vote by the Board of Directors determines that the individual cannot adequately perform the necessary duties.

3 Certification of Authority

3.1 In response to requests for proof of position and / or authority, three Company Board members will provide certification that a specified individual is acting as Chairman in accordance with the company policy.

3.2 All and any changes will be made in writing.

3.3 Written notification of change will be certified by any three company Board members.

3.4 Written notification of change will be forwarded to the appropriate individuals, groups, or companies by the Board as well.

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4 Delegation of Authority

- 4.1 Company management should also ascertain that all senior positions in the company retaining a decision making authority to properly follow the delegation of authority structure as approved by the Board of Directors.
- 4.2 The delegation of authority structure as shown in schedule below clearly manifests the functions that need authority to be delegated to in the context of management succession in regular and emergency situations.

S. No	Functional Title	1 st Successor	2 nd Successor
CEO			
1	CEO	One of the Board Members	One of the Senior Executives
Support Group			
1	SVP – Support Group	AVP – Operations & Settlements Dept.	CEO
Finance Department			
1	VP – Finance Dept.	SVP – Support Group	CEO
2	AVP – Finance Dept.	VP – Finance Dept.	SVP – Support Group
Administration & Human Resources Department			
1	VP – HR & Administration Dept.	AVP – HR & Administration Dept.	SVP – Support Group
2	AVP – HR & Administration Dept.	VP – HR & Administration Dept.	SVP – Support Group
Information Technology Department			
1	VP – Information Technology Dept.	AVP – Information Technology Dept.	SVP-Support Group
2	AVP – Information Technology Dept.	VP – Information Technology Dept.	SVP-Support Group
Asset Management Group			
1	SVP – Asset Management Group	VP – Investment Funds Dept.	CEO
Investment Funds Department			
1	VP – Investment Funds Dept.	AVP – Investment Funds Dept.	SVP – Asset Management Group
2	AVP – Investment Funds Dept.	VP – Investment Funds Dept.	SVP – Asset Management Group
Operations & Settlements Department			
1	VP – Operations & Settlements Dept.	AVP – Operations & Settlements Dept.	SVP – Support Group
2	AVP – Operations & Settlements Dept.	VP - Operations & Settlements Dept.	SVP – Support Group
Clients' Portfolios Department			
1	VP – Clients' Portfolios Dept.	AVP – Clients' Portfolios Dept.	SVP – Asset Management Group
2	AVP – Clients' Portfolios Dept.	VP – Clients' Portfolios Dept.	SVP – Asset Management Group
Corporate Portfolios Department			
1	VP – Corporate Portfolios Dept.	AVP – Corporate Portfolios Dept.	SVP – Asset Management Group
2	AVP – Corporate Portfolios Dept.	VP – Corporate Portfolios Dept	SVP – Asset Management Group
Real Estate Department			
1	VP – Real Estate Portfolios Dept.	AVP – Real Estate Portfolios Dept.	SVP – Asset Management Group
2	AVP – Real Estate Portfolios Dept.	VP – Real Estate Portfolios Dept.	SVP – Asset Management Group
E – Trade Department			
1	VP – E- Trade Dept.	AVP – E-Trade Dept.	SVP – Asset Management Group
2	AVP – E-Trade Dept.	VP – E-Trade Dept.	SVP – Asset Management Group
Business Development Department			
1	VP – Business Development Dept.	AVP – Business Development Dept.	SVP – Asset Management Group
2	AVP – Business Development Dept.	VP – Business Development Dept.	SVP – Asset Management Group
Direct Investment Department			
1	VP – Direct Investment Dept.	AVP – Direct Investment Dept.	SVP – Asset Management Group
2	AVP – Direct Investment Dept.	VP – Direct Investment Dept.	SVP – Asset Management Group

Equity & Alternative Investment Department			
1	VP – Equity & Alternative Investments Dept.	AVP – Equity & Alternative Investments Dept.	SVP – Asset Management Group
2	AVP – Equity & Alternative Investments Dept.	VP – Equity & Alternative Investments Dept.	SVP – Asset Management Group
Compliance & Legal Affairs Group			
1	SVP - Compliance & Legal Affairs Group	VP - Compliance & Legal Affairs Group	CEO
Compliance Department			
1	VP - Compliance & Legal Affairs Group	AVP - Compliance Dept.	SVP - Compliance & Legal Affairs Group
2	AVP - Compliance Dept.	VP - Compliance & Legal Affairs Group	SVP - Compliance & Legal Affairs Group
Legal Affairs Department			
1	VP – Compliance & Legal Affairs Group	AVP – Legal Affairs Dept	Outsourced
Risk Management Unit			
1	Risk Management Officer	outsourced
Internal Audit Unit			
1	Internal Audit Officer	outsourced



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Revision History Form

Policy Ref. No.	Issue No.	Revision No.	Date of Revision	Approved By	Approver's Signature
		1	4/3/2012	BOD	
		2	4/3/2013	No changes	
		3	4/3/2014	✓ ✓	
		4	28/12/2015	BOD	
		5	14/11/2016	BOD	
		6	4/3/2017	No changes	
		7	4/3/2018	✓ ✓	
		8	4/3/2019	✓ ✓	
		9	29/12/2020	BOD	
		10	17/3/2021	No changes	
		11	29/6/2021	BOD	
		12	10/2/2022	BOD	
		13	28/3/2023	BOD	
		14	4/3/2024	No changes	
		15	4/3/2025	No changes	
		16	3/11/2025	BOD	