BMD SECURITIES LIMITED

CHANGE MANAGEMENT POLICY

Policy created by	Designated Officer
Policy reviewed by	Technology Committee
Policy reviewed on	31-12-2024
Policy Approved by	Board of Directors
Policy approved on	28-04-2025

Version – 1.0

Purpose and Scope

This Change Management Policy outlines the procedures and guidelines for managing changes to systems, processes, and technologies within our company. The objective is to ensure that changes are implemented in a controlled and efficient manner, minimizing risks and disruptions to the trading platform.

Roles and Responsibilities

Change Management Team

- Designated Officer (DO): Responsible for overseeing the entire change management process.
- Technology Committee (TC): A group responsible for reviewing and approving proposed changes.

Stakeholders

- Business Units: Responsible for identifying and communicating business requirements.
- IT Department: Responsible for implementing and testing changes.
- Quality Assurance Team: Conducts testing to ensure changes meet quality standards.
- Regulatory Compliance Team: Ensures changes comply with industry regulations.

Change Request Process

Submission

- Users submit change requests using the designated form.
- Include details such as the nature of the change, justification, and potential impact.

Review

- TC reviews the change request for completeness.
- If necessary, additional information may be requested from the submitter.

Change Evaluation

Technical Feasibility

- IT Department assesses the technical feasibility of the proposed change.
- Evaluates potential impact on existing systems and infrastructure.

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Impact Analysis

- Conducts a thorough impact analysis to assess the effects of the change on business processes, users, and the trading platform.

Risk Assessment

- Identifies and assesses potential risks associated with the change.
- Develops strategies to mitigate and manage risks.

Approval Process

Technology Committee

- TC reviews change requests, impact analysis, and risk assessments.
- Approves or rejects change requests based on established criteria.

Communication Plan

- Develops a communication plan to inform stakeholders about approved changes.
- Includes internal teams, customers, and regulatory bodies as applicable.

Testing and Quality Assurance

- IT Department and Quality Assurance Team collaborate to conduct comprehensive testing.
- Ensures changes meet quality standards before implementation.

Documentation and Record-keeping

- Maintains detailed records of change requests, approvals, and implementation details.
- Ensures documentation is accessible for audits and reviews.
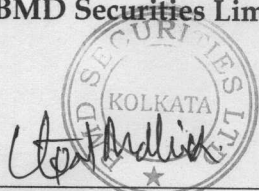
Monitoring and Review

- Regularly monitors the performance of implemented changes.
- Conducts post-implementation reviews to identify lessons learned and areas for improvement.

Regulatory Compliance

- Ensures all changes comply with relevant industry regulations and standards.

Change in the Policy will be adopted as and when required by the company and is binding on all the Staff/Employees/and Directors of the Company.

BMD Securities Limited

Utpal Mallick
CISO
Dated: - 30-04-2025

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