

**Emergency Response Measures of
Index Calculation of Sino-Securities
Index Information Service (Shanghai)
Co., Ltd
V1.0**

June 2022

Time of Revision	Version	Notes
2022.06.	V1.0	Emergency response measures making of index calculation

1. General Provisions

Article 1 In accordance with the existing calculation process and calculation systems of Sino-Securities Index Information Service (Shanghai) Co., Ltd (“the Company”), this Measures is set up to strengthen the security of the index calculation process, respond effectively to the possible emergency situations, and standardize the emergency response in such process.

Article 2 The basic principles of the emergency response of the Company are: focusing on the enhancement of security and stability of index calculation, establishing and improving the internal emergency treatment system of the Company, preventing risks and properly handling the emergency events.

Article 3 This Measures applies to all emergency scenarios and staff engaged in the index calculation process of the Company.

2. Emergency Response

Article 4 Any staff who finds out abnormality relating to index calculation shall immediately report to the related system supervisor.

Article 5 The system supervisor shall deal with any abnormality according to the emergency handling manual of related system and report to the head of the The Technology Operation Department immediately. The head of the the Technology Operation Department shall select or adjust the methods of the emergency handling if necessary.

Article 6 In the event of the following significant emergency scenario, the head of the Technology Operation Department shall immediately report to the officer

in charge of the relevant department, and the General Manager of the Company shall determine the emergency operation plan of it:

- Abnormal closing of stock exchanges;
- Significant mistakes of index calculation, which draw attention from the market and worsen the company's reputation;
- Compromise of on-going operation of relevant business system due to malfunction of hardware, system, network, or software, which has a great impact on the business and is unable to return to normal in time.

Article 7 In case the emergency event is not mentioned in the emergency handling manual, the system supervisor shall immediately report to the head of the Technology Operation Department to discuss and determine how to handle the situation.

Article 8 Such emergency events mentioned in Article 7 shall be recorded in the <Risk Cases of Computer Systems> after being solved.

Article 9 The Technology Operation Department shall launch a major emergency event drill annually at least and other related departments shall cooperate. When it is finished, a final summary report shall be made.

3. Supplementary Provisions

Article 10 The Executive Management Team shall be responsible for overseeing the implementation of this Measures. In the event that any non-compliance is found, the Executive Management Team shall have the power to punish the relevant persons according to the seriousness of the misbehavior.

Article 11 This Measures is subject to the interpretation of the Technology Operation Department.

Article 12 The Measures or any revised version shall come into effect upon the examination and approval of the Executive Management Team.

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