



## **RELATED PARTY TRANSACTION POLICY**

### **SCOPE**

This policy applies to the Dyslexia Association of Singapore (DAS) and its subsidiaries, DAS Academy Ltd (DAC) and DAS International Services Ltd (DAI) (collectively referred to as the "DAS Group").

### **POLICY**

The DAS Group recognises that related party transactions may give rise to actual, potential or perceived conflicts of interest. Accordingly, related party transactions shall be conducted in a transparent manner, on terms that are fair and reasonable and in the best interests of the DAS Group.

Related parties shall be determined in accordance with Financial Reporting Standard (FRS) 24 – Related Party Disclosures.

Board members, Committee members and employees involved in a related party transaction shall comply with the DAS Group's Conflict of Interest Policy, including declaring any actual, potential or perceived conflict of interest and abstaining from any discussion or decision relating to the transaction, where appropriate.

### **REVIEW AND APPROVAL**

Related party transactions shall be reviewed and approved in accordance with the DAS Group's Delegation of Authority and applicable approval authority.

The Audit and Risk Committee oversees the adequacy of the DAS Group's governance, internal controls and financial reporting processes, including the disclosure of related party transactions where applicable.

In reviewing a related party transaction, the relevant approving authority shall consider whether:

- the transaction is conducted on terms that are fair and reasonable;
- the transaction is in the best interests of the DAS Group;
- any conflict of interest has been appropriately declared and managed; and
- the transaction complies with applicable laws, regulations and the DAS Group's governance policies.

### **INTERCOMPANY TRANSACTIONS**

The DAS Group comprises DAS, DAS Academy Ltd and DAS International Services Ltd. Many of the DAS Group's transactions and arrangements are between DAS and its subsidiaries and are undertaken in the normal course of operations on terms agreed between the entities. Inter-company balances are generally unsecured, interest-free and repayable on demand.

Examples of inter-company transactions include:

- course fees charged by a subsidiary to DAS;
- administrative expenses charged by DAS to a subsidiary;
- salaries and other expenses paid by one entity on behalf of another and subsequently settled;
- contributions from subsidiaries relating to grants previously provided by DAS; and



- other transactions undertaken in the ordinary course of operations to support the activities of the DAS Group.

### **DEFINITION OF RELATED PARTIES**

For the purposes of this policy, related parties generally include:

- members of the Board of Directors, key management personnel and their close family members;
- entities that control, jointly control or have significant influence over the DAS Group, or over which the DAS Group has control, joint control or significant influence;
- subsidiaries the DAS; and
- other individuals or entities that meet the definition of a related party under FRS 24.

### **DISCLOSURE**

Related party transactions are disclosed in the financial statements in accordance with Financial Reporting Standard (FRS) 24 – Related Party Disclosures, the Charities Act and its subsidiary legislation, and other applicable statutory and regulatory requirements.

### **POLICY REVIEW**

Management reviews this policy periodically to ensure that it remains aligned with applicable accounting standards, the Charity Code of Governance, applicable laws and regulations, and the governance practices of the DAS Group. Any material amendments shall be submitted to the Audit and Risk Committee for review and approval.